

**Einstein Elementary School
Parent and Student Handbook
2011-2012**



**Einstein Elementary School
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Welcome from the Principal and Assistant Principal

Dear Students and Parents,

Welcome to another exciting educational journey at Einstein Elementary School! Each and every Einstein student has very special academic and social talents. These talents are seen on a daily basis in the way that our students work hard in the classroom in all content areas and during specials. They are also seen in the way that our students display character by focusing on being safe, respectful and responsible.

As you read through this handbook, you will learn about the expectations we have for all Albert Einstein students. We know and believe that all Einstein students are capable of success, NO EXCEPTIONS!

"We Give a Hoot" for our Einstein students!

Sincerely,

Chris Martelli
Principal

Maribel Taboada
Assistant Principal

District 54 Goals: *Ensuring Student Success*

- Students who have attended District 54 schools for at least one year will read at grade level upon entering third grade.
- Each school will close the achievement gap for all students in reading and math as measured by both district and state assessments.
- At least 90% of all students will meet or exceed standards in reading and math as measured by both district and state assessments.

Einstein's Vision Statements

- Foster life long learning by having high expectations and demonstrating continual growth towards students, school, and district goals
- Welcome community members and provide them with the support necessary for the academic/emotional growth of our children
- Provide a school environment that is nurturing, positive, and where differences are respected.
- Develop a shared, building-wide vocabulary for academic and behavioral expectations.
- Create an environment that respects and builds upon each other's individual talents and expertise.

School hours:

Monday, Tuesday, Thursday, Friday:

1 st Bell.....	8:30 a.m.
School Begins.....	8:40 a.m.
AM Early Childhood and Kindergarten Dismissal.....	11:10 a.m.
Lunch.....	11:20 a.m. – 12:05 p.m.
PM Early Childhood and Kindergarten Begin.....	12:30p.m.
School Ends.....	3:00 p.m.

Wednesday:

1 st Bell.....	8:30 a.m.
School Begins.....	8:40 a.m.
AM Early Childhood and Kindergarten Dismissal.....	10:55 a.m.
Lunch.....	11:20 a.m. – 12:05 p.m.
PM Early Childhood and Kindergarten Begin.....	12:15 p.m.
School Ends.....	2:30 p.m.

Early Childhood ASD:

Monday-Friday 8:40 a.m. to 1:40p.m.

½ Days

All students, except kindergarten and E.C., Monday-Friday 8:40 a.m.-11:40p.m.

Attendance and being Tardy

It is important to be on time and attend school everyday. If students are not able to attend school, parents are asked to call the office. In addition, students should also speak to their teacher to find out the work they missed when they were gone. **When you miss school you miss out!**

Attendance Policy

- a. Noticing absences – Each time a student has an unexcused absence, a personalized note – with variations on the theme “we missed you today” will be mailed home. An administrator will sign each note.
- b. Home visits – Administration will visit homes of students for every fifth absence. We will ask if there is anything the school could do to help with attendance concerns.
- c. Reversing unexcused absences – Ms. Gasner & Mrs. Stahlke will make home visits. We will follow-up with truancy letters in chronic cases (after 10 days).

Tardy Policy

- a. Noticing Tardies – Each time a students is tardy they must come to the office for a late pass.
- b. Once a child has accumulated five days tardy in one trimester, on their sixth day tardy and everyday tardy thereafter, they will receive a lunch detention. This is in an effort to make-up for the instructional time that is being lost.
- c. Every child will start with a clean slate at the beginning of each grading period.

Student Drop-off and Pick-up Procedures

“It is the District’s long standing practice that a student must have consistent pick up and drop off points to ensure student safety. In the past, some students’ pick up/drop off locations have been changed weekly and sometimes daily which the District will not agree to. As you can certainly appreciate, the bus driver and other District personnel attend to multiple children in the bus pick up and drop off environment. A rotating pick up/drop off location is unsafe because it creates a situation where a mistake can easily be made involving the route that your child is placed on. Please know that as a District we are totally committed to your child’s safety.”

Drop-off Procedures

Staff supervision of students will begin outside at 8:20 each day. Students will be allowed to enter the building at 8:30. Staff supervision will end at 8:40. If students arrive before 8:30 they should line-up in the following locations:

- Early Childhood classrooms will line-up at door #14 in the front of the school. The person dropping off the student should stay with them until the teacher picks them up.
- Kindergarten classrooms will line-up at doors #18 (Ms. Poongbunkor) and #17 (Ms. Hale).
- 1/2 multigrade classrooms will line-up at door #6 in the back of the school.
- 3/4 multigrade classrooms that are located downstairs (rooms 110, 111, 112) will line-up at door #1 in the front of the school.
- 3/4 multigrade classrooms that are located upstairs (rooms 212 & 211) will line-up at door #10 in the back of the school.
- 5/6 multigrade classrooms will line-up at door #10 in the back of the school.

Students taking the bus will be let off the bus at 8:30 and proceed to class.

Students being dropped off in the back before 8:30 should proceed to their designated area. Parents that are driving their child(ren) to school should use the cul de sac in the back of the school. Our parking lot will be closed to cars in the morning due to the number of busses we need to accommodate.

All students that arrive after 8:40 should go the front door to receive a late pass.

Pick-Up procedures

- Parents picking-up their children should arrive at Einstein five minutes before dismissal. We ask that parents do this because some classrooms are dismissed five minutes before dismissal so teachers can get to their after school supervision post.
- Early Childhood students must be picked-up by an adult.
- ALL students needing to be picked-up at the end of the school day will do so at the door in which they were dropped-off. If siblings will be going home together, they should have a designated meeting area outside the school.
- If parents are picking-up their child and will be parking in the back of the school, **do not** park in the cul de sac. This is a no parking zone.

Dress Code

Einstein students are expected to wear clothing that is in keeping with health and safety standards and does not interfere with the educational process. The following guidelines must be followed:

1. Immodest, immoral or extremes of dress or appearance of any nature that may provoke or distract other students or otherwise cause a disruption to the educational process are prohibited.
2. Clothing or jewelry with provocative or suggestive slogans is not permitted.
3. Clothing that bares the chest or midriff may not be worn in school by students.
4. Students enrolled in special classes will comply with reasonable dress code requirements.
5. Clothing may not have any profanity, or inappropriate words, pictures, or slogans.
6. Pants must cover a child's underwear.
7. Shorts and skirts must not be too tight and should reach a length midway between the hip and knee.
8. No head covering may be worn in school except for religious reasons. This includes caps, hats, bandannas, hoods, etc.

Any breach of these guidelines shall be cause for discipline until self-compliance or a parent conference can bring a satisfactory resolution.

PBIS

At Albert Einstein, we use PBIS as our behavior framework to reinforce positive behavior. "PBIS" is short for Positive Behavioral Intervention and Supports. PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS IS a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students.

PBIS Expectations

At Albert Einstein School, we take student safety and good student behavior very seriously. We only have a few rules, but these rules apply anytime students are at Einstein, to and from school, or on a school-sponsored field trip or activity. School staff members, students, and parents all share responsibility for good student behavior. The school has the responsibility to clearly communicate and enforce student behavior in a fair, consistent and supportive manner. Parents have the responsibility to reinforce the expectations of the school and to help their children become responsible citizens. Students have the responsibility to follow the PBIS behavioral expectations:

- I will be safe.
- I will be respectful.
- I will be responsible.

Character Awards and Positive Reinforcement (GIVE A HOOT TICKETS and school-wide assemblies)

The Einstein staff is encouraged to provide frequent praise and positive reinforcement for students throughout the school day. "Give a Hoot" tickets will be given to students when they demonstrate good conduct and responsible behavior. All adults on staff may give them out as appropriate. Hoot tickets will be randomly selected each week and announced during our Monday morning broadcast. Students selected will be rewarded with a treat on "treat day" and their picture will be posted on our "Give a Hoot" mural located in the main hallway. Students can also earn school-wide celebrations throughout the year by meeting a specific "challenge" given to them.

Owl Families

The Einstein staff is committed to creating a strong sense of community in our school. We also believe in acting intentionally to connect students with caring staff members for support and encouragement. To this end, we have established Owl Families - a multiage grouping of students assigned to one staff member. Owl Families will meet monthly for 30 minutes. Each Owl Family will participate in an activity that promotes the importance of building caring and trusting relationships as well as making good choices. Owl Families will begin in September and conclude in June.

Kids at Hope Morning Pledge:

***I am a kid at hope.
I am talented, smart and capable of success.
I have dreams for the future
And I will climb to reach those goals and dreams every day.
All children are capable of success – NO EXCEPTIONS!***

Character Violations

We believe that all students can behave appropriately in our classrooms and that children attend school primarily to learn. Therefore, the general rule for behavior at Albert Einstein School is that no student shall infringe on a teacher's right to teach or another student's right to learn.

Classroom Rules to be followed

1. Keep hands and feet to yourself
2. Listen to the speaker
3. Use polite words
4. Use classroom materials appropriately
5. Complete assignments

The following actions are unacceptable behaviors:

- swearing
- name-calling and teasing
- throwing any object
- fighting (play or real)

Consequences

If a student chooses to break a rule, the following tiered consequence system will be utilized:

Classroom Managed Behavior *

- First Consequence – verbal/visual warning.
- Second Consequence – 2nd verbal/visual warning.
- Third Consequence – loss of lunch/recess. Written documentation goes home to parents and parents return it signed.
- Fourth Consequence – 30 minutes after school (the next day). Phone call to the parent.
- Fifth Consequence – 30 minutes after school and parent/teacher conference.
- Sixth Consequence – all of the above and the student is sent to the principal. The student will not return to class for the remainder of the day.

* Each child will begin each day with a clean slate in our system.

Office Managed Behavior

Severe Disruption – a student will be immediately referred to the office if they willfully harm another child, willfully destroy property, blatantly defy a staff member’s authority, or demonstrate any behavior that stops the entire class from functioning such as screaming, swearing, or throwing temper tantrums. The student will not return to class for the remainder of the day, except for bus referrals.

Bus Expectations

We expect students to be **safe**, **respectful**, and **responsible** on the bus as well as in school. Board policy states “The Board recognizes the need to have students behave in a safe and orderly manner when riding a school bus or other District-provided transportation. Students who are guilty of unsafe behavior, misconduct or repeated violations of bus safety rules are subject to suspension of riding privileges.” Student safety is of the utmost importance to us, therefore bus referrals are an office managed behavior.

Bus Referral Guidelines

Although we look at each situation individually, if a student receives a bus referral, we’ve included the guidelines we will follow for the majority of cases.

_____ First referral this grading period – one week assigned seat

_____ Second referral this grading period – two week assigned seat

_____ Third referral this grading period – one week suspension from the bus and a permanent assigned seat for remainder of the grading period

_____ Fourth referral this grading period – suspended from the bus until the next grading period

Fundamental Assumption Guiding Work

ALL students are capable of success – NO EXCEPTIONS! ALL students will achieve at high levels when teachers, parents and students work together to develop strategies that provide students with extra time and support for learning.

Things to Keep at Home

1. Please do not bring gum, toys, balls, electronic devices, roller blades, skates, skateboards, and similar items to school.
2. Weapons, or simulated weapons, may NEVER be brought to school. These include, but are not limited to, squirt guns, air powered guns, knives, explosives, and all other dangerous objects. Students are subject to expulsion if they are found with weapons or look-alikes.
3. If parents wish to have their children carry a cell phone, the cell phone MUST be turned off and kept in their backpack. If the cell phone rings or it is found in the student's possession, it will be turned into the office and parents will have to pick it up.

Academic Expectations

At Einstein Elementary School, we have high expectations for all students and believe if students work hard they can and will be successful. In addition, we are determined to provide all students with the academic and social skills necessary to be successful in junior high school, high school, and have the choice to go to college. Each school year, students will be asked to set specific academic goals in the areas of Language Arts and Math. We believe that establishing a strong foundation in these two subject areas is critical to the future academic success of our students.

Homework Policy

The Board is committed to promoting student learning through active home-school partnerships. Students should have consistent opportunities to extend schoolwork independently at home. Homework that is meaningful and purposeful is an important part of the instructional program. The purpose of homework is to enrich or extend school instruction, and to give the student opportunities to maintain new learning through independent practice.

Homework, assigned and completed on a systematic basis, results in increased student achievement and independence, as well as better attitudes toward school.

****Expectations and Responsibilities of Students**

1. Students are expected to complete their homework assignments in a thorough and thoughtful manner.
2. It is important that the assignments are turned in by the due date.
3. They are expected to have the necessary materials, either District-provided or as needed from the home.
4. Students are expected to work as independently as possible. Students are encouraged to use an assignment book and to develop strong study habits.
5. They should ask questions as needed to clarify the assignment.
6. Students should complete their assignments with a minimum of parent/guardian assistance.

Expectations and Responsibilities of Parents/Guardians

1. Parents/guardians are encouraged to support independent learning by their children.
2. To further that goal, parents/guardians should serve as a resource for their children, and not complete homework for their children.
3. Parents/guardians are encouraged to provide appropriate place, time and conditions for the children to complete their assignments.
4. The school-home partnership toward the education of children can also be served when parents/guardians encourage reading, writing and curiosity in the home.
5. Parents/guardians should contact the teacher about concerns regarding homework.

**There may be logical consequences for late/missing assignments.

Parental Involvement

We encourage and welcome your active involvement in the education of your children! If you are interested in volunteering in your child's classroom, please contact your son or daughter's teacher and arrangements will be made for you to assist. It is only through our close partnership that we attain our shared goals as a learning community.

Extracurricular Opportunities

A wide range of extracurricular involvement opportunities are available for all Einstein students. Extracurricular opportunities are announced on Monday's morning broadcast, advertised through the school and flyers given in class.

We have read and discussed the Student-Parent Handbook and will support the expectations throughout the year.

Parent/Guardian Signature

Student Signature

Date

Date

**Please keep this half of the page for you and your child.
Thank you!**

We have read and discussed the Student-Parent Handbook and will support the expectations throughout the year.

Parent/Guardian Signature

Student Signature

Date

Date

Please return the bottom half of this page to your child's classroom teacher. Thank you!