



Parents/Guardians:
Please **SIGN** and **RETURN**
PAGE 7 of this this
handbook to your child's
teacher – Thank You!

NEWBERRY SPRINGS ELEMENTARY SCHOOL'S (NSES) PARENT AND STUDENT HANDBOOK

At NSES we are **RespoNsible**

Safe

RespEctful

Students

BOBCATS

BLAINE VAN LEEUWEN, PRINCIPAL

WELCOME TO NEWBERRY SPRINGS ELEMENTARY SCHOOL

2022 - 2023 SCHOOL YEAR

Welcome to Newberry Springs Elementary School (NSES). The teachers, staff, and I take great pride in helping your child grow academically, socially, and emotionally by encouraging the unique growth of every child.

A student's success is greatly enhanced when there is a strong partnership between home and school. We encourage parent involvement at NSES!



Bobcats

School Mission

Newberry Springs Elementary School is a community of optimal learning for every student by name, by need, and by skill. Through staff collaboration, we will work together to promote a respectful, responsible and safe learning environment for all students.

OFFICE HOURS

The school office is open from 7:30 a.m. to 4:00 p.m., Monday through Friday. Our phone number is 760-257-3211 and the fax number is 760-257-4838.

Mailing address:

PO Box 847

Yermo, CA 92398

Physical address:

33713 Newberry Rd.

Newberry Springs, CA 92365

School colors are maroon and gold. We are the Newberry Bobcats.

BELL SCHEDULE

Full Day	8:00	School open
	8:20	Flag Salute/Warning Bell
	8:25	Tardy Bell, Class begins
	10:00	Recess
	10:15	Recess ends
	11:25-11:45	Kinder – 2 nd Grade Lunch
	11:45-12:05	Kinder – 2 nd Grade Recess
	11:25-11:45	3 rd – 5 th Grade Recess
	11:45-12:05	3 rd – 5 th Grade Lunch
	3:00	Dismissal

Minimum Day schedule is 1:00 Dismissal.

CURRENT INFORMATION

We must be able to reach a parent/guardian in the event of any emergency involving your child. We must always have **up-to-date parent/guardian information**, such as phone numbers, addresses, and emergency contacts. At times it may also become necessary to contact parents for other reasons, such as a forgotten lunch, missed bus, or a behavior problem. **When your phone number or address changes, please contact the school to update your information immediately!**

ATTENDANCE

The instructional day begins with the first bell at 8:20 a.m. and the tardy bell at 8:25 a.m. School ends at 3:00 p.m. every day except Wednesday.

Wednesdays are **minimum days** for NSES. School ends at 1:00 p.m.

****Perfect Attendance**

Perfect attendance is defined as attending school every day, all day. If your child arrives late or leaves school early, your child will not be eligible for perfect attendance recognition.

Tardies

All students are required to be at the flag salute when the instructional day begins at 8:20 a.m. At 8:25 am students will be considered late and must report to the front office for a late slip. Parents must sign the students in at the office after 8:25. Tardiness affects your child's attendance.

Early Departure

We discourage unnecessary classroom interruptions, as we work to provide the best possible learning environment for all our students. We ask that you please refrain from removing your child from school early unless it is an emergency.

NOTE: Please let us know in the morning or sooner, if possible, if your child is leaving early.

****Please keep in mind that perfect attendance is affected by early departures and late arrivals.**

Leaving School Campus

A parent who wants their child to leave campus during school hours must sign their child out at the front office. If a student returns to campus during the same school day, the parent/guardian must sign them in at the front office and the child will be given a pass to the classroom.

Moving

If you plan to move out of the Newberry Springs area, please notify the school office as soon as possible so we can prepare the necessary paperwork and cumulative records.

All textbooks and library books must be turned in or paid for before the child's report card will be released.

School Work Requests

Teachers need at least 24 hours advance notice to prepare homework for a student who is going to be gone. Students who will be absent for 3 or more consecutive days can request an Independent Study. Please notify the school with enough time to prepare for Independent Study.

State Absence Policies

California law requires that a student must attend school regularly and punctually.

What you should do if your child is absent from school:

1. On the day of an absence, the parent or guardian should **call the school** to report the absence. The school phone number is 760-257-3211. Reporting an absence first thing in the morning is preferable. Students need not bring a note upon their return if phone contact has been made by a parent or guardian.
2. A telephone absence verification system is in place district-wide. If the absence has not been verified by 10:00 am the day of absence, you will receive an automated call about the absence.
3. If a student's absence from school has NOT been verified by phone, the student must bring a written

statement signed by a parent/ guardian. The note should include the student's name, absence date, and reason.

4. If the absence has not been verified by a phone call or note, it will be marked as unexcused.
5. If your student has a doctor/dentist appointment, a doctor's note is required for excusal of absence.

State Law regarding attendance requires that every person under 18 years must attend school and requires verification of absence.

Excessive unacceptable absences (exceeding three days) will be referred to Student Attendance Review Board. Excessive acceptable absences (exceeding five days) will also be referred to Student Attendance Review Board.

Students may be retained in their present grade if a student is absent from school for an excessive amount of time due to either acceptable or unacceptable absences.

AWARDS

We will be having awards assemblies in November, January, March, and May for Citizenship and Perfect Attendance. Specific dates will be announced on the monthly calendars that are sent home.

MEDIA CENTER

Textbooks are issued throughout the school year and are the property of the Silver Valley Unified School District. All students are expected to properly care for their textbooks. Parents are responsible for damaged or lost textbooks. The same rules apply to all library books.

The Library's Parent Resource Section has books available for adult check-out, including children's books.

BUS

All students are expected to conduct themselves as if they were in the classroom when on the bus.

Transportation is a privilege provided by the school district and extended to students who display good conduct while preparing to ride, enter, or leave the school bus. Failure to abide by the rules can result in denial of transportation. Please refer to the Silver Valley Unified School District Parent/Guardian & Pupil Notification Handbook.

First Student provides transportation to our school district. If you have any transportation questions, please contact First Student at 254-3850 or 254-3802.

Important Safety Issues

The buses will load and unload at the back of the school.

Anyone delivering their children to school must drive into the entrance at the front of the school (notice the direction signs), drive around to the door, let the child out, and continue out of the parking lot. **If you choose to get out with the student, you must park your car in a parking place or on the street in front of the school. DO NOT DOUBLE PARK or park in the No Parking zones.**

If you are picking up a student after school, you must follow the line of cars at the parking lot. Students will be released by an adult one at a time and will wait at the designated cones. Parents walking up to pick up their child will only be allowed during emergencies. Otherwise, their child will be the last one to be released.

Transportation Change Requests

If a parent wishes to change a student's after-school transportation, for example getting off the bus at a different stop or the parent is coming to pick up a child who normally rides the bus home, the parent must send a note with the student or contact the school by phone **NO LATER THAN 2:30 PM.** A bus pass will be issued to the child and must be given to the bus driver when boarding the bus or to the teacher releasing students to parents.

Students who plan to go home with another student must have permission from both students' parents **before** coming to school. A note or a phone call from the parents to the office is required before any transportation changes will be made.

CAFETERIA

Free Meals

Thanks to the Community Eligibility Provision, all students at Newberry Springs Elementary School will receive free breakfast and free lunch each school day, regardless of income levels. However, we need each family to return a Household Income Survey for the survey to be considered valid and for other funding purposes.

To purchase extra milk, the cost is 50¢. To purchase juice, there is an additional charge of 35¢.

DISCIPLINE POLICY

Classroom Discipline Procedures

Procedure to Address Minor Problems

- 1) Warning—student counseled
- 2) Teacher assigned consequences
- 3) Parent contacted by the classroom teacher
- 4) Teacher/parent conference(s)
- 5) Visit with the Principal
- 6) Classroom suspension

Major Problems include:

-  Profanity

-  Fighting
-  Drugs/Alcohol
-  Theft
-  Sexual Harassment
-  Dangerous Objects or Weapons (real or play)
-  Obscene Act

Possible Consequences

- ✓ Referral to Principal
- ✓ Parent notification (required) by the principal or regular teacher
- ✓ Loss of any or all recesses/free time
- ✓ Work detail (parent notification required by the principal or regular teacher)
- ✓ In-school suspension (parent notification required by principal or classroom teacher)
- ✓ Loss of privilege to attend assemblies, field trips, and/or activities
- ✓ Suspension (1-5 days) from school
- ✓ Expulsion

Off Limits Play Areas

-  Behind and between portables
-  Fences
-  Grassy area behind the Library
-  North playground is for KN-2 students only.
-  South playground is for 3rd – 5th students only.

School Expectations

-  Show respect for your teacher and others around you.
-  Keep hands, feet, and objects to yourself--no physical contact.
-  Turn in completed assignments on time.
-  Bring binders/planners and books to class every day.
-  In addition to crude words, disrespectful language is not allowed—such as “shut up,” “stupid,” “sucks,” etc.
-  Pets/wildlife are **NOT** allowed at school without prior approval by the teacher and principal.
-  Toys, trading cards, electronic equipment, video games, handheld devices, CDs, CD or MP3 players may **NOT** be brought to school. These items will be confiscated by staff during the year and may be returned to the parent on the last day of school.
-  Candy, gum, soda, sunflower seeds, and pumpkin seeds are **NOT** allowed at school.
-  If cell phones are brought to school, they must be turned **off** and in the student's backpack.

-  Walk, don't run, at all times in the classroom and on sidewalks.
-  Party invitations may NOT be passed out in the classroom unless there is one for every student in the classroom. When limiting invitations, they must be sent to students by mail.
-  No buying, selling, or trading at school.
-  Students may NOT use the school microwave oven.
-  Laser pointers are NOT allowed at school

Playground Rules

- No harmful physical contact.
- A football can only be thrown as a game of catch.
- Slide properly: seated, facing forward, one person at a time.
- Jump ropes are to be used on concrete areas only. Do not attach ropes to anything.
- Running on grass areas only.
- Use hand-over-hand on Monkey Bars, and remain below the bars.
- Sit properly on the swings, facing forward, swinging back and forth.
- Leave all wood chips, rocks, leaves, and branches alone.
- Walk when on the concrete areas.
- No chasing/catching wildlife on campus.
- No playing tag on playground equipment
- USE GOOD SPORTSMANSHIP!

AFTER SCHOOL ACTIVITIES

Participation in after-school activities is not a requirement and students may be removed for behavior and attendance issues. A student must be in attendance on tutoring days to attend any after-school clubs for the same week.

Tutoring

Participation in tutoring requires a recommendation from their teacher or the Student Support Team (SST). Any parent requesting their child attend tutoring must get approval from their child's teacher. If a student doesn't attend tutoring, he or she is not eligible to participate in any enrichment clubs.

Enrichment Activities

STEM, Art, and other types of clubs may be offered to students during the school year. Participation will be on a first-come, first-served basis. Any student who misses (3) club sessions will be removed from the club (at any time). Any student who is removed from a club for behavior or attendance will not be able to join a different club. Students on a waiting list will be notified to fill any club openings. If a student has been recommended for tutoring and doesn't attend, that student will not be able to participate in any enrichment activity.

DRESS CODE FOR STUDENTS

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Ed Code 35183.5)

- ☞ Shoes must be worn at all times. Sandals can only be worn and must have a back strap. High heels, clogs, wedges, flip-flops, backless, and roller-blade shoes are NOT acceptable.
- ☞ Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia that is crude, vulgar, profane, or sexually suggestive. They also cannot portray drug, alcohol, or tobacco company advertising, promotions, and likenesses, nor can they advocate racial, ethnic, or religious prejudice.
- ☞ Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, ripped pants, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
- ☞ Sagging pants are not allowed. Belts must be worn with loose-fitting pants.
- ☞ Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
- ☞ Hats, caps, and other head coverings, including bandanas, will not be worn indoors, sideways, or backward. Clothes should be worn as the manufacturer intended.
- ☞ Make-up, false eyelashes, and fake nails are not permitted. No personal grooming during class.
- ☞ Sunglasses can only be worn outside.

The principal, staff, and students at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Any student who comes to school without giving proper attention to neatness of dress shall be required to prepare himself/herself for the classroom before entering, which could include parent contact.

FIELD TRIPS

Signed permission slips are required for a child to participate. All school rules apply to field trips. Parents need to pre-arrange early departure from field trips.

FIGHTING

Fighting is not allowed! We realize there is a difference between playing around and fighting in anger, which is taken into account. However, physical violence is not tolerated at NSES. If a student has a problem with another student, they should use conflict strategies:

- 1. Talk it over—listen
 - 2. Walk away
 - 3. Say "I'm sorry"
 - 4. Do something else
 - 5. Take Turns
 - 6. Share
 - 7. Ignore it
 - 8. Ask for help
- Pushing, shoving, kicking, hitting, biting, etc., are not acceptable options for dealing with any problems.

FOOD

All food items brought from home for a teacher-approved party or treats must be purchased with the seal intact. This is to prevent the possible contraction or spread of Hepatitis, a virus obtained from improper food preparation or handling.

School parties may start after lunch at the teacher's discretion. A strong effort should be made to serve healthy snacks. If you have any questions, call the school.

HEALTH CLERK

We have a Health Clerk on campus from 10:00 a.m. until 2:00 p.m. (Mon, Tues, Thur, and Fri.) and from 9:00 a.m. until 1:00 p.m. on Wednesdays to assist ill or injured children, maintain health records, and assist in health screening procedures. A student needs to obtain a pass to see the Health Clerk except in the event of an emergency.

Medications Given During School Hours

California State Education Code, Section 11753.1, states that any pupil who is required to take medication during the regular school day must be assisted by the school health clerk or designated personnel. For any student to be given medication at school, we must have a signed statement by the parent or guardian **and** the physician prescribing the medication. The required forms are available in the health office.

All medication must be properly labeled, specifying the kind of medicine, dosage to be given, time(s) to be given, and the child's name. It is the parent's responsibility to bring the medication to the health office. **Do not send any medication to school with your child. This includes cough drops and over-the-counter medications. They will be confiscated and parents will be notified.**

The parent/guardian and the physician must fill out a new medication authorization form every school year. There must be a form filled out for **each** medication that is brought to the school. Prior year forms are invalid once the school year ends.

ILLNESS AT SCHOOL

When ill, or in need of first aid, students must obtain a pass from a teacher to go to the health office. This should be done at the beginning of class, except in cases of emergency. If a student is too ill to remain at

school, a parent/guardian will be called by school personnel. Students who are sent home with a fever, vomiting, or diarrhea may only return after being 24 hours fever, vomiting, and/or diarrhea free. **It is important to keep medical emergency cards up to date in case a parent or designated adult needs to be called.**

LICE (Pediculosis)

The Silver Valley Unified School District has a board policy regarding head lice (pediculosis) and attendance. If a child is out of school for three consecutive days due to lice and/or nits, parents may seek assistance from the District Nurse at 760-254-2916 ext. 1133. If a child is out for more than five consecutive days due to lice, they will automatically be referred to the School Attendance Review Board (SARB).

LOST AND FOUND

The school maintains a "Lost and Found" in the school cafeteria. This can be checked at any time that the cafeteria is open. At all parent functions, these articles of clothing are put out so they can be claimed. However, many good pieces of clothing are never claimed. At the end of the school year, leftover articles of clothing are given to a charitable organization to be distributed to those in need. **Please put your child's name with a permanent marker on all clothing.**

NOTICES AND CALENDARS

Notices will be sent home regarding activities and events. A calendar and a lunch menu will be sent home each month.

REPORT CARDS & PROGRESS REPORTS

NSES operates on three trimesters for grades KN – 5th. Progress reports will be given out mid-trimester and report cards at the end of each trimester. Parent Conferences will be held twice a year. The final report card will be sent home on the last day of school.

SAFETY PROCEDURES

In the event of a disaster i.e., earthquake, etc., it is of vital importance that parents follow the school's procedures. The NSES staff has been trained in disaster response and has performed disaster drills. Students will be maintained in a safe area and overseen by several staff members. There will be a checkout area to obtain your child. **Students will be released to only those persons whose name is on the emergency card.** It is important that parents wait in an orderly manner for their child(ren) to be brought

to them. A calm manner reassures children. Be assured that no child will be unattended. Thank you for your cooperation.

VOLUNTEERS

Children are more successful when their parents are involved at school. NSES welcomes parent volunteers to help on our campus. However, due to changes in the law and district policy, and to ensure the safety of our students, volunteers must be fingerprinted and TB tested. If you are interested in

being a volunteer, come by the school office and pick up a volunteer application. You will be given instructions on how to get your fingerprinting and TB testing completed. Each year a new volunteer application must be submitted, but the TB test lasts for 4 years and the fingerprinting does not have to be repeated.

Once you become a volunteer, you **MUST** sign in and out with office personnel when you are at the school and you will be required to wear an ID badge.

PARENT/STUDENT HANDBOOK SIGNATURE PAGE

NEWBERRY SPRINGS ELEMENTARY SCHOOL

2022 – 2023

Dear Students and Parent(s)/Guardian(s):

This handbook was developed as a guide for students and parents. It was created to help answer commonly asked questions that come up during the school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students. We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. This form is part of the student registration process at Newberry Springs Elementary School and must be returned as a condition of enrollment.

Signing below is evidence that parents and students have or will read and understand the contents of this handbook.

Signature of **Parent/Guardian**

Date

Print Name of **Parent/Guardian**

Signature of **Student**

Date

Print Name of **Student**

Grade of Student

****Please sign and return to school – Thank you!**

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