Dear Families,

Welcome to Jonas Salk Elementary School, "Where Dreams Begin!" In our school community, all stakeholders are teachers and learners. We believe that creating successful students requires the best efforts of everyone on the team-including parents! **Daily attendance is critical** and students are expected to arrive on time, rested and ready to learn.

Each learner is encouraged to achieve academic and social success, enjoy learning, celebrate diversity, develop analytical skills, and model exemplary behavior. We empower our learners to be responsible for their own inquiry and to "dare to make dreams into reality". Our learners are active participants in their academic development and every individual has a responsibility not just to perform a task, but to do it to the best of their ability

Mahatma Gandhi said, "We must be the change that we wish to see in the world." We are committed to character building and embrace character education as an integral part of our curriculum. In order for learners to excel, they require an environment that encourages them to take risks. All members of the Jonas Salk Elementary School community work together to create a nurturing environment so that learners can take risks without anxiety, can think critically, and are encouraged to ask questions about their learning and their world.

Our Mira Mesa learning community is to be commended for maintaining collaborative and diverse quality neighborhood schools and Jonas Salk Elementary is the newest addition to that tradition. We need the support of everyone so that we can continue on this path of success. Please take advantage of all that is happening in our community! “We Bleed Blue and Gold!” Don’t hesitate to immerse yourself in the Mira Mesa and Jonas Salk Elementary Spirit!

For our children,  
Ms. Deidre E. Hardson  
Principal

**MISSION STATEMENT**

Our Mission at Jonas Salk Elementary is to ensure that every student embraces learning to reach his or her potential in a safe, orderly, and nurturing environment. Our essential goals are to:

- Engage students in a high quality, Standards-Based instructional program that inspires effort, critical thinking and problem solving;
- Maximize opportunities for students to develop good character and use their actions and voice to make a positive difference in the world;
- Provide opportunities for students, educators, and parents to enhance achievement through collaboration, communication and technology.

**CHARACTER EDUCATION**

“Our greatest responsibility is to be good ancestors” (Dr. Jonas Salk). Our character education program strives to promote a school climate that fosters the development of civic and democratic values, and encourage students to make good decisions in their lives based on those values. Our character and service learning education program is based on our school’s core beliefs and vision. Character traits defined and practiced during the year include: responsibility, self-control, compassion, respect, honesty, perseverance, cooperation, forgiveness and gratitude. Character traits, along with a focus on teambuilding, helps to create the “Jonas Salk Elementary Spirit.”

**RELEASE OF STUDENTS/EMERGENCY CARD**

Students are expected to arrive on time and remain on the school grounds during school hours (this is the law). However, if you must have your child released from school during school hours, please come to the office and obtain a release slip. For the protection of your child, students are only released to authorized persons whose names are listed on the student’s registration card. Students will not be released by telephone requests. PLEASE BE SURE THIS CARD IS UPDATED AS CHANGES OCCUR. (Note: you must show picture ID and be on the student’s contact card in order to be authorized for pick-up).

*Please refer to the website for changes in the school calendar: [https://www.sandiegounified.org/schools/jonas-salk-es](https://www.sandiegounified.org/schools/jonas-salk-es)*
MORNING ARRIVAL

Please plan a safe route to and from school with your child.

Safety Rules which must be followed by all are:
1.) Cross ONLY at crosswalks. Don’t cross the street between cars!
2.) WALK, don’t run, across the street! Never play in the street!
3.) Do NOT park or leave cars unattended in the Drop-Off Zones.

- Students will report to the line-up area/tables NO EARLIER THAN 7:30 a.m. Students MUST be here by 7:40 a.m.
- Teachers will escort students from designated line up areas or tables to the classrooms at 7:45 (instruction begins at 7:50). Please be sure that our children arrive to school on time. Children arriving late to school miss out on valuable instructional time and interfere with the learning of others.

ATTENDANCE:

Phone Number: (858) 935-2100; Fax: (858) 935-2149

- PLEASE HAVE YOUR CHILD ATTEND SCHOOL DAILY. Regular attendance is required except for illness. State law places the responsibility for regular attendance upon the parents. Parents will be contacted if their child has recurrent absences.
- Please call the school on the first day of their child’s absence, give: (1) the child’s name (2) room # (3) reason for the absence (a note with the same information will suffice when he/she returns to school).

Absences for the following reasons are **excused** but NOT funded. Funding is only earned for a day when a student is present.
1.) Verified illness, medical or dental appointments.
2.) Attendance at funeral services for a member of the immediate family.

INDEPENDENT STUDY CONTRACTS (I.S.C.) can be arranged in advance for absences to ensure an excused absence. Please call the school to make arrangements **one week before the start of the contract** so the teacher has time to prepare the work.

**Procedures for Independent Study Contracts (I.S.C.):**
1.) Contact the school office to receive an I.S.C.
2.) Parent will fill out and sign the contract and meet with an administrator.
3.) Teacher provides classroom work that will be missed
4.) Student will turn in completed work upon their return

BELL SCHEDULE

7:15 a.m. Run/Walk Club Begins (small parking lot gate by playground)
7:20 a.m. Breakfast is served (breakfast gate opens)
7:30 a.m. Office & Main Gate Open for Students (go to lunch tables)
7:40 a.m. Line-up bell rings (students must be here at table)
7:45 a.m. Teachers take lines to class
7:50 a.m. Instruction Begins (Grades 4, 5-Music on Friday)

**Grade** | **Entire Time** | **Lunch Time** | **Recess Time**
--- | --- | --- | ---
TK/K | 11:00-12:00 | 11:00-11:30 | 11:30-12:00
1st | 12:05-1:00 | 12:05-12:30 | 12:30-1:00
2nd | 12:05-1:00 | 12:35-1:00 | 12:05-12:35

2:10 p.m. Grades K-5 Dismissal (Mon., Tues., Wed. & Friday)
3:30 p.m. Office Closes

MODIFIED AND MINIMUM DAYS

12:15 p.m. TK-5 Dismissal- Thursdays **(Gates open after lunch clean up)**

Thursday-No recess. All students eat lunch on campus.
10:55-11:15 a.m. Lunch 1, 2
11:20-11:45 a.m. Lunch TK, K
11:55-12:15 p.m. Lunch 3, 4, 5

Please calendar these dates for minimum day/parent-teacher conferences:

<table>
<thead>
<tr>
<th>Dates</th>
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<tbody>
<tr>
<td>TK/KINDER ONLY MINIMUM DAYS</td>
<td>4</td>
<td>11/14/18 Wed</td>
<td>Fall conf</td>
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<tr>
<td>1 8/27/18 Mon</td>
<td>Kinder Collab</td>
<td>5</td>
<td>11/16/18 Fri</td>
</tr>
<tr>
<td>2 8/28/18 Tue</td>
<td>Kinder Collab</td>
<td>6</td>
<td>12/5/18 Wed</td>
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<td>3 8/29/18 Wed</td>
<td>Kinder Collab</td>
<td>7</td>
<td>1/09/19 Wed</td>
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<td>4 8/31/18 Fri</td>
<td>Kinder Collab</td>
<td>8</td>
<td>2/06/19 Wed</td>
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<td>5 9/4/18 Tue</td>
<td>Kinder Collab</td>
<td>9</td>
<td>3/18/19 Mon</td>
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<td>6 9/5/18 Wed</td>
<td>Kinder Collab</td>
<td>10</td>
<td>3/19/19 Tue</td>
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<tr>
<td>7 9/7/18 Fri</td>
<td>Kinder Collab</td>
<td>11</td>
<td>3/20/19 Wed</td>
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<tr>
<td>SCHOOLWIDE MINIMUM DAYS</td>
<td>12</td>
<td>3/22/19 Fri</td>
<td>Spring conf</td>
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<tr>
<td>1 10/10/18 Wed</td>
<td>Mira Mesa Cluster</td>
<td>13</td>
<td>4/12/19 FRIDAY</td>
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<td>2 11/09/18 Fri</td>
<td>Fall conf</td>
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<td>5/8/19 Wed</td>
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<td>3 11/13/18 Tue</td>
<td>Fall conf</td>
<td>15</td>
<td>5/11/19 Wed</td>
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**DISMISSAL**

At the end of the school day, parent or designee must pick up TK and kindergarten students from the classroom. (Students participating in the After School Daycare Programs will be picked up by the provider). Students participating in extended day enrichment programs report to the designated location immediately following dismissal. It is very important that students leave the campus promptly after school ends. Students who have not been picked up by 2:30 p.m. should report to the office. The office staff cannot be responsible for students left in the school office after hours. Students who are chronically picked up late from school impact the functioning of the school office tremendously. Parents will be called on each occurrence and if parents cannot be reached*, school police will be called.

*PLEASE BE SURE YOUR CHILD HAS YOUR UPDATED PHONE # IN HIS/HER BACKPACK.

**LIMITED BEFORE/AFTER SCHOOL CARE**

**CHAMPIONS* PRE-SCHOOL IS NOW AT MASON ELEMENTARY (3-5 YEARS OLD)**

Champions operates a licensed childcare program at Jonas Salk ES. The hours for before and after school care are M-F 6:00 a.m.–7:45 a.m. & 2:10-6:00 p.m. (12:15 on Thursdays and on minimum days). Students in grades 1-5 are met in the Lunar Quad. TK/K are picked up from their classroom by Champions staff. An application is required. For a complete schedule of operation and services offered, please contact the Champions Customer Support office at (909) 247-0247.

*In addition to Champions Daycare, we have a BLENDED PRE-SCHOOL PROGRAM which is a part of San Diego Unified School district. More information is available in our school office.

**BICYCLES**

Only students in grades 4 and 5 are permitted to ride bicycles to school alone (younger children may ride with a parent or guardian over 18). Our school is not responsible for theft or damage to any bicycle. Students who do not abide by the rules listed below will lose the privilege of riding their bicycle to school.

1. Students are required to obey all traffic laws and wear a helmet.
2. Bicycles must be licensed.
3. Bicycles must be walked, not ridden, on school grounds.
4. All bicycles are to be left in the bike racks and must be locked.

**LOST AND FOUND**

Students are expected to be responsible with their things. Please mark all belongings with your child's full name and room number. The lost and found cart is located in the lunch area; outside the multi-purpose room. All unclaimed articles remaining at the end of the month are donated to charitable organizations. Expensive or small items are kept in the office.

**INSURANCE**

The School District does not have insurance to cover students’ accidents. If you feel that your child’s medical insurance needs are not being met, you may be interested in applying for student supplemental insurance. The applications are available in the school office. In addition, it is suggested that parents maintain homeowners or renters insurance to protect instructional materials belonging to the school (i.e. computers). There is a $100 fee for damaged or lost student laptops or I-Pads.

**CAFETERIA SERVICES**

The school cafeteria serves a well-balanced lunch daily. We offer a breakfast program as well. The Point of Sale program provides a pin number account for each student. Students can purchase lunch on a daily basis or use their prepaid pin account. Parents are encouraged to purchase meals in advance for their child. It is the responsibility of the parent to ensure that their child has a positive meal account balance.

Please provide cash or a check made out to Jonas Salk Elementary Cafeteria with the student’s name, birth date, room number, and the amount enclosed written on the sealed envelope submit to the cafeteria or the front office on Monday morning.

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**IMPORTANT NOTE:**

Parents may also track account meal balances and deposit funds directly into student lunch accounts using their credit card.

Please visit the Food Services website @ www.sandi.net/food for more information (858-627-7330).

**Cost of Lunch**

The cost of lunch is **$2.25** and includes milk (not sold without milk unless a written statement from your doctor is on file with the cafeteria). The cost of Breakfast is **$1.00**. Milk can be purchased for **$.50** by those who bring a lunch from home.

Some students qualify for free or reduced priced meals. PLEASE APPLY FOR FREE/REDUCED LUNCH IF THERE IS A CHANCE THAT YOU MAY QUALIFY. THIS HELPS OUR SCHOOL AND YOUR CHILD. Information will be sent home with all students at the beginning of the school year. LUNCH LOANS ARE NOT AVAILABLE.
BIRTHDAY CELEBRATION

Birthdays are a very important day in a child’s life. Unfortunately, we do not have time for celebrations or parties for each child as it takes so much time away from instruction. In addition, for the safety of our children, we have rules regarding distribution of food products to students. If you would like to celebrate your child’s birthday at school, we ask that you bring a book with a label to donate to the class.

CLASSROOM ASSIGNMENTS

Every elementary school in our district must abide by a formula that controls how many teachers are assigned to a school. If enrollment is up or down, we could either gain or lose a teacher. Any change in the total number of teachers assigned means a reorganization of present classes. All present class assignments are temporary and subject to change.

Student placement is a team effort involving the classroom teacher, the principal, and any other professional at our site who knows your child’s academic and social/emotional needs. Parents are an essential part of the team as they express the needs of their child to their child’s classroom teacher and/or the principal. We welcome information regarding the type of learner you feel your child is, his/her social/emotional needs, and the type of environment your child will work best in for a successful year. There is a form available for this purpose in the main office. However, please do not indicate a preference for a specific teacher.

SCHOOL VISITATION/TEACHER CONFERENCES

We welcome visits by parents. We would suggest delaying your initial visit until after the first week of school so that you can see the regular program in operation. Letting the teacher know ahead of time regarding a visit can minimize impact on classroom instruction. Visits during State Mandated Testing periods are discouraged.

California State Law requires that all non-students and others without official business in a school building or on the school grounds must register in the school office. This means that all visitors to the school, including parents, must report to the office, provide ID and sign in.

A visitor tag will be issued when you sign in permitting you to remain on school grounds. Although this requirement may be an inconvenience, it was designed to maintain the security and safety of all children while at school.

Good communication between home and school is tremendously important, and we encourage conferences between parents and teachers. Planned parent teacher conferences are part of our first pupil progress reporting period. If you would like additional conferences, we ask that you arrange for such conferences by e-mail or telephone for a time either before or after school. Conferences during class time are not appropriate and it is not possible for the teacher to talk with you during the time that class is in session. Class begins as soon as the teacher receives the children.

STUDY TRIPS

Classes go on instructional field trips throughout the school year. A parent or guardian must provide signed, written permission to participate. Without authorized written permission, the student is not permitted to participate. PHONE PERMISSION IS NOT ACCEPTABLE.

Transportation/Bus for Study Trips

To ensure safety, the student is expected to obey these transportation rules and report any problems to his/her teacher:

1. Follow all directions given by the driver.
2. Enter and leave the bus in an orderly manner.
3. Physical playing or rough conduct is not permitted.
4. Remain seated at all times with feet and arms out of the aisle.
5. Keep hands, feet, and objects inside of the bus.
6. Ask the driver for permission to open the window.
7. Use quiet voices while on the bus.

Inclement Weather Days

Please dress your child appropriately for the weather. If the weather is quite bad, your child will not be sent outdoors at recess or lunchtime. “Bad” weather usually constitutes rain, extreme wind, or a day that seems quite cold because of a combination of cloudy weather and wind. Other than the conditions described above, we encourage all children to go outside for recess. Students are encouraged to wear sunscreen and caps during outside activities. In extreme heat, students will not be permitted to play outside. If a child is too sick to go outside, he/she is probably too sick to be at school.
SCHOOL EMERGENCY PREPAREDNESS PLAN

Our extensive School Safety Plan for emergency preparedness includes a practice fire*, lock down** and earthquake drill*** for staff and students on a regular basis. A large-scale emergency preparedness drill is held involving all staff, students, and parent volunteers each year.

There are evacuation maps posted in each room. In the event it is necessary to evacuate* the school campus completely, students will be taken to Maddox Park.

In case of emergency that warrants a campus lock down**, parents can request their child (ren) at the Parent Communication/Request Gate (located at the edge of the playground) once the S.D. Police Dept. has given the “all clear”. Children will be brought to the reunion gate west of the MPR on Flanders Drive.

NOTE:
*Short intermittent bells = evacuate
**Long continuous bell = lock down, duck and cover until directed.
***Teachers are told when to have earthquake drills in advance

HEALTH AND ACCIDENT PROCEDURES

Health Reasons for Non-Attendance
Final decisions and exceptions regarding attendance for health reasons of any student will be at the discretion of the school nurse/designee.

- A child with a temperature greater than 100 degrees should be excluded until the temperature is normal for at least 24 hours. However, Children too ill to participate in normal school activities should be excluded from school attendance whether or not the child has a fever.
- Children with persistent vomiting should be excluded from school until vomiting has stopped for at least 24 hours.
- Children with a known or suspected contagious illness should be excluded from school.
- ALL healthy students must attend daily and on time.

Administrating Medication at School

1. Children may not be given any kind of medication at school unless he/she has a written statement from a physician on file in the nurse’s office.
2. Parents must submit a “Physician’s Recommendation for Medication” for any student who must take medication prescribed by a physician during the school day. The original medicine container must include (1) name of student, (2) name of prescribing physician, (3) an identification number of the prescription on the container, (4) name of pharmacy, (5) the amount of medication to be taken and time(s). Parents are responsible for maintaining their child's supply of medicine in the office. No injections may be given at school except by a registered nurse. All medicines are kept in the nurse’s office, with the exception of inhalers when the prescribing physician authorizes in writing that the child is qualified, has demonstrated proper technique, and is capable of self-administering the medication.
3. Staff will take care of all minor injuries at school. In the event of a more serious injury, parents are always notified and requested to come to the school for their child. The phone number and name of an alternate emergency contact must be on file in the event the parent cannot be reached.
4. Medication forms are available in the school office or online at http://www.sandi.net, click on “For Parents.”
School-Wide Behavior Standards
(These rules apply on the way to school, at school, and on the way home). To ensure a safe, positive, rewarding education experience, we will:

- Listen and follow directions the first time
- Keep hands, feet, and objects to ourselves; use safe conduct at all times
- Be respectful, courteous, kind, and thoughtful to all and their property
- Be attentive, complete work on time and have high expectations for all
- Come to school on time and are ready to learn*

FOLLOW THE GOLDEN RULE:
Treat others the way you would want to be treated!

*The following items are not allowed at school without prior teacher approval:
Toys, Cards, Electronic Gaming Devices, Gum, Skates, Roller Blades, Skate Boards

DISCIPLINE POLICY
We are committed to providing quality education for our students. In order to provide an atmosphere, which is conducive to the best learning situation, we have developed a plan for positive behavior. It takes the support of all stakeholders to make our plan effective and we are all expected to model what it looks like when we treat one another with respect, dignity, and humanity.

At Jonas Salk Elementary School, we employ school wide strategies to create a safe, supportive, and caring social tone. We implement strategies that enable students to reach high levels of academic achievement and build character in each classroom. Some of the strategies we use include: meetings, the sharing of learning and leadership, modeling of behaviors, and conflict resolution.

**Please refer to the website for changes in the school calendar:** [https://www.sandiegounified.org/schools/jonas-salk-es](https://www.sandiegounified.org/schools/jonas-salk-es)

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**Student Cell Phone Use Policy**

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program. The district is not responsible for lost or stolen personal electronic signaling devices, pagers, beepers and cellular/digital telephones.

Devices shall:
1. be turned off and kept out of sight during class time and at any other time directed by a district employee
2. not disrupt the educational program or school activity

**Note:** Student cell phones, including, but not limited to, text messages and photos, may be searched by the District, under limited circumstances, in accordance with the limitations imposed by state and federal law.

**Discipline for Violation of Cell Phone Policy**

Students are subject to progressive discipline for violation of this policy, as follows:

(a) A first-time offender shall have his or her cell phone confiscated and returned at the end of the day;
(b) The second infraction shall warrant confiscation of the cell phone and return of the cell phone only when retrieved by the child’s parent or legal guardian;
(c) Should a student violate this policy a third time, the student shall be subject to a one-day suspension, and shall be permanently banned from possessing a cell phone on school property for a period of [one calendar year].

*Education Code: 48901.5 Cell Phones 4th Amendment to U.S. Constitution
WHAT IS A GOOD DIGITAL CITIZEN?

https://www.commonsensemedia.org/

Communicate responsibly and kindly with one another! Follow the GOLDEN RULE!

Student Network Responsibility Contract

Reference: Administrative Procedure 4580 and “Network Use Guidelines”

Please read the “Network Use Guidelines” for San Diego City Schools before signing this document. This is a contract and must be signed before you will be given access to San Diego City Schools’ computer networks.

- I understand and will abide by the above terms and conditions for access to district networks and the Internet.
- I understand that the signatures at the end of this document are binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.
- I further understand that any violation of these regulations is unethical and some actions could constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary action will be taken against me, and appropriate legal action will be considered.

Parent/Guardian Network Responsibility Contract

As the parent/guardian of this student, I have read the terms and conditions outlined in the San Diego City Schools “Network Use Guidelines.”

- I understand that this access is designed for educational purposes and San Diego City Schools has taken precautions to eliminate controversial materials. However, I also recognize it is impossible for San Diego City Schools to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network.
- If this student has access to the Internet in a setting other than school, I acknowledge that the school district is not responsible for any material the student may access.
- I hereby give my permission for the student named above to have access to district networks and the Internet.

NOTE: This contract must be signed by the student and his/her parent/guardian upon enrolling at a district school. A contract must be signed at each new district school the student enrolls in.

*Please refer to the website for changes in the school calendar: (https://www.sandiegounified.org/schools/jonas-salk-es)
Student Dress Standard

The students and staff at Jonas Salk Elementary School expect everyone to have high standards of conduct and appearance. Clothing should be suitable and comfortable for normal school activities and should reflect respect, pride, and good standards of the student’s home and community. The student’s clothing and appearance should not be of such extreme that it draws undue attention to the student, nor should his/her clothing and appearance detract or interfere with the teaching and learning in the classroom. General clothing standards for all children require that shoes must be worn all times. Sneaker type shoes must be worn for P.E.

The following items are considered objectionable clothing for reasons of health and safety and will require a change of clothing:

- Open toe shoes or sandals
- Sagging/oversized
- Midriff shirts/blouses
- Shoes with wheels
- Unfastened overalls
- Tight fitting tops
- Excessive cosmetics
- Dangling earrings
- Tops with a low neckline
- Chain belts/wallet chains
- Caps in the building*
- Spaghetti straps
- Clothes with inappropriate words/symbols or adult themes

(*caps may be worn outside with bill forward; no bandanas or knit caps may be worn)

District guidelines for suspension

A student may be suspended from school if they:
1. Cause, attempt to cause, or threaten to cause physical injury to another.
2. Disrupt school activities or willfully defy the valid authority of the staff.
3. Unlawfully sell, deal or furnish any substance that is a controlled substance.
4. Steal, or attempt to steal, school or private property.
5. Commit an obscene act or engage in habitual profanity or vulgarity.**
6. Possess, sell, or furnish, any firearm, knife, explosive, or dangerous object.
7. Possesses or uses tobacco/drugs/alcohol/intoxicants/drug paraphernalia on school premises.
8. Cause or attempt to cause, damage to school or private property.
9. Knowingly receive stolen school or private property.
10. Harassment, sexual harassment**,hazing, hate violence (Grades 4-12)

**The district policy regarding sexual harassment (see the following page of this handbook) can be obtained from the Jonas Salk Elementary office staff or viewed on the district website @ http://sandi.net.

Bullying, Harassment, and Intimidation Prohibition Policy

Parents, guardians and caring adults can play pivotal roles in creating a healthy school and community climate that is free of bullying. By working together, educators, parents, concerned citizens, business leaders, advocates, and community members can support the implementation of bullying prevention programs, reinforce bullying prevention messages, and advocate for bullying policies to be implemented. This collaboration is critical as bullying happens everywhere that young people gather, including online, via text, and in social networks.

What is Bullying?

Most children have been teased by a sibling or a friend at some point. And it's not usually harmful when done in a playful, friendly, and mutual way, and both children find it funny. But when teasing becomes hurtful, unkind, and constant, it crosses the line into bullying. The U.S. Department of Health and Human Services defines bullying as, “Aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time.” Some parents may remember what bullying is from when they were children, and typically think of the bigger kids on the playground pushing down the smaller or younger ones; this is a form of physical bullying. However, the times are changing, and so has bullying. Bullying can be verbal or physical and has now extended to the new technologies available.

In its commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, we will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

**Please refer to the website for changes in the school calendar.**
Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation.

Any staff member that observes, overhears or otherwise witnesses bullying (including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence as detailed in the applicable Administrative Procedure. Students who observe, overhear, or otherwise witness such actions must, and parents/district visitors are encouraged to report the behaviors to a staff member. At each school, the principal or principal’s designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited.

District Guidelines for Zero Tolerance
San Diego Unified School District has a zero-tolerance policy regarding weapons, fighting, possession of drugs, alcohol or tobacco. The policy states that students bringing weapons on campus or participating in violent acts or repeated incidents of fighting will be immediately suspended and/or recommended for expulsion. The policy defines a weapon to include: pistol, replica pistol, starter pistol, dirk, dagger, any size or type of knife, razor, slingshot, explosives, taser, stun gun, rocket, brass knuckles, or BB or pellet gun. Any object used in a threatening manner, even if it is not normally considered a weapon, will be considered a weapon under the zero-tolerance policy. Suspension or expulsion will be recommended with the first incident of furnishing, using, or possession of alcohol or drugs. Students will be suspended or expelled for fighting that inflicts a major injury. (The entire zero tolerance policy may be obtained in the main office or from the district website).

Mandatory Expulsion Offenses Pursuant to Education Code Section 48915(c)--Zero Tolerance (All Students)

The school principal or designee must immediately suspend and recommend for expulsion a student that he/she determines has committed any of the following acts at school or at a school activity off school grounds:

Possessing, selling or otherwise furnishing a firearm
The act of possessing the firearm must be verified by a district employee. A “firearm” is defined, under 18 United States Codes Section 921, as:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any destructive device.

Brandishing a knife at another person.
As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

Unlawfully selling a controlled substance listed in Health and Safety Code Sections 11053 et seq.

Committing or attempting to commit a sexual assault as defined in Sub-division (n) of Education Code Section 48900 or committing sexual battery as defined in subdivision (n) of Education Code Section 48900.

Possession of an explosive as described in Section 921 of Title 18 of the United States Code.

*Please refer to the website for changes in the school calendar: (https://www.sandiegounified.org/schools/jonas-salk-es)
**Lunch & Recess Safety Rules**

Parents, please take a moment to review the playground safety rules with your child.

**General Rules:**

1. **Healthy snacks are strongly encouraged. Please do not send cookies, candy, or sweets for snack time.**
2. Students should not play in or around bathroom areas.
3. Students **MUST** freeze when the bell rings 1\textsuperscript{st} whistle students with equipment walk to put it away and then, walk to the line. 2\textsuperscript{nd} whistle ALL remaining students WALK to line.
4. Students **should not** run in unsafe areas (lunch court, bathroom areas, the quads, walkways and other crowded areas).
5. Students **may not** play tag.
6. Everyone **MUST** be responsible for picking up after themselves. (Equipment, jackets, food, etc…)
7. Food and drinks should be consumed in designated eating areas only.

**Lunch Court Behavior:**

1. Sit down quietly at your table (K-2 have assigned tables by home room #).
2. Begin eating your food.
3. Use table manners.
4. Stay seated until you are dismissed.
5. Pick up after yourself and throw away your trash.
6. Lunch Supervisors will dismiss by tables
7. Once dismissed, WALK to the line and line up quietly.

**Wall Ball:**
1. Follow the wall ball rules
2. Majority votes rule (For disagreements on voting see noon duty)
3. No running through wall ball courts while the ball is in play

**Tetherball is for students in grades 2-5:**
1. No hanging on the ball / or sitting on rope.
2. Make sure ball playing area is clear of other students, start playing.
3. Please follow the school rules for tetherball.

**Basketball is for students in grades 2-5:**
1. Only ½ court with 3 on 3
2. No physical contact with other players, players **MUST** call foul when needed.
3. Please follow the school rules for basketball.

**Structure Areas:**

* NOTE: You may only play on the structures during school hours (example: recess, lunch play or P.E.)

**DO NOT GET ON THE STRUCTURES ANY OTHER TIMES.**
(Example: before or after school, or any other event after school hours.)

1. 3\textsuperscript{rd} through 5\textsuperscript{th} grades ONLY on the large structure. (No 2\textsuperscript{ND} GRADERS OR YOUNGER.)
2. No running or pushing
3. Feet first down the slides
4. No running up the slides
5. No jumping or hanging over the sides or top of slides.
6. One direction on the bars
7. No standing on the bars.
8. Keep feet on structure platforms. (high areas)
9. No running on or around structures.

*Please refer to the website for changes in the school calendar.*
Reinforcing the Expected Standards

Our approach to student discipline places the greatest possible emphasis upon school choice. With this in mind, students are held strictly accountable for their behavior. **We feel that the responsibility of student behavior is shared by all: the student, the parents, and the school.** Together we can help our students to develop the self-discipline for behaving responsibly and making the right choices.

The following guidelines assist school personnel whenever inappropriate student behavior occurs.

1. **Teacher will activate class discipline plan, which will include:**
   - Establishment of classroom agreements
   - Counseling of the child by the teacher
   - Communication with parents to inform and seek support
   - Appropriate consequences
   - Individual behavior contract/plan with the parent and student (when necessary).

2. Once the parent has been involved in the issue, and if further assistance is needed, the child may be referred to the **school counselor** and/or other **administrative designee.**

3. **Referral to School Principal**

   When the student is referred to the administration, except in extreme situations, it is assumed that the parent/guardian has been previously contacted about the problem.

   The Administrator may choose to:
   - counsel the student
   - conduct parent conference
   - remove the student from the classroom, playground/lunch area
   - suspend student using Ed. Code guidelines

Core Instructional Program

**Literacy:**

Our literacy program is designed to teach students to become strategic readers and writers. Based on the San Diego K-12 Literacy Framework and the National Common Core Standards, students participate in a variety of instructional approaches during Readers and Writers Workshops each day. These approaches include read aloud, shared reading, guided reading, independent reading, word study, modeled writing, shared writing, guided writing and independent writing. Questioning strategies are used to strengthen and develop higher level thinking skills, comprehension and student-to-student interaction or accountable talk. Speaking and listening skills are also an integral part of our literacy instruction.

| END OF THE YEAR READING LEVELS |
|-------------------------------|-----------------|----------|------|------|
| grade | FAR BELOW | BELOW | BASIC | PROFICIENT | ADVANCED |
| TK    | FB        | B      | Basic | P     | A      |
| K     | A         | B      | C     | D/E   | F+     |
| 1     | -F        | G      | H     | I/J/K | L+     |
| 2     | -I        | J      | K/L   | M     | N+     |
| 3     | -M        | N      | O     | P     | Q+     |
| 4     | -O        | P      | Q/R   | S/T   | U+     |
| 5     | -Q        | R      | S/T/U | V     | W+     |
| 6     | U         | VW     | X     | Y+    | Z+     |

**Mathematics:**

**Envision Math** [www.envisionmathca.com](http://www.envisionmathca.com) is our mathematics adoption and is used in grades K-5. Driven by the National Common Core Standards and District Framework, our curriculum is comprehensive and balanced. We use an inquiry approach to problem solving and meaning making. Students develop the number sense needed to master basic computations, as well as the broad range of problem solving strategies needed to develop understanding related to data analysis and probability; geometry and spatial concepts; measurement; numeration and order; operations; patterns, functions, and sequences. Mathematics is also integrated with other content areas and with real-life situations.

*Please refer to the website for changes in the school calendar: [https://www.sandiegounified.org/schools/jonas-salk-es](https://www.sandiegounified.org/schools/jonas-salk-es)*
Science:
We are involved in Project Lead the Way. This enriched science curriculum includes such features as problem solving and exploration to make sense of everyday situations. Driven by the National Common Core Standards, we use an inquiry approach to make sense of the world around us. Students share ideas through accountable talk and all science experiments prepare students to work in collaboration through hands-on activities.

Physical Education:
A physical education teacher directs the physical education program at Jonas Salk Elementary. The P.E. Program offers students structured lessons in physical fitness and physical skills development, as well as instruction in recreational and sports skills, and games. Students are provided 200 minutes of instruction every ten days as required by California Education Code. All students are expected to participate.

- Homework/ Home Reading
Each teacher develops a Homework Policy and communicates the policy to parents in writing and at Back-to-School Night. If you have a concern about the quantity or quality of your child’s homework, please contact the teacher. While parents are encouraged to assist and supervise children’s home learning, they should not do it for them. Homework is designed to help students extend or reinforce concepts presented in the classroom as well as to develop organizational and time management skills. Parents are asked to encourage students to read at home nightly for at least 20 minutes.

Other Parts of the instructional program
- Student Leadership
Students have an opportunity to participate in a variety of activities that build leadership and self-esteem. These include: student patrol (grade 5), ASB, “Principal’s Communication Cabinet (PCC), “buddy tutors”, “buddy readers” and others. We are always looking for ways to recognize our students for exhibiting the “Jonas Salk Elementary Spirit”.

- Enrichment Activities
Enrichment activity classes for interested students are provided, for a fee, and by the PTA. This program is designed to enhance and enrich students’ lives, expand educational opportunities, constructively channel students’ energies, and provide meaningful activities for their free time.

Information is on our website, Facebook account throughout the year and may be posted on the information board on the outside of the MPR. A limited number of fliers are in the main office.

- Visual and Performing Arts (VAPA) Instrumental Music
Students in grades 4 and 5 are expected to participate in instrumental music or chorus if available.

OTHER Student Resources
- Education Specialist, Language, Speech, and Hearing Program
Students must have Individual Educational Plans (IEP) and meet State of California criteria to qualify for the program. Students requiring special education assistance receive support from the specialist to work on specific goals and objectives.

- Counseling Center
A specially credentialed district counselor is on site to work with children who have counseling needs 1 day per week. The Counseling Center Program includes student recognition activities, individual and group counseling, problem solving, topical guidance groups, and parent consultation.

- Library Media/Center
The goal of the Library/Media Center is to encourage all students to become excited about exploring the wonderful world of books. The library/media program assists students in locating and using library information systems and emphasizes practical skills in referencing and researching through the use of standard reference materials as well as electronic resources. The ultimate goal is to provide students the opportunity to gain experience in locating information and to encourage students to be self-directed, lifelong learners.

Students are issued books, computers, and materials needed for their studies. They will be responsible for all books, computers, and materials entrusted to them. The cost of lost or damage textbooks or computers will be billed to the student’s family in accordance with School District procedures.

*Please refer to the website for changes in the school calendar.
**Parent and Community Resources**

To choose a role in the education of a child is the highest form of human endeavor... the child who succeeds, in part by your effort, will grow as a testament to the people who cared!

- **School→Home Communication**
  1) All school-home communications will be posted to the website.
  2.) Periodically, the principal (or designee) will make automated phone calls to your home. E-mails can be sent as well if we have your e-mail on the registration card.
  3.) Our evolving web page provides important information on the school at [https://www.sandiegounified.org/schools/jonas-salk-es](https://www.sandiegounified.org/schools/jonas-salk-es)
  4.) Schoology: [https://salkelementary.schoology.com/home](https://salkelementary.schoology.com/home)

- **Reporting Student Progress**
  Report cards are distributed three times a year. These dates will occur in November, March, and June. Minimum days are scheduled during the first two reporting periods for parent-teacher-student conferences. Your child is expected to attend the conference. Although parent conferences occur in November and March, a conference to discuss your child’s progress may be scheduled at any time with the teacher.

- **Volunteer program**
  Volunteers are an essential part of our school program. There are many opportunities to volunteer at Jonas Salk Elementary. The volunteer program is coordinated by the PTA. Sign up for the volunteer program on the annual Orientation or on the first day of school in the multipurpose room. You may become a volunteer by contacting the PTA, your child’s teacher, or by requesting information in the school office. Parents are encouraged to volunteer in their child’s classroom, library/media center, Parent Patrol, Physical Education Program, Everyone a Reader, School Beautification Days, extended-day enrichment programs, Fundraisers, evening events, or the school office. Parents can volunteer at a regularly scheduled time, assist with study trips and special events, or offer to complete a task at home. **All volunteers must have a current TB test and Volunteer Application on file in the nurse’s office**.

- **School Governance**

  - **School Site Council (SSC) /Governance Team (SGT)**
  The SSC/SGT consists of elected parents, committee representatives, and staff. Elections are held each fall, and members serve a two-year term each. The SSC make recommendations and decisions concerning budget issues. The SGT evaluates school programs and student achievement and offers suggestions to improve communication between school and community. Both SSC and SGT meet each month. Other members who may serve on Governance on an informational level include Character Development Representative, the P.E. Coordinator, the Resource Specialist, and a PTA representative. Subcommittees are formed as necessary.

  - **English Language Learners Advisory Committee (ELAC)**
  The English Language Learners Advisory committee is made up of parents of children who speak English as a second language. These parents take an active role in giving and receiving information related to our English Language Learner Population. *This committee has chosen to designate a representative to meet with the SSC.*

  - **Parent Teacher Association (PTA)**
  The PTA is a group of parents and faculty members committed to providing the best education possible for the children, both through volunteering time and raising funds. Annual membership is encouraged by all families of any child attending the school. PTA may fund many excellent enrichment programs for our students which include: assemblies, extended day enrichment programs, study trips, family programs, a reading incentive program, special curriculum, supplementary literature, P.E. medals and awards, teacher requests for classroom purchases, and the latest technology advanced equipment.

  **VOLUNTEERS:**
  - **All School Volunteers MUST have clearance.**
  - Please see health assistant for more information and packet. 
  (Allow 4-6 weeks for application process).

  1. Volunteer Application must be completed and returned prior to being in the classroom.
  2. Volunteers must have a current TB skin test report on file at the school prior to working in the classrooms. Skin tests are good for 4 years.

*Please refer to the website for changes in the school calendar*
HOME - SCHOOL COMPACT 2018-19

Jonas Salk Elementary and the parents of the students participating in activities, services, and programs funded by SDUSD, agree that this compact outlines how the parents, staff, and the students will share responsibility for improved student academic achievement. This compact also outlines the means by which the staff and parents will build and develop a partnership which will help children achieve California’s high standards.

This Home/School Compact is in effect during the school year named above.

STUDENT COMMITMENTS

Academic:
1. I will attend school daily, on time, prepared, and ready to work and learn.
2. I will understand that I am expected to learn, complete all assignment to the best of my ability, and get help when I need it.

Citizenship:
3. I will follow school rules and cooperate with adults and other students.
4. I will respect the rights of others to learn and help to create a positive learning environment for everyone.
5. I will follow teacher instructions and not be disruptive in class.
6. I will not use profanity or make derogatory statements (“put-downs”).
7. I will respect the property of the school, community, and others.

Home:
8. Every day, I will spend time reading (including reading for fun), studying, and completing homework.

TEACHER COMMITMENTS

Teaching and Learning:
1. I will set high expectations for student learning and use a variety of teaching strategies to motivate and encourage all of my students.
2. I will provide an enriching academic program based on standards.
3. I will give my students timely feedback on their work.
4. I will provide a safe and positive atmosphere for learning.
5. I will advocate for my students’ non-academic needs.

School:
6. I will help to create a welcoming environment for students, families, and community members.
7. I will provide opportunities for parents to volunteers, observe, and/or participate in classroom activities.

Home:
8. I will communicate with parents through frequent reports on their child’s progress, and will notify parents of any concerns or problems in a timely manner.
9. I will schedule parent-teacher conferences, return parent calls, and be reasonably available to parents.
10. I will suggest ways that parents can support their child’s learning at home, including the importance of reading daily with their child, and limiting television viewing.

PARENT/GUARDIAN COMMITMENTS

School Support:
1. I will ensure my child attends school daily, on time, prepared, and ready to work and learn.
2. I will hold high expectations for my child and regularly monitor my child’s progress.
3. I will know and support school/classroom rules, and the site discipline and attendance plan.
4. I will advocate for my child by understanding student/parent rights and responsibilities.
5. I will participate in decisions, as appropriate, related to the education of my child.
6. I will plan family vacations for times when school is not in session.

School Communications and Involvement:
7. I will contact teachers/counselors about concerns or problems in a timely manner.
8. I will attend a minimum of one parent-teacher conference a year.
9. I will be available to teachers and will return teacher calls, emails or other forms of communication in a timely manner.
10. Review Schoology regularly.

Home Learning:
11. I will provide a regular time, place, and supervision for homework completion.
12. I will read to my child or ensure that my child reads daily just for pleasure.
13. I will limit my child’s access to non-educational media and encourage healthy physical activity.

Through this Compact, I agree to fulfill my roles and responsibilities in the learning process, and commit to achieve district academic and citizenship standards.

School Administrator: Deidre E. Hardson

Deidre Hardson, Principal

Date

Parent: Date

Student: Date

*Please refer to the website for changes in the school calendar.*
In the fall, an annual meeting will be held to share with parents the Title I program and its requirements.

- **Jonas Salk Elementary School** will provide a flexible number of meetings to allow for parent involvement. These monthly meetings will be scheduled by the school, in languages appropriate for the parent groups, as required by Education Code 52164. Topics covered during the meetings will include:
  - Improving communication between the school and home;
  - Discussing current student assessment data and student progress;
  - Providing information about school and district resources for student academic improvement;
  - Evaluating the effectiveness of the school’s parent involvement policy to increase parent participation in activities;
  - Conferencing with teachers;
  - Providing training programs to help parents support and work with their children at home and at school.

- Parental input from the parent meetings and training sessions will be shared with the School Site Council (SSC) to provide an organized, ongoing, timely way of involving parents in the planning, review, and decision-making for improvement of the program.

- The school wide Parent Newsletter from the PTA is sent home informing parents/community of all meetings of interest. In addition, the newsletter is made available on our website. The PTA Newsletter is used to advertise parent meetings, and will include the advertising of District Advisory Council’s Harold J. Ballard Parent Center, Parent University, and other relevant meetings held throughout the district.

- During parent meetings, opportunities will be provided for parental suggestions. These suggestions will be reviewed in a timely fashion and, if possible, responses will be given by the next scheduled meeting. Topics appropriate for SSC Review / action will be placed on the agenda for the next regularly scheduled meeting by the school administration.

- Parents are notified annually of individual student assessment results by the Research and Reporting Department and the Testing Department. An explanation of the information is available in several languages.

*Please refer to the website for changes in the school calendar:* [https://www.sandiegounified.org/schools/jonas-salk-es](https://www.sandiegounified.org/schools/jonas-salk-es)

Listed are some of the parent involvement activities at **Jonas Salk Elementary**:

- **Coffee with the Principal**—Once a Month parents are welcome to sit and have coffee with the Principal. During this time, the Principal updates parents on any activities that will be occurring during the next month, presents the school budget, instructional plan, and various other topics related to student instruction. Parents are welcome to ask questions which relate to the school as a whole. Check calendar for dates and times.

- **Publishing Parties** are held during the course of the year, throughout the various grade-levels. Parents are invited to come to their children’s classrooms to see first-hand what their children are learning in school in language arts and in writing development. Teachers and children’s work inform parents how their children are developing as writers. Parents may visibly and directly affect their children’s success and their learning by coming in to the classrooms to support their efforts. Furthermore, parents can follow-up on some of the writing strategies used in the classroom to assist their children at home. Publishing Parties provide parents with the awareness of techniques and strategies, which they may utilize to improve their children’s academic success and to assist their children in learning at home.

- **STEAM Night/Family Math / Family Science Night / Math Parent Night and Literacy Workshops**. Family Workshops have been scheduled for the school year. The purpose is to provide parents with information to support them in working at home with their children.

- **Kindergarten Family Orientation (Fall of each year)** Following kindergarten registration, new parents are invited to attend a Kindergarten Family Orientation. Parents will be informed by the teachers on how to prepare their children for Kindergarten, of the Kindergarten Standards and expectations, and how they can help their children to prepare for school in the fall. Classroom tours will be offered in order for parents to get an idea of what a kindergarten classroom looks like, it’s setting and composition.

- **Other Events**:
  - Back to School Night, Open House, Parent Conferences
  - **PTA**: Movie Night and other community building activities.
  - **E.A.R.**: Everyone A Reader Volunteer Program
  - Annual Sleep Over and Game night
  - International Festival
  - Jog-a-thon

(Approved by SSC: Feb. 28, 2018)
San Diego Unified School District
Photo/Video/Media Release Form

Dear Parent/Guardian:

During the school year, our school will hold events that the news media and the district may like to feature. A representative may be on campus to gather photographs and/or video footage highlighting the event and featuring the faces of the San Diego Unified School District. We value your child's participation, and ask for your permission to include him or her. If you do not agree to below please send a letter to your child’s teacher indicating you do NOT want your child to be photographed.

- I give my permission to have my child interviewed and photographed/videotaped by the news media.
- I give my permission to have my child photographed/videotaped by the district. Photos may be used on school or district websites.
- I give my permission to have the district feature my child’s school work.

IMPORTANT NOTE TO PARENT:

If you do not agree to the above, please send a letter to your child’s teacher indicating you do NOT want your child to be photographed.

*Please refer to the website for changes in the school calendar.

Jonas Salk Elementary

What can you do for your 3 hours?
- Volunteer for 1 field trip
- Volunteer for 1 event: Movie Night, Bingo Night, Jog-a-thon, Book Fair
- Read to the class for 15 minutes 12 times in the school year
- Collect Box Tops for one grade level, sort and organize them once a month
- Be a room parent

Do you have more time? Do you have a talent to share?
The PTA and teachers are always looking for additional help!

What your membership and fundraising does?
- Funds the fieldtrips, tutoring, school assemblies, classroom programs, 5th grade promotion
- Helps pay for the Music program for upper grades and the Wheel program for the lower grades and supports the technology in the classroom
- Supports the nurses office with supplies and the Safety Patrol with shirts and raincoats
- Supports each classroom/teacher with a gift-card for supplies, provides a free t-shirt to every kindergarten student

Things to do to help your child and our school:
- Check the website weekly (https://www.sandiegounified.org/schools/jonas-salk-es)
- Help the school for 3 hours this year
- Attend and participate in school events
- Check the district website for Standards & monitor child’s progress.
- Sign up / join PTA-we need your membership!