



Parent/Student Handbook

September 2009

Dear Parents,

We are happy to welcome you to the 2009-2010 school year at Barnard Mandarin Chinese Magnet School. We look forward to working with you and your children this year. We have a dedicated staff and we pledge to provide your children with a high quality educational program with the supports they need to be successful. As the school principal, I am committed to having an environment where I will be accessible, approachable, and an open-minded, thoughtful listener for any matter that you may want to discuss. I am honored and excited to be serving as the principal at this wonderful school and look forward to serving this great community.

This handbook contains important information about Barnard Mandarin Chinese Magnet School. For your children to have a safe and orderly learning environment, it is extremely important to follow our school's policies and procedures. Please read this handbook and share it with any family members, friends or day care providers who may drop off or pick up your children at school.

Your interest in and enthusiasm for your child's schoolwork and school activities will help your child see school as valuable and he/she will strive to do well. Read with your child daily. Look over your child's homework every day and give assistance when it's needed. Show your child that education as a high priority through your daily actions and words. Preparation for high school graduation and college entrance exams begin now with the high expectations you set for your children. Please make sure your child comes to school every day and arrives on time unless he/she is ill. Attendance patterns get set early on.

We invite you to visit the school to become acquainted with your child's teacher and to become involved. It is important for your child's education that you attend parent-teacher conferences in November and again in February and Back to School Night in October. We invite you to become involved at Barnard by joining our Parent Teacher Association (PTA), English learner Advisory Committee (ELAC), School Site Council (SSC) and Governance Team. Please consider offering your time and talent by joining our parent volunteer program.

This year we will continue to improve student achievement by supporting teaching and learning in the classrooms. We want all of our students to be successful readers, writers, mathematicians, and proficient in learning Mandarin Chinese. Our goal is to have all of our students reach or exceed the academic standards for their grade levels. In addition, it is the mission and goal at Barnard Mandarin Chinese Magnet School that all of our students are prepared for the global society and to seek opportunities in the changing world. We look forward to working with you and your children. If you have questions or you need more information, please contact us at (619)224-3306.

Sincerely,

Edward Park
Principal

General Information

Barnard Elementary School
2930 Barnard Street
San Diego, California 92110

Phone (619) 224-3306

Fax (619) 224-8721

School Office Hours: 7:15 a.m. to 3:15 p.m.

Breakfast served: 7:15 a.m. to 7:30 a.m.

Children can arrive at school: 7:15 a.m.

School Starts: 7:35 a.m.

Recess: 9:45 a.m. to 10:00 a.m.

Lunch: 11:40 a.m. to 12:20 p.m.

Lunch on Wednesday: 11:40 a.m. to 12:00 p.m.

Dismissal: 2:00 p.m.

Dismissal on Wednesdays: 12:10 p.m.

Important Dates

September 8	First Day of School for Students
September 30	Back to School Night (5:30-7:00 p.m.)
October 14	School Pictures
October 19	Make-Up Picture Day
November 11	Veteran's Day (No School)
November 17-20	Parent-Teacher Conferences (Dismissal at 12:10)
November 23-27	Thanksgiving Vacation (No School)
Dec 21- Jan 1	Winter Vacation (No School)
January 18	Martin Luther King Day Observance
February 12	Lincoln's Birthday (No School)
February 15	Washington's Birthday (No School)
March 16-19	Parent-Teacher Conferences (Dismissal at 12:10)
March 29-April 2	Spring Vacation (No School)
April 21	Open House (6:00-7:30 p.m.)
May 31	Memorial Day (No School)
June 21	Last Day of School

School Arrival Time

Student supervision begins at 7:15 a.m. and therefore students should not be dropped off before that time unless they attend the Primetime before school program. Between 7:15 and 7:35, students are to sit in their designated areas on the rug. Parents are welcome to wait with their children in auditorium each morning before school begins and join in on our flag assembly at 7:35. Please understand that teachers will take their classes directly to the classrooms and begin instruction immediately after the flag assembly, and will not be able to visit with parents at that time.

Breakfast Program

The School Breakfast Program is available for all students. The cost is \$1.00 and free for those who qualify. Breakfast will be served from 7:15-7:30 a.m. Students must arrive during that time if they wish to eat breakfast at school.

Lunch Program

A School Lunch Program is available for all students. Lunch is \$2.00, including milk. Extra milk may be purchased for \$.50. Students can bring a lunch from home if they do not wish to eat a school lunch. If your child purchases school lunch, please send the correct amount of money or put money on your child's lunch account. We strongly recommend that you put money in your child's account. Often children who bring money on a daily basis forget to bring it or lose it. When you send money, send only the amount you want credited to your child's account, and put it in an envelope with your child's full name and room number. When you get a slip notifying you that your child's account is running low, please put more money in your child's account. If your child does not have lunch money or a lunch from home, our staff will contact you to.

Free/Reduced Meal Applications

Meals are available for a free/reduced rate for students whose families qualify. Every student is given a school meal application form at the beginning of the school year or when the child is enrolled. The school meal applications should be completely filled out and turned in as soon as possible. New applications must be completed each year even if the child qualified the previous school year. Students who are new to the school district, including kindergarteners, will need to pay full price for meals until their applications for free/reduced price meals have been completed and approved. The sooner your application is returned, the sooner it will be processed and approved.

Attendance Policy

The State of California requires that children between the ages of 6 and 18 attend school every day and arrive on time. Students will be successful when they don't miss important instructional time. Children must attend school except when they are ill. School starts at 7:35 a.m. and students must arrive by that time each morning. Parents are responsible for their child's attendance. If students have an attendance issue, parents will receive notices and the school counselor and/or administrator will contact them. Parents may request a Contract for Independent Study (CIS) for children who will be absent for five days or more due to family emergencies. Parents must arrange for this contract a week prior to the absence. All parents requesting a CIS are required to meet with the Principal to discuss the situation. The principal will then approve or deny of the CIS. The student must satisfactorily complete all of the assigned schoolwork and return it to the teacher for the absence to be excused.

Absences

The school is required to verify all student absences. Acceptable reasons for excused absences include but are not limited to illness, quarantine, or family funeral services. If your child is absent, please call the school at (619) 224-3306 to report the absence. If you do not call the school, the attendance clerk will call you to verify the absence. When you call the office please give the following information: Child's names, room number, and reason for the absence.

Attendance Awards

Attendance is very important at our school. Each month we will recognize the classroom with the best attendance and also individual students with Perfect Attendance. Perfect attendance for the entire school year will also be awarded at the end of year awards assembly. **Perfect** attendance means no absences, no tardies, no leaving school early, and no Contract for Independent Study.

Release of Students during the School Day

Students are expected to remain at school during school hours. If a child needs to be picked up during the school day the parent will come to the school office to complete and sign the release form. The child will be called to the office when the parent arrives. Students will only be allowed to leave school with an adult who is authorized by the parent/guardian on the student's enrollment card. Children are never permitted to leave the school grounds alone during the school day. We discourage taking your children out of school during the school day. Always try to schedule doctor and dentist appointments, etc. after school hours or during vacations if possible to avoid disrupting your child's learning time.

Student Dismissal Procedures

Parents may come on campus to meet their children at the classroom door or in a designated area when the dismissal bell rings at 2:00pm and 12:10 on Wednesdays. Kindergarten children must be signed out at the classroom door by a parent, an authorized adult or an older brother or sister. All children should know when they come to school each day whether they are to walk home, or get picked up. Children who are waiting for parents to pick them up must wait inside the school gates, and are not permitted to wait in the parking lot. Children who are scheduled to ride the bus will be put on the bus unless the parent calls or writes a note letting the teacher or school office know before dismissal time. Children enrolled in the 6 to 6 program will go to that program unless parents pick them up before dismissal time. All children should be picked up promptly at dismissal time each day. If a child is left at school after hours, the staff will make every attempt to contact the parents or their emergency contacts before calling authorities.

Student Safety to and from School

To keep your children safe walking to and from, please teach your children the following safety guidelines

1. Provide appropriate response for your child if approached by strangers.
2. Establish which neighbors are home during the day, and ask if they are willing to provide a safe haven for your child in case of an emergency.
3. Do not double park and have your child enter or exit your car in the middle of the street or parking lot.
4. Children should not walk through the parking lot unless accompanied by parents/guardians.
5. Please drive slowly and with caution on streets around the school and in the parking lot.

School Books

Text books are given to each student and are entrusted to their care for the school year. Please help your child to value and care for his school books. If a library book or textbook is lost or damaged, parents are asked to pay for the repair or replacement cost. Each child will also receive a letter and library check-out application explaining the library use guidelines. Please help your child to follow these guidelines.

School Supplies

In the State of California all school supplies are provided by the public schools. We do however strongly recommend that each child has a backpack and brings it every day to carry books, homework, and other items to and from school. Please put your child's name on it. We also recommend that you have supplies available at home for your children to use for homework assignments. These supplies should include: pencils, erasers, crayons, markers, writing paper, ruler, scissors and glue. If your child wants to bring his own school supplies from home, he/she is welcome to.

Parents/Visitors on Campus Policy

Your child's safety is always our highest priority. The State Education Code requires that all visitors report to the office when they enter a school campus. We have established this policy to ensure that all visitors (all persons other than enrolled students and employees) who come on our campus are always with an employee. During the school day parents and community members are always welcome to visit, but no one is permitted to come on campus and go directly to a classroom, the playground or any other area of the school. All visitors who enter the campus must go directly to the school office, and be verbally given the OK by the office staff to visit a classroom or other school area. All visitors must sign in on the visitor sign-in book, and visibly wear the visitor badge during their visit. If you wish to visit your child's classroom, please make arrangements with your child's teacher prior to your visit. If you wish to visit during your child during lunchtime, you will sign in at the office and get a visitor badge and then check in with a noon assistant on lunch duty before you join your child at the lunch tables. If you wish to visit your child's class while they are out on the playground, please make arrangements with your child's teacher or an administrator who will accompany you. When you come in for a scheduled conference or meeting, sign in at the office before you go to the meeting room. If you need to drop something off for your child, please bring it to the office and your child will be called to the office to pick it up.

These procedures help us to keep our students at all times, and allow children and teachers to have uninterrupted instructional time.

Parent Volunteers

Barnard has been fortunate to have many volunteers who contribute their time and effort to support the teachers and students. We can use your time and talents in many ways. If you are interested in joining our volunteer program please contact your child's teacher or the school office. All volunteers must complete a volunteer application, have a current TB test and attend an orientation meeting before beginning to volunteer. You can pick up an application at the school office.

Volunteer Sign-in

Barnard has many wonderful parent and community volunteers. All volunteers will follow the Visitor on Campus procedures described above, with the following exceptions. When volunteers enter the campus they will sign in on the volunteer sign-in book in the office and will wear volunteer badges. They will work in the rooms/areas where they are scheduled to volunteer as prearranged with the teacher or other staff members.

Gate

It is extremely important that the gate is closed at all times for the safety of our students. Please close the gate as you enter and exit the campus.

No Pets, Please

Although we love your furry friends, for the safety of our students we do not permit dogs or any other pets on campus. Normally gentle pets can be alarmed or startled in a school setting and may hurt a child.

Moving

Please call the office at least two weeks prior to your move so that we can prepare transfer papers for your child. You can take these papers to your child's next school. This will make it easier for you to enroll your child at their new school.

Emergency Phone Numbers

When your home or work numbers change, please call the office or send us a note immediately. We need current phone numbers! The State Education Code requires that we have emergency contact phone numbers. We can only release your child to persons you have authorized on your child's enrollment card. Our school district policy requires that we call the police when we have a sick or injured child and we can not contact the parents or other authorized adults to pick them up. In a life-threatening situation we will call 911.

Home-School Communication

Parents are always welcome and encouraged to come to visit their child's classroom and to have conferences with their child's teacher. Please contact your child's teacher to make arrangements. If you have questions or concerns, always know that our teachers and other staff members are available to assist you. Please read parent newsletters and all notices that are sent home.

Parent-Teacher Conferences and Open House

We hold important meetings for parents throughout the year to keep you informed about Barnard's educational programs and your child's educational progress. We will hold Back-to-School Night on Wednesday, September 30th from 5:30 to 7:00 p.m. Parent-teacher conferences will be held November 17-21, and March 16-19. Students will be dismissed at 12:10 p.m. during parent-teacher conferences, so please make sure to have arrangements made for your child to be picked up at that time. We will hold Open House on Wednesday, April 21st from 6:00 to 7:30 p.m. We encourage you to attend all of these events. Your participation and support is essential for the success of your children.

Parent-Teacher Association (PTA)

We need a group of committed parents who are willing to give of their time and talents for the Barnard children. We would like to raise funds again to pay for field trips and assemblies and other special events to enrich our students' education. If you are interested in joining or serving as an officer, please complete the attached form and return it to your child's teacher.

School Site Council (SSC) and Governance Team

The School Site Council is an important committee, which is composed of equal numbers of parents/community members and school staff members. The SSC monitors school-wide student progress and the instructional program throughout the school year. The SSC makes important decisions about the Title 1 Program /No Child Left Behind Program at Barnard. It decides how Title 1 program funds are allocated to support student achievement. Parent

members are elected by parents and staff members are elected by staff. The Governance Team makes important decisions about the educational programs and the allocation of site funds. They also serve on interview panels for hiring new staff members. On this committee parents, teachers and other staff members collaborate to improve the educational program at Barnard. If you are interested in serving as a parent representative on the combined School Site Council (SSC) and Governance Team, please come to the school office and complete a candidate form.

English Learner Advisory Committee (ELAC)

The English Learner Advisory Committee is an important committee that gives input and makes recommendations regarding the program we provide for our students who are English Learners. They committee members monitor student progress through test data and attendance data. They make recommendations about the use of EL funds and the selection of instructional materials. Parents of English learners are encouraged to join this committee, but all parents are welcome.

Please review the following information with your student:

General Rules

Students will:

- Respect other students and school personnel.
- Follow directions given by school personnel.
- Walk on the school campus at all times, unless playing an organized running game.
- Not hurt another student or adult with their hands, their feet or some object.
- Not make insulting remarks or threats to another person.
- Not damage school property or the property of others.
Parents will be responsible for damage caused by their children.
- Will not bring toys, trading cards, gum, candy or sodas to school.
- Will not bring electronic devices such as video games, iPods, or cameras to school.
- Will not throw objects such as food, erasers, rocks or paper wads.
- Never leave the school campus during the school day without permission from a staff member and accompanied by a parent/guardian or staff member.
- Follow all classroom rules. Each teacher posts and sends home classroom rules, consequences and rewards. Please take time to review them as they are an important part of our school behavior plan.

Student Dress Code

- Pants must be appropriately fitting. Not too baggy and not too tight.
- Hats may be worn for sun protection, but may not be worn inside the classrooms or buildings. Caps with brims facing forward may be worn. Bandanas, scull caps, and sweatbands etc. that do not provide protection from the sun should not be worn. In winter months, caps can be worn for warmth.
- Half-shirts, crop tops, halter tops or tops with spaghetti straps are not appropriate for school. Clothes should cover the midriff area of the body. Short shorts are not permitted.
- Shoes with closed toes and heels must be worn at all times. Flip flops, sandals, and high heeled shoes are not appropriate. Shoes should protect children's feet when they run, jump and do other activities at recess and P.E.
- Students should not wear lipstick, makeup or long dangling earrings.
- Clothing that represents gang affiliation is not permitted.

- Clothing that displays alcohol, drugs, tobacco, obscenities, violence, or inappropriate words are not permitted.

Safety to and from School

- Parents will show their children the safest way to walk to and from school.
- Children will follow pedestrian safety laws.
- Children will walk on sidewalks and always walk across streets in crosswalks.
- Children will go directly to school in the morning and directly home after school and do not stop at stores.
- Children must not talk to strangers or go with strangers.
- Children must never accept a ride from anyone unless their parents have arranged it for them.
- Children must not walk through the school parking lot unless accompanied by an adult.
- Children will not be allowed to walk out into the street to get into a parent's car that is double parked.

Before and After School:

- Children must arrive at school by 7:35 a.m. each day but no earlier than 7:15 a.m. when supervision begins.
- Children enrolled in the Primetime before and after school program may arrive at 6:00 a.m. and picked up at before 6:00 p.m. after school.
- Breakfast is served from 7:15 – 7:30 a.m.
- Children will sit with their class in the auditorium until school begins at 7:35 a.m.
- Children may not play on the playground or in the restrooms before or after school.

In School Restrooms Students will:

- Use a quiet voice and will not run, hide or play.
- Respect other children's rights to privacy and will not look over or under the stalls.
- Not waste paper, water or soap.
- Place all paper in the proper containers.
- Will use the restroom stools and sinks as they are intended to be used.

In the Lunch Court and Cafeteria Students will:

- Walk to the lunch line with their teacher.
- Not cut in line in front of other students nor give permission for others to cut in line.
- Use a soft voice and polite manners in the lunch line and at the lunch tables.
- Not give food away or ask for or take other children's food or throw food.
- Only eat at the lunch tables or at outside designated snack tables.
- Stand to leave the lunch table only when their table is called.
- Dispose of all lunch leftovers in the trash can and stack trays properly.
- Not take food or drinks from school lunches out to the playground or off the campus.
- Line up orderly and walk to the playground with the noon duty assistant.

On the Playground Students will:

- Walk to and from the playground.
- Will play only in designated areas and will not play in bathrooms or return to their classrooms.

- Follow the safety rules on the play structure.
- Follow the rules of the playground games and use good sportsmanship.
- Respect other children's rights and keep hands and feet to themselves
- I will run only in racing lanes or while playing organized games that require running.
- I will kick playground balls only during games on the dirt field.
- Stop all activity and freeze when the bell rings, and walk to their line after the whistle blows.
- Will return all play equipment (balls, jump ropes, hula hoops etc.) the proper place after the whistle blows.

Bicycles, Skateboards, Scooters, Rollerblades and Sports

- Children in 4th & 5th grade can ride bicycles to school. They are required to wear helmets, obey traffic laws regarding bicycle use at all times, and bring a lock to secure their bike at school. Bicycles are to be walked to the bicycle rack from the street and must not be ridden in the parking lot or on school grounds at any time.
- Skateboards, scooters, rollerblades and skate shoes are not allowed on the school grounds at any time.
- For safety reasons, baseball (hardball) and football are not to be brought to school or played on school campus at any time.

Severe Offenses

Severe offenses include the following and will warrant an immediate referral to an administrator and may result in suspension:

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| <ul style="list-style-type: none"> ▪ Possessing, or distributing dangerous items such as matches, cigarettes, drugs, or alcohol. ▪ Threatening, attempting to cause, or causing injury. <ul style="list-style-type: none"> ▪ Using obscenities | <ul style="list-style-type: none"> ▪ Sexual Harassment ▪ Vandalism, graffiti and theft ▪ Possessing a knife, gun or other weapon including toy weapons |
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Parents will be held liable if their children vandalize school property in accordance with school district procedures.

Zero Tolerance Policy

Certain serious offenses will result in suspension and possible expulsion or arrest. It is unlawful to bring real weapons of any kind to school. Lookalike weapons, toy weapons, and any object used as a weapon may also result in suspension. Parents should monitor what their children put into their backpacks and take to school.

Consequences for Negative Behavior Includes the Following:

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| Verbal Apology | Written apology |
| Detention | Time out |
| Lunch clean up | Writing behavior standards |
| Loss of privileges | Parent calls/conferences |
| Saturday school | Behavior contracts |
| In-school suspension | Formal suspension |

Classroom Rewards

Classroom teachers reward positive student behavior in many ways. They include:

- Verbal praise
- Awards and certificates
- Treasure chest
- Classroom “Child of the Day”
- Special reward times
- Positive notes and phone calls to parents
- Stars and stickers
- Classroom “Super Citizen of the Week”
- Special treats
- Personal notes on school work