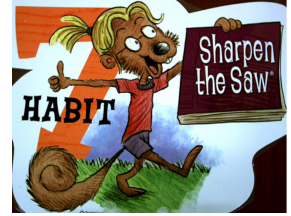


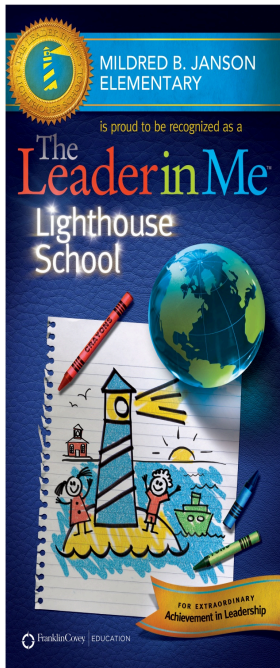
## Student Information Handbook



*“A California Title I Achieving School”*

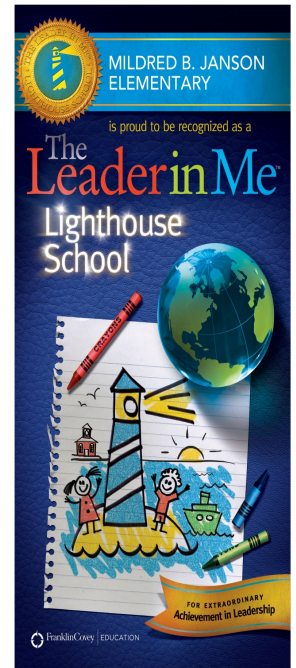


*“A Leader In Me Lighthouse School”*



**Mildred B. Janson Elementary**  
*“Learning, Growing, Leading”*

**8628 Marshall Street**  
**Rosemead, CA 91770**



**(626) 288 – 3150**

**Office Hours: 7:00 am – 4:00 pm**

# Gabriel Cardenas, Principal

## Welcome to Mildred B. Janson Elementary School!

*Dear Parents,*

There is much to look forward to as we enter another school year. This book is intended to assist you in getting acquainted with our school. We have included schedules, rules, policies and procedures that have been established for our school. Please keep this for reference throughout the year.

*Dear Janson Student Leader,*

The entire Janson staff is here to help and guide you. We trust that as a student leader, you will always work hard, cooperate, show respect toward everyone in the school community and find the leader in you. We invite you to become actively involved in our school and are happy that you are with us.

Sincerely,

Mr. Cardenas

## Janson School Mission and Vision

**Mission Statement: “*Learning, Growing, Leading*”**

**Janson School Motto: L.E.A.D.**



# I. SCHOOL PROCEDURES

## ATTENDANCE

Attendance: Your child should attend school promptly and regularly as mandated by State law, as excessive absence or tardiness from school hinders learning.

“Every child between the ages of six and eighteen years of age must attend school full-time unless exempt under the State law.” California State Law (Education Code #48200).

A child is considered truant when he is absent from school without valid excuse more than three days in one school year, “Any student who is truant may be reported to the attendance supervisor.” California State Law (Education Code #48260)

## ABSENCES

A telephone call on each day of absence or a note upon the student’s return to school, signed by the parent or doctor and indication the reason for a child’s absence, is necessary to excuse absences.

## TARDINESS

Students should arrive at school by 7:55 a.m. as instruction begins promptly at 8:00 a.m. each day.

- Students who arrive late **must** check in at the office before going to class.
- A note must be sent with your child explaining any reason for a tardy.
- Accurate attendance records will be kept by the school. If tardiness or absences become excessive, a meeting will be held to discuss resolution of the matter.

## RELEASE OF STUDENTS DURING THE SCHOOL DAY

There may be circumstances that arise during the year when it will be necessary for parents to take their children out of school for part of the day.

**Every attempt should be made to schedule doctor and dental appointments outside of school hours.**

When these situations arise, the parent must come to the office in order to sign the child out of school.

**For reasons of security, a student will not be released to anyone except the parent or an adult listed on the student’s emergency card.**

A picture ID may be requested for verification. Permission by phone may be granted, provided the person checking the student out can show proper identification.

## EMERGENCY CARD INFORMATION

In case of an emergency, it may be necessary to contact a student’s parent or an authorized adult.

The office should be kept informed of any changes of address or telephone numbers. The names and telephone numbers of friends, relatives, and babysitters listed on the card should also be kept current.

It is the parent’s responsibility to provide up-to-date emergency information on a card that will be kept on file at all times. Telephone numbers at home and work, as well as cell numbers, doctor’s name and phone number, and the number of two other adults should be included, in case parents cannot be reached.

## USE OF TELEPHONE AND MESSAGES

Please encourage your child to plan ahead for each day’s schedule. Students may use the office phone **Only for Emergencies.** In case of emergency only, messages for students may be left at the office. They should be kept at a minimum, as not to interrupt the educational process.

## VISITORS

**To ensure the safety of our student, all visitors must check-in at the office** and receive a Visitors Badge before entering the campus. Visitors must also have a background check and current TB test in order to volunteer.

## LUNCH PROCEDURES

Kindergarten through 6<sup>th</sup> graders may purchase lunch daily on a cash or check from the cafeteria lunch line. Children bringing a sack lunch may purchase milk or juice. In order to plan for the correct number of lunches per day, each teacher takes a lunch count at the beginning of the day. Parents may also pre-pay for lunches on a monthly basis. Free and reduced fee lunches are available to students who qualify. Information and application forms are available from the school office.

## **LUNCH SCHEDULE**

K – 6<sup>TH</sup> grade is 11:00 am to 1:15 pm

## **LOST AND FOUND**

A Lost and Found rack is maintained in the cafeteria for articles of clothing that have been forgotten or misplaced.

A child may check with their teacher and then the office for other items that have been lost. Please see that student's personal belongings are properly labeled.

## **REPORT CARDS AND CONFERENCES**

Report cards are issued three times during the school year. Parent conferences are held once during the year, in October. You may sign-up for a parent conference during back to school night.

## **ADDITIONAL CONFERENCES**

Conferences with teachers can be arranged at any time throughout the year if you have a question or concern. You may contact your child's teacher by note or phone. Meetings should be arranged for times outside of the instructional day, at a mutually convenient time.

# **II. SCHOOL SERVICES**

## **HEALTH SERVICES**

Each school in the Rosemead School District receives health services for the improvement of health education program, and promote the well-being of the students. A school nurse or health aide is available at Jason school two days a week and on-call for emergency situations.

The following services are provided to our students by the District:

- VISION SCREENING for kindergarten and 3<sup>rd</sup> graders
- HEARING SCREENING for kindergarten and 3<sup>rd</sup> graders
- DENTAL SCREENING for kindergarten through 3<sup>rd</sup> graders (dental screening is performed by and outside organization with the approval of the school district)
- GROWTH AND DEVELOPMENT videos for 5<sup>th</sup> and 6<sup>th</sup> graders.

Our school nurse coordinates the following services:

- Immunization requirements
- Maintenance of all health records

- Processing special health referrals
- Emergency care in case of accident or illness at school
- Control of communicable diseases in the school
- Interpretation of health information to staff
- Assistance in welfare cases

## **PHYSICAL SCREENING**

The State of California mandates that all students entering first grade must show proof of having had a physical examination and TB test (with results) 18 months prior to entrance into first grade. The Rosemead School District requires this physical for 1<sup>st</sup> grade entry (6 months prior to school). All new first grade enrollees to the district must show proof of the physical examination. The school will provide a physician's certification form.

## **IMMUNIZATIONS**

The law requires that any student entering school must have all immunizations up to date. No student will be allowed entry into school without the required immunizations.

Documentary proof must include the following minimal information:

- Name of person immunized
- Birth date
- Types of vaccines administered
- Date each immunization was administered
- Name of physician or agency administering the vaccine (in the event that immunizations are contrary to the beliefs of the parent, the parent must sign an affidavit accordingly).

## **ILLNESS**

Good health is more important than perfect attendance. Please do not send your child to school when they are not feeling well. The school may be called to report your child's illness. The staff continually observes the students for possible symptoms or exposure to contagious diseases.

## **PUPIL MEDICATION**

Since medical treatment is the responsibility of the parent and the family doctor, medications are rarely given at the school. Parents are encouraged to work out a schedule of giving medication outside of school hours.

In the event that medication must be administered during school hours, a physician must complete "Request to Administer Medication" form. This form is available from the school office. This authorization must be renewed each school year. All medication will only be administered from

a pharmacy labeled container with the proper medication and dosages that the physician has ordered. Medications are kept in the office where office personnel can supervise distribution. A STUDENT IS NOT ALLOWED TO CARRY ANY TYPE OF MEDICATION ON HIS PERSON AT SCHOOL, including aspirin, cough drops or inhalers (except in cases of special authorization).

## **INSURANCE**

Insurance forms are sent home with students at the beginning of the school year. If you choose to take advantage of this service, please mail the form and premium immediately and directly to the company. If an injury occurs which is covered by the insurance, it should be reported promptly to the proper agency. The insurance forms are available in the office.

## **BOOKS**

Students are expected to be responsible for all school textbooks and other materials, and exercise proper care for all school supplies **TEXTBOOKS MUST BE COVERED AT ALL TIMES.** Parents will be requested to reimburse the district for lost or damaged books or materials.

## **VOLUNTEER PROGRAM**

This program involves parents and community members who are willing to donate their time in the classroom or school in assisting students and teachers. The preparation of instructional materials can also be done at home. All volunteers must complete a background check. Please see the office for more information.

## **PSYCHOLOGICAL/COUNSELING SERVICES**

Every member of the staff shares the responsibility of guidance for the pupils. To assist the staff, a District psychologist or counselor may provide services, which include testing, consulting, and counseling.

# **III. SCHOOL STANDARDS**

## **SAFETY**

Students are requested to arrive at school no earlier than 7:30 a.m., thirty minutes before classes begin.

The cafeteria opens at 7:30 a.m. for students who will be eating a school breakfast. Students are not to leave campus during school hours without prior written permission or must be signed-out by a parent, guardian, or authorized adult.

**Supervision of students is not provided after classes are dismissed.** Students are to be picked-up no later than 15 minutes after school is dismissed, unless they are involved in an after-school program.

## **SCHOOL EXPECTATIONS**

Education includes the development of responsible behavior, self-discipline, and a good citizenship. In order to maintain a good learning atmosphere, students must develop pride in themselves and toward their school. In addition, students must always show courtesy and respect toward others at all times. It is the responsibility of each student leader at Janson School to be aware of and to follow all standards established for the school.

Parents are requested to instill these standards in their children and support the school in seeing that high standards of conduct are maintained. School rules and standards will be reviewed with all students, grades 1 – 6 at the beginning of each school year.

## **DISCIPLINE**

The school discipline policy clearly communicates to students the standard for expected student behavior. Students receive positive support for appropriate behaviors, and consistent and fair consequences for inappropriate behaviors determine the severity of the consequences.

The California Education Code specifies that Causing or threatening to cause physical injury to another person willful defiance of authority and habitual profanity or vulgarity, stealing, or damaging school property, and harassment of any kind is strictly prohibited and constitutes grounds for suspension.

## **WEAPONS**

Students bringing knives, guns, explosives, or any dangerous objects/toys to school will be recommended for strong disciplinary action, may be suspended or recommended for expulsion by the School Board.

## **DRUGS, ALCOHOL, AND TOBACCO**

The District's Board of Trustees has adopted the following policy:

Students involved in the possession, sale, and/or use of behavior altering substances shall be subject to disciplinary procedures, which may result in suspension or expulsion.

The same policy holds true for possessing and using tobacco. It is the school's policy to take positive action through preventive education, student support, and parent involvement in the handling of incidents involving substance abuse. Students who disclose the use of harmful drugs, tobacco and alcohol when seeking help from intervention or recovery program shall not be punished/disciplined by school personnel for such past use.

## **BICYCLES**

Bicycles ARE PROHIBITED ON SCHOOL GROUNDS

## **SKATEBOARDS (and other wheeled toys)**

Skateboarding, Rollerblading and Scooters ARE PROHIBITED ON SCHOOL GROUNDS.

## **RESTROOMS**

Appropriate conduct is expected of students when using restroom facilities. Playing or loitering in restrooms is prohibited. Students should make every effort to use restrooms and outside drinking fountains only during their recess and lunch breaks. Students are expected to follow the L.E.A.D. Program which are clearly posted in each restroom.

## **UNIFORM/DRESS CODE**

- All students are required to wear school uniforms. Proper attention to personal cleanliness should be followed.
- The school uniform is navy blue or white plain collared shirts, and navy blue or khaki shorts, skirts, skirts or pants. Plain blue or white sweatshirts and sweaters can be worn over collared shirts.
- No gang-related attire, jeans, sweatpants or exercise pants of any kind are allowed.
- No black hooded sweatshirts
- No commercial lettering, numbers or printing on shirts and sweatshirts with crude or vulgar printing or violent pictures.
- No unsafe jewelry or accessories.
- No hats or caps unless associated with a medical condition.
- Safe school shoes must be worn at all times. No open toe shoes of any kind.
- All students are required to tuck in their shirts during the school day.
- Short shorts, short skirts (with long tights) or tank tops or colored under shirts are not allowed as they are inappropriate for school attire.
- Bare midriffs (revealing see-through tops) are not acceptable.
- Shoes with wheels/skates are not allowed at school.

## **ELECTRONICS/MONEY**

- All cell phones must be turned off during the school day.
- I-Pods, MP3's, DSi's, PSP or any other electronic personal property may not be brought to school.
- The school is not responsible for lost or stolen cell phones or other electrical devices.
- Any student caught utilizing their phone or electronic device during school hours, will have it revoked and sent to the principal's office for parent(s) to pick up.
- Students will not be permitted to carry more than a \$5 bill at all times. The school will not be responsible for any money that is lost or stolen.

## **HOMEWORK POLICY**

Homework shall be a regular school activity, as it is intended to:

- Encourage students to practice needed skills.
- Develop independent study habits and responsible attitudes.
- Enrich, extend, and enhance school experiences.
- Provide opportunities to complete or make up work missed during an absence.

**Students are responsible** for completing assignments and turning them in on time. They should listen carefully to instructions, get needed materials and schedule needed time. Students/parents may not have permission to enter a classroom afterschool for items left behind. Please be sure to have your child check that all books, personal property and items are with them before they go home.

**Teachers are responsible** for planning homework that is related to classroom activities and is appropriate for each student's level of maturity, skill mastery, and attention span. They are responsible for planning homework assignments and giving students appropriate feedback in a timely manner.

Teachers will provide homework that:

- Is related to the required curriculum
- Emphasizes quality rather than quantity
- Is consistent with the grade level and maturity of the pupil
- Is based on the teacher's knowledge of the child's ability and educational needs
- Is purposeful and clear

**Parents are responsible** for checking their child's assignments and then signing the agenda on a daily basis. Parents are also responsible for providing a quiet

environment in which work can be completed. They are encouraged to help with scheduling time, and reinforcing good study habits. Parents should contact the teacher whenever there are questions about homework. They should encourage students to complete homework assignments carefully and neatly.

Homework is an extension of classroom learning experiences. Each assignment, while requiring effort and thought, should be successfully completed by the student. Assignments may include drill, problem solving, research, practice, or discovery experiences.

The maintenance, application, and enrichment of previously taught skills should be presented in balance. Homework may be projects to work on over a long period of time or daily assignments. It is a tool to reinforce and extend student learning. These activities serve as an important link between home and school.

### **HOMEWORK MAKE-UP POLICY**

Parents should notify the office of all absences. If the school office is called by 9:00 a.m., your child's homework will be available for pick-up after 2:20 p.m. that same day. If your call is received after 9:00 a.m. homework may be picked up the following day.

For illness extending beyond three weeks' time, please see the principal.

## **IV. SCHOOL PROGRAMS**

### **RESOURCE SPECIALIST PROGRAM**

Students who are experiencing difficulties in the academic areas, may qualify to receive additional support to the classroom instruction by an RSP teacher. Supportive instruction is provided to pupils who have a discrepancy between their "learning potential" and their "academic performance" in basic skills such as reading and math. Our Resource Specialist coordinates the scheduling and monitoring of services for identified students.

### **English Language Development (ELD)**

Students who are not proficient in the English language may qualify as a second language learner to receive additional support while they are acquiring and developing in English. An individualized learning plan is developed for each English learner. The goal is to assist students to develop high levels of English language proficiency, a positive self-concept, and achieve academic success. Qualified and Trained teachers (CLAD) also give students who are Limited

English Proficient (LEP) English Language Development instruction.

### **SPEECH AND LANGUAGE PROGRAM**

Our Speech Pathologist Speech provides services for pupils found to have a deficiency in these areas.

### **INSTRUMENTAL MUSIC**

Band is offered to 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders as an after-school program at Muscatel Middle School.

### **ASSESSMENT**

Students in grades 3-6, will be given the Smarter Balance Assessment each year in April/May, to determine their proficiency in acquiring expected skills and competencies.

### **DAILY SCHEDULE**

|  |                       |
|--|-----------------------|
| TK/Kindergarten                          | 8:00 a.m. – 1:45 p.m. |
| 1 <sup>st</sup> – 3 <sup>rd</sup> grades | 8:00 a.m. – 1:55 p.m. |
| 4 <sup>th</sup> – 6 <sup>th</sup> grades | 8:00 a.m. – 2:20 p.m. |

### **SPECIAL DATES**

|                      |                               |
|----------------------|-------------------------------|
| Back to School –     | August 30, 2018 – 5:30 p.m.   |
| Winter Program –     | December 18, 2018 – 6:00 p.m. |
| Founders' Day –      | February 21, 2019 – 6:00 p.m. |
| Leadership Day –     | April 11, 2019                |
| Open House –         | May 30, 2019 - 5:30 p.m.      |
| Last Day of School – | June 14, 2019                 |

### **STUDENT HOLIDAYS**

|                              |                                     |
|------------------------------|-------------------------------------|
| Labor Day –                  | September 3, 2018                   |
| Student Free Day No School – | October 8, 2018                     |
| Student Free Day No School – | November 12, 2018                   |
| Thanksgiving –               | November 19, 20, 21, 22 & 23, 2018  |
| School Reopens-              | November 26, 2018                   |
| Winter Recess –              | December 21, 2018 – January 4, 2019 |
| Student Free Day No School – | January 7, 2019                     |
| School Reopens –             | January 8, 2019                     |

Martin Luther King Jr. Day – January 21, 2019  
Lincoln’s Birthday – February 11, 2019  
Student Free Day No School – February 15, 2019  
Presidents’ Day –February 18, 2019  
Student Free Day No School – March 15, 2019  
Student Free Day No School – April 19, 2019  
Spring Recess – April 22-April 26, 2019  
School Reopens – April 29, 2019  
Memorial Day – May 27, 2019  
Student Free Day No School – June 7, 2019

### **MINIMUM DAYS 2018-2019 (12:00 dismissal)**

No additional supervision is available for students after dismissal. **Parents should arrange their schedule to have children picked-up on time.**

Parent/Teacher Conference (K-6) – October 31, 2018-  
November 2, 2018

Open House – May 30, 2019

Last Day of School – June 14, 2019

## **L.E.A.D.**

## **Loyalty, Excellence, Achievement, Discipline**

### **JANSON PBIS SCHOOL RULES**

1. **Be Safe** – Walk to all destinations. Make wise choices. Report if someone is hurt. Be safe while traveling to and from school. Play safety. Don’t bring balls and other unnecessary equipment/toys to school.
2. **Take Care of Property** – Help keep our school clean. Don’t graffiti. Keep restrooms and school clean. Take care of desks/books and other school materials.
3. **Respect** – Be polite to all staff, adults, and schoolmates. Use kind words. Properly greet adults, guests or classmates. Don’t talk loudly while instruction is going on. Don’t gossip or say mean things to people. No fighting.
4. **Fairness** – Don’t cheat. Be truthful and honest.
5. **Appreciate** – Appropriately show your appreciation to presenters and performers. Appreciate and thank

parents, teachers, and classmates for the good and positive things they do.

6. **Pride** – Work hard, and do your best in school. Make healthy choices about what you do to your body. Take pride in yourself, school, family, and country. Always give your best effort in all that you do.

### **7 Habits that Janson Student Leaders Follow**

1. **Be Proactive**- Kids must do what makes them happy. Instead of saying, “I’m bored!”, make a plan of what to do.
2. **Begin With the End In Mind**- Have a plan of what to do and how you will get there.
3. **Put First Things First**-Work first, then play.
4. **Think Win-Win**-Always think about others and yourself
5. **Seek First to Understand, Then to Be Understood**- Listen before you talk.
6. **Synergize**-Together is better
7. **Sharpen the Saw**- Balance is best

### **“A LEADER IN ME”**

As a “Leader In Me School, LIGHTHOUSE School”, Janson Elementary and its entire staff encourage all students to find the leader within themselves. We also encourage our students to never settle for less than their best. We understand that each child brings in their unique talents and skills, and it is our job to acknowledge it. We believe in developing the “whole child” and working together with parents to ensure the best educational experience possible. There will be times and opportunities for children to demonstrate their leadership skills and participate in school wide activities, and we encourage everyone to participate. We look forward to a wonderful school year and hope to bring the best out of every student here at Janson School.

“Learning, Growing, Leading”