

C.F. Brown Elementary



Family and Student Handbook

2017-2018

2024 Vera Cruz Dr.
Modesto, CA 95355
(209) 574-5100



LETTER FROM THE PRINCIPAL

Dear Families,

Welcome to Coleman F. Brown Elementary School, home of the Eagles. We are the proud recipients of a 2012 California Distinguished School Award as well as the Title 1 Academic Achievement Award in 2011 and 2012. We believe that parents are a very important part of their child's education and children whose parents are engaged in their child's education perform better in school. We would like to extend an invitation to you to become an active partner in our school by volunteering your time in classrooms, attending your child's parent-teacher conferences and programs, and becoming an active member in our School Site Council, English Language Advisory Committee, and the Parent Teacher Associations (PTA).

We provide each child with a communication folder that goes home every Wednesday. Your child's "Wednesday Folder" will contain important notices of events, information from your child's teacher, progress reports, and newsletters. Information can also be found on our school website www.sylvan.k12.ca.us/brown. You are invited to email your child's teacher or stop by the office if a question arises. The office is open 7:30 a.m. to 4:00 p.m.

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

We believe working together we can educate all students to their fullest potential within a safe, supportive environment. We look forward to working with you for the benefit of your child.

Sincerely,

Katie Bennett

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STAFF ROSTER

Principal – Kathleen Bennett

Teachers

TK AM- Nancy Ramos

TK PM Natalie Rocha

K AM-Kimberly Philmon

K AM-Shawna Willis

K PM Joanne Capous

1-Kristin Wilson

1-Elizabeth Inman

1-Ann Vantz

2-Irene Olmos

2-Tami Sigler

2-Carla Vera

3-Michelle Frasula

3-Ambrosia Lobo

3- Ellie Davis

4-Alyssa Pimentel

4-Angela Ashroff

5- Meg Lambert

5-Gloria Jenness

Autism Pre Formal- Lynelle Madsen

Autism Pre Formal- Kesscia Walker

Autism Pre Formal- Season Olvera

Support Staff

Office Mgr.	Lori Page	Staff Sec.	Laura Craft
Head Custodian	Jim Miller	Night Custodian	Abel Lemas
Psych	Kiran Gill	RSP	Megan Rokaitis
SLP	Cierra Lussier	Res. Aide	
Counselor	Jennifer Acevedo	Art	Carrie Cogdil
Music Teacher	Amy Pennok	Instrumental Music Teacher	Michelle Askeland
LMA	Monica Munroe	School Nurse	Cynthia Ludwig Deanna Funkhouser
Instructional Coach	Heidi Smith	ELD/Literacy Coach	Veronica Sexton
Adaptive PE	Aaron Salazar	ECAT/ADOS	Amanda Bradley
ECAT/ADOS Psych	Courtney Walker	ECAT/ADOS Speech	Adrienne Wroebel

New Schedule!

Daily Schedule_



Autism Pre formal	8:00 a.m.- 2:15 a.m.
Kindergarten AM	8:00 a.m. – 11:20 a.m.
Kindergarten PM	10:42 a.m. -2:15 p.m.
Grades 1 – 5	8:00 a.m. – 2:15 p.m.

Students are not to come to school before 7:30 a.m. as we have no adult on duty to supervise the children before that time. We encourage students to be on campus between 7:30 a.m. – 7:55 a.m. so they are on time and ready to learn.

Minimum Days

On minimum days school will be dismissed at 1:25 p.m. for grades Kinder through Five. All minimum days are listed on the back of the Sylvan School District Calendar.

Lunch Schedule

Autism Preformal	10:50-11:20=Lunch
Grade 1	11:20-12:05=Lunch
Grade 2	11:30-12:15=Lunch
Grade 3	11:40-12:25=Lunch
Grade 4	11:50-12:33=Lunch
Grade 5	11:55-12:38=Lunch

SCHOOL PROGRAMS

Breakfast and Lunch Program

A breakfast and lunch program is provided in our Multi-Purpose room. Breakfast may be purchased for \$1.50 and lunch may be purchased for \$2.25. Milk can be purchased for \$.40. A free or reduced breakfast/lunch is provided to eligible families. An application is available in the school office. Or you can apply online. Please pay in the Multi-Purpose Room any day before school. Envelopes are also available in the office.

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

Lost and Found

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

Communication

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

ATTENDANCE

Attendance at School

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

If your child is sick please call 574-5100. It is very helpful to have you call us with the information. All absences due to illness are excused. Please note, however, that our school district does not receive funds when a child has an absence regardless of whether or not it is due to illness.

** In case of an address or phone number change, please come into the office with the correct information as soon as possible.
We DO NOT accept changes of information over the phone.*

Independent Study Contracts

Contracts are available for students who may be absent 5 days or more due to necessities other than illness. Independent Study Contracts must be approved by the classroom teacher and the principal and should be requested at least five days prior to the absence. By knowing of the need for a contract five days in advance, the teacher can assemble appropriate learning activities. Independent Study Contracts are not available at the beginning or the end of the school year. Students must be in attendance during those times.

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

"CFB is the Place to Be—On Time and Ready to Shine!"



"If you miss school, you miss out."

MEDICAL / EMERGENCY INFORMATION



Medication

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

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

Sleep

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

Emergency Notification

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

SCHOOL PARTNERS



Parent – Teacher Association

The PTA meets the second Thursday of each month. The PTA promotes school activities and events. Watch the newsletter for notices and reminders of the meetings. Please consider joining our PTA.

School Site Council and ELAC (English Learner Advisory Committee)

Our School Site Council plays an important role in your child's education. The council meets throughout the school year to develop and review a school plan and ensure that our categorical funds are spent to support the school plan. We need parents to become part of the School Site Council. Please contact the school office if you are interested. The English Learner Advisory Committee gives important input on the programs and funding for those programs that serve our English Learners. The SSC and ELAC work closely together.

Visiting the School

You must check into the office and sign in when visiting the school. You will need to complete volunteer training prior to being in classrooms and wear a visitor tag to help maintain a safe and secure educational environment. If you find it necessary to take your child out of school during school hours, you must come to the office and sign out your child. Our campus is a closed campus once the day begins and all gates are locked.

School Concerns

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

Classroom Interruptions

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

SCHOOL DISCIPLINE PLAN

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

C.F. Brown School recognizes that discipline includes training children to make appropriate choices in a climate of warmth and support. Our School Discipline Plan defines rules and classroom limits with incremental incentives and consequences that are consistently carried out. Please see additional flyer for information.

Our philosophy...

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

Rights

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

Responsibilities

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



SCHOOL DISCIPLINE PLAN

Consequences

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

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

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

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



SCHOOL RULES

Classroom Rules

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

Playground Rules

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

Student Safety and Traffic Rules

Students are to cross the street at designated crosswalks only. Parents, please discourage students from dashing across the street. Students might be issued citations by the Modesto Police Department for the following reasons:

- ◆ jaywalking
- ◆ rudeness to traffic patrol officers
- ◆ not waiting for traffic patrol before crossing the street
- ◆ riding bikes, skateboards, roller shoes, or roller blades in the crosswalks or on campus
- ◆ Skateboards and scooters should not be brought to our campus

SCHOOL RULES

Nutrition Break

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

Some things to keep in mind:

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

Cafeteria Rules

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



Bus Rules While on Campus

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

Vehicle Traffic Rules

1. All vehicles are to park only in designated areas. (No parking in red zones or double parking allowed.)
2. Yellow zones are only for dropping off and loading.
3. The curbside is only used for the drop off or pick up of students.
4. The parking lot is closed at 2:00 for the safety of our students and reopened at approximately 2:30.

Bicycles

- ◆ Bicycles are allowed at school; however, they must be walked on school grounds and on the sidewalks in front of the school. Bicycles are to be kept in the bicycle storage area secured with a lock. Children who ride bicycles are required to wear helmets. Skateboards and scooters should not be brought to our campus.

DRESS CODE

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

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



CODE OF CONDUCT

Suspension

(Pursuant to California Education Code)

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

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

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

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



SCHOOL RECOGNITION AND SPIRIT

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

- **Very Inspirational Pupil** – Each Friday teachers submit a student's name to the office who has portrayed exceptional citizenship, academic endeavors, and outstanding playground behavior. Student's names are announced on Monday morning.
- **Soaring Eagle** – Each month teachers choose one of their VIP students to be the Soaring Eagle for that month. Families are invited to attend an assembly at the end of each month.
- **Specialists' Awards** – Each month our library specialist, art teacher and music teacher award a class for outstanding behavior. Classrooms also earn Clean Room Awards from the custodian.
- **Monthly Assemblies** – Assemblies are held monthly to recognize student achievements and discuss important issues at the school.
- **Caught Being Good Tickets** – Students earn these from adults on campus for following school rules and demonstrating character traits we learn about each month. Teachers pull one name a month and that student is recognized at the monthly assembly.

C.F. BROWN SCHOOL SONG

Hey, look me over
I'm from C.F. Brown.
We are the finest students and teachers ever found!
We study how to read and write,
Science, history too.
Math is great and it's fun to learn that one and one are two,
and we are up like an eagle, soaring way up high.
Spreading out our wings and reaching for the sky.
Yes, we're going to be successful,
Yes, we're going to reach our goals,
So look out world here I come!

SCHOOL PROGRAMS (continued)

Title I Program – Intervention and Enrichment

All students in Grades K-5 receive intervention or enrichment. The classroom teachers work to assure that all students needs are being met.

Special Education and English Learning Program

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

Art – Music – Computer – Library

Students in grades 1-5 are instructed in art, music, computer curriculum. Students also have library classes. Art and music are taught by a certificated music and art teacher. Kindergarten participates in library classes.

Attendance: Regular school attendance is a high priority at C. F. Brown Elementary School. It is expected that every child attend regularly and on time. Students with perfect attendance (no absences, tardies or early checkouts) are recognized and rewarded at monthly award assemblies and at the end of each trimester. Students who demonstrate excellent attendance (5 or fewer absences, tardies, and early check outs) are recognized at the End of School Year Awards Assembly.

SCHOOL CALENDAR 2017-2018

August 10 - School Begins

Aug. 17 - Back to School Night Minimum Day

Sept. 3 - Labor Day—Holiday

Oct. 16 - Non Student Day

Nov. 3,6-9 - Parent Conferences/Minimum Days

Nov. 11- Veteran' Day Holiday

Nov. 23 and 24 – Thanksgiving Vacation – No School

December 20, 2017-Jan. 7, 2018 - Winter Vacation

Jan. 15- Dr. Martin King Holiday – No School

Feb. 12 – Lincoln's Birthday - No School

Feb. 19 – Washington's Birthday – No School

March 6-8- Parent Conferences/Minimum Days

March 26- April 2 Spring Break – No School

May 10 - Open House. Minimum Day

May 25 - Last Day of School. Special Minimum Day.



Minimum Day Schedule:

Students will be released at
1:25 PM
on the following days:

	Grades TK-5
August	15 17 , 23, 30
September	6, 13, 20, 27
October	4, 11, 18, 25
November	1, 3, 6, 7, 8, 9, 15, 22, 29
December	6, 13, 19
January	10, 17, 24, 31
February	7, 14, 21, 28
March	6, 7, 8, 14, 21
April	4, 11, 18, 25
May	2,9,10 25