

# Crossroads Elementary



Family and Student Handbook

2011-2012

5800 Saxon Way  
Riverbank, CA 95367  
(209) 869-2100



# LETTER FROM THE PRINCIPAL

Dear Families,



Welcome to Crossroads School. We are looking forward to another exciting and successful school year! Crossroads parents are an important part of our school. Remember that children whose parents are involved in their child's education perform better in school. We would like to extend an invitation to you to become an active partner in our school by volunteering your time in classrooms, attending your child's parent-teacher conferences and programs, and becoming an active member in our Parent Teacher Association (PTA).

Please watch for our school newsletter as a way to stay informed. You can call or stop by the office if a question arises. You can also check out our website at [www.sylvan.k12.ca.us/crossroads](http://www.sylvan.k12.ca.us/crossroads).

We have developed this handbook to communicate some of our expectations, policies, and procedures. Please carefully read this handbook, as the information is important to help your child have a good year. Take time to discuss the contents of this book with your child. We recommend you place this handbook in a safe place so that you may refer to it throughout the year.

We look forward to working with you for the benefit of your child.

Sincerely,

Ms. Tedde Vaupel

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# STAFF ROSTER

**Tedde Vaupel – Principal**

**Didi Peterson—Assistant Principal**

## **Kindergarten**

Judi Robertson (A.M.)  
Sharon Mitchell (P.M.)  
Tanya Porter (A.M.)  
Tonya McKelvey (P.M.)  
Debbie Schabel (P.M.)

## **First Grade**

Maria Winfrey  
Tricia McCormick  
Amy Waayers  
Jennifer Malysiak  
Brenda Milano

## **Second Grade**

Karen Semple  
Kristie Williams  
Chrissy Wheelock  
Sue Cole  
Shelly Barlow

## **Speech Therapists**

Carly Lininger  
Allison Kellert

**Library:** Deb Kotarek, Judy Rose  
Doris Villagomez

## **Support Staff**

Office Mgr.  
Staff Sec.  
Head Custodian

Caf. Clerk            Cece Moreno  
Kitchen                Cheryl Dragmonavich

## **Third Grade**

Ellen Burchett  
Heather Alfaro  
Kim Clark  
Kerry Phillips  
Deirdre Blocher

## **Fourth Grade**

Nancy Price  
Rob Horne  
Jean Smith  
Dina MaAgma

## **Fifth Grade**

Sonya Hake  
Steve Cowie  
Kara Lo  
Mitch Marinovich

## **Resource Specialists**

Salli Eddington  
Len Santos

Aide: Jean Anderson

**Supplemental:** Phong  
Vongmaliathong, Leslie Henman,  
Lindsey Francis, Suzana  
Manriquez

Ron Grim  
Valerie Nottbohm  
Simon Garcia

Night                    Lonnie Ward  
Custodian             Adriana Marquez  
Child Care-AM        Susie Watson  
Child Care-PM        Raquel Brown  
Child Care-Aide       Meredith Egbert  
Noon Duty              Susan Brooks  
Noon Duty              Tammy Salado  
Noon Duty              Sarah Bull  
Noon Duty              Jennifer Shannon  
Noon Duty              Juanita Hamilton

# SCHOOL SCHEDULE

## Daily Schedule

Kindergarten AM	8:10 a.m. – 11:30 a.m.
Kindergarten PM	11:25 a.m. – 2:45 p.m.
Grades 1 – 5	8:30 a.m. – 2:45 p.m.

Students are not to arrive at school before 8:00 a.m. as we have no adult on duty to supervise the children before that time. We encourage students to be on campus between 8:00 a.m.–8:25 a.m. so they are on time and ready to learn. Morning kindergarten students can be on campus at 8:00. Afternoon kindergarten students can be on campus at 11:25.

## Minimum Days

On minimum days school will be dismissed at 2:00 p.m. for grades one through five. The minimum days are listed on the Sylvan School District Calendar.

## Lunch Schedule

Grade 1	11:45 – 12:30
Grade 2	12:00 - 12:45
Grade 3	12:30-1:15
Grade 4	12:15-1:00
Grade 5	12:45 – 1:30

# SCHOOL PROGRAMS

## Breakfast and Lunch Program

A breakfast and lunch program is provided in our Multi-Purpose room. Breakfast may be purchased for \$1.00 and lunch may be purchased for \$1.75. Milk can be purchased for \$.40. A free or reduced breakfast/lunch is provided to eligible families. An application is available in the school office. Please pay in the Multi-Purpose Room any day before school. Envelopes are also available in the office.

We also now offer EZPay, an online payment service for our food programs. You can get information about EZPay in our school office.

Milk may be purchased separately. The cost of milk is \$.40 or \$2.00 per week. You are encouraged to pay by the week or by the month.

## Lost and Found

Each year boxes of unclaimed clothing are donated to needy families. We do our best to return items to the children when they are marked with some identification. Please put your child's name on his/her clothing. The lost and found is located in the Multi-Purpose Room.

## Communication

Each Wednesday expect your child to bring home a folder. This folder contains communication from the teacher, school, and district. Your child is expected to return the folder each week after you have signed it.

# ATTENDANCE

## Attendance at School

Please call the attendance line when your child is going to be absent. Inform us of the reason and possible length of the absence as early in the day as possible.

The attendance line is available 24 hours a day. If your child is sick please call 869-2100. It is very helpful to have you call us with the information. All absences due to illness are excused. Please note, however, that our school district does not receive funds when a child has an absence regardless of whether or not it is due to illness.

***In case of an address or phone number change, please contact the office with the correct information as soon as possible. It is crucially important that we be able to contact you.***

## Independent Study Contracts

Contracts are available for students who may be absent due to necessities other than illness. Independent Study Contracts must be approved by the classroom teacher and the principal and should be requested at least three days prior to the absence. By knowing of the need for a contract three days in advance, the teacher can assemble appropriate learning activities. Independent Study Contracts are not available at the beginning or the end of the school year. Students must be in attendance during those times.

Students are required to complete all assignments in order to receive an "excused" absence. Incomplete work will result in an "unexcused" absence for your child.



***"If you miss school, you miss out."***

# MEDICAL / EMERGENCY INFORMATION



## Medication

A "Request for Medication" form **MUST BE COMPLETED** and filed in the school office in order for staff to administer any medication including "over the counter" medications. A physician must complete the medication form for prescription drugs. Medications must be brought to school by the parent or guardian of the student in its original container with current information. It is not to be taken to the classroom or kept by the child.

Please contact the School Nurse if you have any questions or concerns about your child's medical needs.

## Sleep

Children work hard while they are at school. If they do not get the necessary amount of sleep, it reduces their ability to do their best work. Although sleep requirements vary, most children need 10 to 12 hours of sleep nightly. A well rested child is more alert, is more focused in completing his or her school work, and gets along better with others.

## Emergency Notification

If you have any changes in your phone number or address, please let us know immediately either by telephone or send a note with your child. It is very important that we are able to get in touch with you, a friend, or relative in the event of an emergency.

# SCHOOL PARTNERS



## Parent – Teacher Association

The PTA meets the second Thursday of each month. The PTA promotes school activities and events. Watch the newsletter for notices and reminders of the meetings. Please consider joining your PTA. Our PTA's email address is: [CrossroadsPTA1010@gmail.com](mailto:CrossroadsPTA1010@gmail.com)

## School Site Council

Our School Site Council plays an important role in your child's education. The council meets throughout the school year to develop and review a school plan and ensure that our funds are spent to support our school plan.

## Visiting the School

You must check into the office and sign in when visiting the school. You will need to wear a nametag to help maintain a safe and secure educational environment. If you find it necessary to take your child out of school during school hours, you must come to the office and sign out your child.

## School Concerns

When a parent feels he/she has a school concern or problem, the concerns should be addressed directly to the adult staff member involved. If the situation is not resolved, the next recourse is consulting with the principal. We appreciate your cooperation.

## Classroom Interruptions

We recognize the value of uninterrupted learning time. Therefore, interruptions will be kept to a minimum. If you need to communicate with your child during the day, we will help you by giving a note to your child's teacher. Teachers will receive notes at noon and after school.

# SCHOOL DISCIPLINE PLAN

The School Discipline Plan outlines the rights of students and faculty, rules to be followed, and consequences for breaking the rules. We believe, that in order to have a safe and orderly school environment, a student needs to be accountable for his or her actions at all times in all places.

Crossroads School recognizes that discipline includes training children to make appropriate choices in a climate of warmth and support. Our School Discipline Plan defines rules and classroom limits with incremental incentives and consequences that are consistently carried out.

## Our philosophy...

- ◆ All children have human dignity and worth.
- ◆ Persuasion is more powerful than fear.
- ◆ Influence is greater than control.
- ◆ Children want to and can behave appropriately.
- ◆ Behavior is maintained by consequences.

## Rights

Students have a right to learn,  
teachers have a right to teach,  
both have a right to a safe and orderly environment.

## Responsibilities

- ◆ Respect adults, peers, and self
- ◆ Respect school and personal property.
- ◆ Play fairly and safely.
- ◆ Use appropriate language.



# SCHOOL DISCIPLINE PLAN

## Consequences

Our goal is to assist students in learning to be responsible for their behavior. We believe in giving students an opportunity to discuss problems and conflicts, and in helping children become “problem solvers” and “managers of conflict”. Part of the process of accepting responsibility for one’s actions is learning that there are consequences for inappropriate behavior. These consequences may include one or more of the following:

- ◆ warning
- ◆ call to parent
- ◆ time out from an activity
- ◆ referral to the principal
- ◆ sending student home
- ◆ writing about behavior & the consequences
- ◆ staff counseling
- ◆ loss of privilege
- ◆ time out in another class
- ◆ detention
- ◆ suspension
- ◆ expulsion

*Some actions may result in the immediate removal from the classroom or the campus.*

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.



# SCHOOL RULES

## Classroom Rules

Classroom behavior expectations and rules will be posted in each classroom. Parents will receive information from their child's teacher that will explain routines and behavior expectations.

## Playground Rules

1. Students are to obey all adults who work for the school.
2. Students are to walk on blacktop areas.
3. Students are to use the restrooms appropriately.
4. Students are to refrain from kicking any balls on the blacktop.
5. Students are to keep two hands on the bar apparatus when in use.
6. Students are to practice good sportsmanship while participating in any group activity.
7. Students are to get a pass / permission from staff members in order to leave their designated play area.
8. Students and equipment will "freeze" when they hear the bell and walk to their classrooms at the sound of the whistle.
9. Students will follow the Playground and Equipment Rules at all times.

## Student Safety and Traffic Rules

Students are to cross the street at designated crosswalks only. Parents, please discourage students from dashing across the street. Safety Patrol Officers will issue citations for the following reasons:

- ◆ jaywalking
- ◆ rudeness to safety patrol officers
- ◆ not waiting for traffic patrol before crossing the street
- ◆ riding bikes, skateboards, roller shoes, or roller blades in the crosswalks or on campus

# SCHOOL RULES

## Nutrition Break

Nutrition Break takes place during the morning recess. Snacks are not allowed on the playground.

Some things to keep in mind:

- ◆ We request that the snack be healthful.
- ◆ Students are responsible for cleaning up after themselves.
- ◆ Students are to eat only in the designated “snack” areas.

## Cafeteria Rules

1. Respect others.
2. Clean up after yourself.
3. Use a soft voice.
4. Behave appropriately while in line.
5. Avoid playing with food.



## Bus Rules While on Campus

1. Walk to your bus line.
2. Stand quietly in your bus line until you are dismissed.
3. Cooperate with supervising adults.
4. Follow posted bus rules.

## Vehicle Traffic Rules

1. All vehicles are to park only in designated areas. (No parking in red zones.)
2. Yellow zones are only for dropping off and loading.
3. The parking lot on Prospector’s Way is for families to drop off and pick up students.
4. The parking lot on Saxon Way is closed at the beginning and end of the school day for the safety of our students.

## Bicycles

Bicycles are allowed at school; however, they must be walked on school grounds and on the sidewalk on Saxon Way. Bicycles are to be kept in the bicycle storage area secured with a lock. Children who ride bicycles are required to wear helmets.

## DRESS CODE

The following guidelines have been developed by students, parents, and staff to provide all parents and students with clothing suggestions that will allow students to move freely and participate in school activities. A student's attention to appearance and a student's attitude toward himself and his school are related. Good taste and good grooming are part of school learning.

1. Shoes must be worn at all times and should be appropriate for playground activities.
  - a. shoes should be appropriate for active physical exercise, have covered protective toes, backs, no wheels, and low heels. (clogs and flip-flops are not to be worn at school)
  - b. no cleats
  - c. participation in our Physical Education Program requires sturdy athletic shoes.
2. Tops are to be appropriate for school wear.
  - a. Tops should have shoulder straps that are 1" thick and cover the midriff and stomach.
  - b. No fish net shirts.
  - c. No T-shirts with inappropriate pictures or slogans.
3. Shorts are to be of reasonable length.
4. Pants are not to be excessively baggy and are to be worn at the hip or higher.
5. Hats or caps are not to be worn in the buildings.
6. Grooming should not be disruptive to the educational process or the health and safety of our students.
  - a. Hair must be of a natural hair color.
  - b. For health reasons, we discourage the sharing of combs and brushes.
  - c. Jewelry and other accessories are to be kept to a minimum and age appropriate.



# CODE OF CONDUCT

## Suspension

(Pursuant to California Education Code)

The following behaviors may result in an automatic suspension from school:

- ◆ Physical injury to another person, actual or threatened.
- ◆ Disruption of school activities or defiance of school authority.
- ◆ Commission of obscene acts or engagement in habitual profanity or vulgarity.
- ◆ Damage to or theft of school or private property.
- ◆ Possession or sale of weapons.
- ◆ Possession or sale of drugs, alcoholic beverages, or intoxicants.
- ◆ Possession or use of dangerous item.

Other behaviors that result in a disruption in the school environment may result in a suspension.

Students who are suspended are to remain off-campus the entire time of the suspension. The parents will need to attend a conference with the principal and teacher regarding the suspension.



## SCHOOL RECOGNITION AND SPIRIT

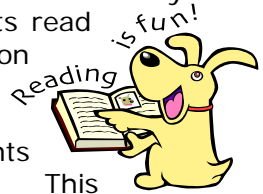
We believe that meaningful learning must occur in a safe, disciplined, and positive environment. To encourage students we have implemented positive rewards:

- **Courteous Cougar** – Each month teachers choose one of their students to be the Courteous Cougar for that month.
- **Awards** – Each month classes are selected and win the Silver Spoon and Golden Dustpan awards (great manners and cleaning in the MPR and in their classrooms). We also have a monthly Jiji award.
- **Monthly Assembly** – An assembly is held monthly to sing songs, recognize students, and discuss important issues at the school. Teachers mention positive information about their students.
- **PTA Assemblies** – The PTA will be sponsoring assemblies during the year that will focus on educational learning and promoting a safe no bullying school climate.
- **Spirit Days** – Every Friday many staff and students choose to wear “Cougar” clothes to show school spirit. About 5 days per year, everyone on campus is encouraged to show their spirit participating in a dress up day (for example, Western Day or Crazy Sock Day).

## **SCHOOL PROGRAMS (continued)**

### **Accelerated Reader Program**

Students in grades 1-5 participate in the Accelerated Reader Program. Students in Kindergarten participate when they are able to pass a reading assessment. Students read books and then take comprehension tests on the computer. PTA provides bracelets and charms that students earn when they earn points for reaching certain levels. Students wear the bracelets to monthly assemblies. This program is entirely funded by the Crossroads PTA.



### **MIND Institute Math (Jiji) and Music**

ST Math or Jiji is part of curriculum at Crossroads for 1<sup>st</sup> through 5<sup>th</sup> grades. The rigorous math program, which is tied to our state standards, provides opportunities for kids to build their math and spatial skills. This is a program entirely funded by the Crossroads PTA.

### **Special Educational Services**

Our school offers a number of special educational services. The resource program, speech, ELD (English Language Development), Psychologists, Occupational Therapy and Adaptive PE are available for students who have qualified to receive services.

### **Computer – Library**

Students in grades 1-5 participate in computer and library classes. Students in Kindergarten participate in library classes. Fifth graders have the opportunity to participate in our district music program.

# SCHOOL CALENDAR

August 9 1<sup>st</sup> Day of School

August 11 Back to School Night

September 2 In-Service Day—No School for Students

September 5 Labor Day—No School

Nov. 4-10 Parent Teacher Conference Week

November 11 Veteran's Day—No School

Nov. 11 Veteran's Day Holiday, No School

November 23 Minimum Day, grades 1-5

Nov. 24 & 25 Thanksgiving Holiday Break

December 16 Minimum Day, grades 1-5

Dec. 19 – Jan. 6 Winter Break

January 16 MLK Holiday—No School

February 13 Holiday, Lincoln's Bday—No School

February 20 Holiday, Washington's Bday—No School

March 5 – 9 Parent Conference Week

March 6—STAR Writing Test (4<sup>th</sup> grade only)

March 26-30 STAR Testing, grades 2-5

April 6-13 Spring Break

May 10 Open House

May 24 Minimum Day

May 25 Last Day of School

Please look for the school newsletter, *Cougar Pride*. In our newsletter you will find a calendar informing families of upcoming events. You will also read important information about curriculum, study skills and habits and the daily life here at Crossroads Elementary.

## SIGN, CUT, AND RETURN

**Please sign and return to school.**

*My child and I have received and read the information in the \_\_\_\_\_ School's Student Handbook.*

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

Track: \_\_\_\_\_