

**JAMES FRANKLIN SMITH SCHOOL  
PRINCIPAL ROBERTA ORTEGA  
EVERGREEN SCHOOL DISTRICT  
2220 WOODBURY LANE  
SAN JOSE, CA 95121  
PHONE: (408) 532-2150  
FAX: (408) 532-2165**

**JAMES F. SMITH SCHOOL MISSION STATEMENT**

The mission of the James Franklin Smith Elementary School is to develop the intellectual, physical and emotional capacities of each child to the fullest extent possible so that each can lead a fulfilling life as a productive worker, citizen, and contributing member of our society. To become good citizens and responsible adults, all children need to think creatively and critically, and be able to adapt to change. They need skills in acquiring, filtering, processing, and using information to make effective decisions and to communicate with others. They will develop self-esteem by participating in a caring school community which appreciates diversity and develops in children tolerance, cooperation towards team goals and a love for learning that will last a lifetime. Students will understand they are a part of a local and global community.

Students will learn in a non-traditional learning environment that will include various formats of technology and progressive instructional strategies. Students will become 21st Century citizens who will embrace the impact of technology on our society and daily lives. Students will be active participants in their own learning. Teachers will be responsible for guiding the learning process, setting goals and fulfilling instructional standards set forth by district and state mandates.

Students will learn to make good choices and choose a life style that will promote a healthy body and mind. Students of James Franklin Smith School will develop skills in the classroom that will transcend to the work place.

Our students will be productive, compassionate and develop a firm understanding of the past and become active leaders in their future.

Please visit our school web site for updated school information at [www.jfsmith.eesd.org](http://www.jfsmith.eesd.org).

**Sign below to acknowledge that you and your child have read and discussed the school handbook.**

**Child's name:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENTAL PORTAL EMERGENCY CONTACTS**

Update your contact information for Parental Portal. If we ever have a school emergency you will be contacted by the information you provide on **Parent Portal**. You will receive an email, text, and phone calls. Call our office if you need your login information.

**ARRIVAL AND DISMISSAL**

Student safety and courtesy for others are matters of considerable importance at James F. Smith School. Since traffic in and out of our parking lot can be significant, we request that all families respect the following procedures:

- Follow the arrows for entrance and exit in the parking lot.
- School staff begins supervision at 7:45 a.m. Students should not be dropped off before that time.
- Do not walk through the parking lot.
- Do not leave your car parked or unattended at the curb.
- Parents are responsible for making arrangements for their children's timely pick-up from school.

**PARENT VISITS TO SCHOOL**

Any visitors must report directly to the office rather than the classroom where such interruptions can be disruptive to instruction. Parent volunteers are also required to go to the office to sign the visitors log and pick up a visitor's badge before going to the classroom. Parents wishing to visit their child's classroom should email the teacher in advance for an appointment.

**ATTENDANCE**

Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. It is the parents' responsibility to ensure that their children arrive at school every day on time.

Please telephone school at 408-532-2150 **before 8:30 a.m.** on the day your child is absent. You may receive a phone call at work or home verifying an absence if we do not hear from you.

Tardiness to class is harmful to the individual student and disruptive to the classroom. Students are marked "tardy" if they arrive at school after 8:05 a.m. Tardy students must acquire a tardy slip from the office prior to going to class. Parents of students who have frequent absences will be contacted by the classroom teacher and/or the principal to discuss interventions to improve the child's attendance pattern. Students with excessive absences or tardies may be referred to the Student Study Team or District SARB Committee.

California Ed. Code section 48260 states that any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor.

Valid excuses for absence from school are:

- a. Illness
- b. Quarantine as directed by health officer
- c. Appointments for medical services
- d. Attendance of funeral services of immediate family members

All other absences are considered unexcused and therefore truant. **Family travel that exceeds ten days will result in the student being dropped from the attendance rolls.** Reinstatement into the class and school is contingent upon available space.

**HOMEWORK PROCEDURES FOR STUDENT ABSENCES**

For an **excused absence (illness)**

- Parents may request homework by noon via e-mail to the classroom teacher.
- Please do not call and request homework from the school office.
- The teacher will leave missed classwork or homework in the front office by 2:30, if requested.

- If homework is not requested, the child may pick up missed assignments upon returning to school.
- If a student leaves school before the end of the day, check with the teacher regarding his/her policy.

For an **unexcused absence (vacation/travel)**

- Homework is **not** provided in advance for students missing school for unexcused absences.
- Missed work will **not** be provided for unexcused absences.
- Vacation and travel are **unexcused absences**.

### **NO RESCUE/RESPONSIBILITY POLICY**

Students are encouraged to be responsible for their personal and academic needs.

There is a **No Rescue/Responsibility** policy before, during, and after school for items that are left at home or school (homework, projects, backpacks, instruments, etc.) **except:**

**Students Projects that are too large or heavy to carry**

#### **Health Needs**

- Medications
- Glasses

#### **Lunches**

- **Dropping off lunches in the office is discouraged.**
  - Please help your child be responsible to bring their own lunch with them or purchase a hot lunch.
  - Students without lunches walk to the office at their designated lunch time to check if a lunch was dropped off for them.
    - If no lunch was dropped off, students will receive an emergency hot lunch that is to be paid the next day unless the child has a CNS account with funds available.
  - Office staff will **not** be calling or emailing teachers to inform teachers of dropped of lunches.

**Students must check the office for any items. No classrooms will be called or emailed for forgotten items. With 750 students on campus, time spent in communication for forgotten items is not possible.**

### **HOMEWORK GUIDELINES**

The object of homework is to assist and improve a student's learning. Homework is to be reasonable in length, directly related to classroom work, well defined in advance by the teacher, understood by the student, and corrected and returned to the student. It is the student's responsibility to complete homework. The type of homework assignments and length should vary according to the student's level. Your child is responsible in bringing his/her homework to school. JFS has a "**no rescue**" policy in place to emphasize student responsibility no homework brought late by a parent or guardian will be accepted; no student can return to the classroom after school for forgotten work.

**Kindergarten:** Homework is minimal and based on teacher judgment of student's need. However, reading is mandatory.

**Primary grades (1-3):** Some homework will be assigned to familiarize the students with the need for accuracy, time management and organizational skills, which are the foundation for the required homework that is a part of the intermediate grades educational program. Homework is assigned at the discretion of the teacher with an emphasis on language arts and math.

**Intermediate Grades (4-6):** Homework emphasis is on language arts and math. Additional assignments are given which, in the judgement of the teacher, will assist the student to learn and develop initiative and responsibility. Long-term reports and projects will be assigned.

### **LUNCHES AND SNACKS**

Students in grades 1-6 may bring a lunch or purchase a hot lunch at school. Lunch may be purchased weekly or monthly. Free and reduced-price lunch applications are available in the office. **If your child is eating lunch from home, your child should bring his/her lunch with them to school. Dropping off lunches is discouraged.** If you must bring lunch or lunch money for your child, it is the responsibility of the parents to inform their child's teacher by e-mail. There will be **NO SHARING OF FOOD ALLOWED**; some students may have food allergies. Kindergarten is a **peanut free** zone: no peanut products allowed whatsoever. Students may bring a nutritious snack to be eaten during the morning recess in designated areas. Lunch recesses are supervised by paid supervisors.

### **CELEBRATING BIRTHDAYS**

Parents are allowed to send small treat bags, that **do not** contain food, as a way to celebrate their child's birthday with classmates. **Due to allergies and good nutrition, no food is allowed for birthday celebrations.** Balloons and decorations are not appropriate at school.

### **FIELD TRIPS**

Field trips are planned by grade level teams to extend and enrich the curriculum. Parents are invited to participate as chaperones. Due to liability issues, only JFS students may attend field trips and all students must ride on the bus and not with a parent.

### **BUS RULES AND REGULATIONS (mainly field trips)**

Behavior while on the bus and waiting for the bus is subject to the school rules.

- Obey the driver's instructions.
- Remain seated until the bus driver arrives at the stop and the bus door is opened.
- Talk quietly so you don't disturb the concentration of the driver.
- Keep head, arms, hands, and legs in the bus while on board.
- Eating or drinking is not permitted on the bus.
- Animals, glass containers, large articles, and radios are not allowed on the bus.
- Respect property and help keep the bus clean.

### **CHANGE OF ADDRESS/HOME OR BUSINESS TELEPHONE**

To ensure your child's safety, notify the school immediately if you have a change of address, home, or business telephone number during the school year. Emergency Contacts can be updated through Parent Portal.

### **DISCIPLINE WITH DIGNITY**

The Evergreen School District Board of Trustees adopted Discipline with Dignity in 1992. This philosophy is based upon several principles:

- Long-term behavior changes vs. short-term quick fixes. Dealing with student behavior is part of the job. We will invest whatever time is needed to produce a change in behavior.
- Being fair means treating students individually, based on what will work for them. While the rules are uniform for all, specific consequences are assigned on an individual basis, based upon the needs, offense, and history of the student.

- Always treat students with dignity. We use discipline techniques to help student maintain or enhance their self-esteem. We use privacy, eye contact, and proximity when correcting student behavior.

#### **PET-FREE CAMPUS**

To ensure student safety, pets are not allowed in areas where children are likely to be present.

#### **EARLY RELEASE FROM SCHOOL**

Students may not leave school without permission. If you must remove your child prior to dismissal, please come to the office, and we will notify your child's teacher. Please schedule appointments late in the afternoon so as not to disturb your child's education.

#### **EMERGENCIES AND HEALTH SERVICES**

Students who become ill during the school day will be sent home. We request children return to school after they have been fever free (Fever is an oral temperature of 100.00), vomit free and diarrhea free for 24 hours without medication. Children who become ill at home, should remain at home until they are well enough to come to school and benefit from time in the classroom.

Parents will be notified immediately of any emergency or acute changes in their child's health status. It is vital that emergency cards and Parent Portal emergency contact information is up to date. All students entering school must have an up-to-date record of immunizations on file in the Health Office. Students may be excluded if additional vaccinations are needed.

If your child requires a medication during school hours, Medication Permission and Authorization forms are available on the district's website. Please download and have you health care provider complete the document. Our school's health clerk assists with prescriptions administered to our students.

#### **EXPECTATIONS FOR STUDENT DRESS**

Students are expected to dress appropriately and to be properly groomed for the school day. The type and style of clothing and hairstyle are individual and personal. The school shall be concerned when these are extreme and could cause distractions or are unsafe. Appropriate shoes must be worn at all times for safety reasons. Shorts, skirts and dresses must be a minimum of **fingertip-length**.

Examples of inappropriate clothing may include:

- Garments where the torso and/or bare shoulders are exposed, such as tube tops, tank tops, half shirts, spaghetti straps, and halter-tops.
- Clothing, caps, or buttons that show obscene words or pictures, sexually suggestive statements, drug or alcohol references.
- Caps are not to be worn in class.
- Recreational clothing, such as bathing suits, or spandex shorts,
- Sandals, opened-toe shoes, and platform shoes.

#### **HONOR ROLL POLICY**

To earn honor roll recognition, students in grades 4 – 6 must receive all A's and B's and demonstrate satisfactory citizenship (no N's or U's)

#### **NONDISCRIMINATION POLICIES AND COMPLIANCE OFFICERS**

It is the policy of the Evergreen School District not to discriminate unlawfully in its educational programs and personnel practices on the basis of ethnic group, religion, gender, color, race, ancestry, national origin, physical or mental disability, age, or sexual orientation. In the furtherance of this policy, the Evergreen School District has established a complaint procedure for parents, students, and employees to address complaints concerning any of the matters listed above. The forms and procedures for pursuing such a complaint area available at the district office. Policy and procedures for reporting discrimination complaints in English, Spanish, and Vietnamese are included with the September principal's newsletter.

#### **PARENT COMMUNICATION**

Partnership with parents gives children strong messages for success in school. Parents who review their children's weekly papers, work folders, and notebooks will be aware of their children's strengths and needs. Parent and teacher communication is essential and encouraged via email or before and after school phone calls. The principal's newsletter will be uploaded to the website every Friday to communicate upcoming events.

#### **PARENT RESPONSIBILITIES**

Our teachers care about children, and they are dedicated to making your child successful in school and providing a quality education for every student. To maintain an effective home/school partnership, we suggest the following:

- Ensure that your child comes to school on time every day.
- Reply promptly to all letters, notes, e-mails, and phone calls from school.
- Ask your child every day about something that he/she learned.
- Encourage your child to respect himself/herself, to respect the rights and property of others, and to obey all school rules.
- Set aside some quiet time and a place every day for homework and be prepared to give some help with assignments.
- Become informed about school programs and speak with your child's teacher whenever necessary.
- Attend as many school-related activities as possible.

#### **PARENT –TEACHER ASSOCIATION (PTA)**

The PTA is led by an elected group of parents who promote the welfare of children, support academic excellence, and raise funds for enriching school-wide activities. In morning and afternoon meetings members discuss school business matters. All parents and staff are encouraged to join PTA. Please visit their web site at [www.jfspta.org](http://www.jfspta.org).

#### **PARENT-TEACHER CONFERENCES**

November parent-teacher conferences are essential to the overall education program. Please plan on attending. If parents have a special concern, they are encouraged to schedule a conference with the teacher at any time during the school year.

#### **SCHOOL SITE COUNCIL (SSC)**

Parents and staff who are interested in becoming involved in the ongoing improvement of our school's instructional program join the SSC. Monthly meetings are held to review implementation of our goals, evaluate our efforts, and plan for the future.

#### **SEXUAL HARASSMENT**

Sexual harassment of any kind is unacceptable and is strictly prohibited by policy of the Evergreen School District. The policy prohibits sexual harassment of or at a school-sponsored or school-related activity. Any student who engages in sexual harassment is in violation of this policy and shall be subject to disciplinary action. Policy and procedures for reporting sexual harassment in English, Spanish, and Vietnamese are included in the September principal's newsletter or can be requested from the district office.

## **ENGLISH LANGUAGE ADVISORY COMMITTEE**

Members of the English Language Advisory Committee (ELAC) advise the principal and school staff on programs and services for English language learners.

### **STUDENT MEDICATION**

In general, medication should be given at home. If the child's condition requires that medication be taken during school hours, the following steps must be taken:

- All medications must have a school medication form (D-189) signed by the physician and parent (including over-the-counter medications.)
- All medication must be sent to school in a prescription bottle or the original labeled container. **NO MEDICATION WILL BE ACCEPTED IN AN UNLABELED/HAND LABELED CONTAINER.**
- The child must assume the responsibility for reporting to the office at the specified time for the medication.
- Parents must pick up all medications from the office every June and complete D-189 every August.
- Students must not keep any medication with them or self-administer without authorization.

### **STUDENT POSSESSIONS**

Children's names and room numbers should be on clothing and lunch boxes. The only time students should bring toys, games, balls, or other items to school is when the teacher instructs them to do so. Electronic toys and expensive jewelry are not allowed at school. Cell phones are to be turned off and remain in your child's backpack until the end of the school day. Any student found using a cell phone during school hours will have the phone confiscated and sent to the office for the PARENT to pick up.

### **STUDENT PROGRESS**

- Report Cards are sent home three times a year. Envelopes are to be signed by the parent and returned to school.
- Progress Reports are sent mid-trimester in grades 1-6.
- Families are invited to attend Back-to-School night in the fall, parent-teacher conferences in November, and Open House in the spring.

### **STUDENT RESPONSIBILITIES**

Students are expected to be prepared to learn and have the following responsibilities:

- Arrive at school every day on time.
- Be prepared every day with completed homework assignments.
- Take home all letters, messages, and notes.
- Discuss with parents what they have learned in school; ask parents and teachers for help when needed.
- Respect themselves and the rights and property of others; obey all school rules.

### **STUDENT STUDY TEAM**

James F. Smith holds bi-weekly meetings regarding the progress of identified students. The referring teacher, resource specialist, psychologist, speech and language specialist, English Language Development specialist, and the principal review the student's progress with the parents to develop a plan that will lead to the success of each child referred.

### **STUDENT USE OF TECHNOLOGY POLICY**

The district recognizes technology as support for the instructional programs and it shall be used to further student learning. Regulations prohibit access to harmful matter on the internet (obscene or pornographic or other misuses of the system). No expectation of privacy should exist, as district staff may monitor the system activity to ensure proper use of the system. Student and parent must sign an Acceptable Use Agreement, outlining a student's responsibilities and obligations, before using the district's online resources.

### **SOCIAL MEDIA with STUDENTS**

Students must use Social Media responsibly. Social media used at home must not disrupt the learning environment at school. Students must respect each other and not engage in any inappropriate behavior to prevent disciplinary consequences at school.

### **UNIFORM COMPLAINT POLICY**

The Evergreen School District Uniform Complaint Procedures define the formal process used in response to complaints by employees, students, parents/guardians, district or site advisory groups, and other interested parties regarding the state or federal categorical programs and/or civil rights guarantees. The annual written notification distributed to all relevant persons and groups outlines the steps of the process, specifies the timeline for the procedures, and names the district person responsible for receiving and processing the complaints.

### **STANDARDS OF BEHAVIOR**

The staff of James F. Smith is committed to the process of educating the whole child – academically, socially, physically, and emotionally. We value the individual and cultural differences that each child brings to the learning environment. Students are taught how to behave responsibly, make good decisions, and resolve problems in an appropriate manner. All school rules apply during the instructional day including arrival and departure to and from school.

### **SCHOOL-WIDE RULES**

1. Come prepared and ready to learn.
2. Arrive at school on time daily.
3. Treat others with courtesy and respect. Be responsible.
4. Complete and return homework on time.
5. Keep our school clean and safe.

### **BEHAVIOR CITATIONS**

At J. F. Smith School, we conduct ourselves in ways that will support a positive learning environment. We believe in safety, respect, and responsibility. If your child receives a citation, please discuss the noted behavior with your child, sign the citation with any comments and return to your child's teacher the following morning.

### **CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR**

Consequences are related to the severity and frequency of the offenses: warning/reminder of the rule, timeout, loss of recess, exclusion from special activity, phone call to parent, parent conference, request for parent involvement, referral to administration, behavior contract, escort to or from school, modified school day, systematic exclusion, suspension, and expulsion from school.

### **SEVERE MISCONDUCT/ZERO TOLERANCE**

Continued misbehavior or serious misbehavior, fighting or threatening to cause injury, showing defiance of authority, obscenity or profanity, sexual harassment, and possession and/or use of a dangerous instrument or substance will result in immediate referral to the principal or assistant principal and the proper authorities. We have Zero Tolerance for weapons, potential weapons, and drugs.