

Smith Tech Academy Parent Handbook

2023-2024 School Year



Smith Tech Academy
9551 Linden Ave. Bloomington, CA 92316
Tel. 909-580-5033
www.cjusd.net/smith

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Table of Contents

[Table of Contents](#)

[Greeting](#)

[Mission & Vision Statement](#)

[Mission Statement](#)

[Vision Statement](#)

[Board of Education](#)

[Academics](#)

[Annual Assessments](#)

[Awards](#)

[Homework Policy](#)

[Internet, Computer Services & Textbooks:](#)

[Parent-Teacher Conferences & Communication:](#)

[Report Cards:](#)

[Response to Intervention \(RTI\) & Student Study Team \(SST\):](#)

[Special Education Services:](#)

[Attendance](#)

[Arrival/Breakfast](#)

[Attendance Matters!](#)

[Absences](#)

[Chronic Absenteeism & Student Attendance Review Team \(SART\)](#)

[Tardies & Early Releases:](#)

[Saturday School:](#)

[Short-Term Independent Study:](#)

[Family Involvement](#)

[Partners in Education](#)

[Health](#)

[Emergency Card:](#)

[Illness:](#)

[Medication Policy:](#)

[Safety](#)

[Arrival and Dismissal Procedures:](#)

[Arrival Graphic](#)

[Dismissal Graphic](#)

[TK and Kindergarten Dismissal/Pick-up](#)

[Dismissal/Pick Up Options for Grades 1-6](#)

[Disaster Preparedness:](#)

[School Information](#)

[Administration & Front Office Contacts](#)

[Classroom Celebrations:](#)

[Classroom Interruptions & Lunch Time:](#)

[Closed Campus:](#)

[Bell Schedule](#)

[District/School Volunteers:](#)

[Smith Staff:](#)

[Visitor Policy:](#)

[Personal Property at School:](#)

[Cell Phones](#)

[Student Programs & Activities](#)

[After School Tutoring](#)

[Band](#)

[English Language Learners \(ELL\)](#)

[Gifted and Talented Education \(GATE\)](#)

[Positive Behavior Interventions & Supports \(PBIS\)](#)

[CODE OF CONDUCT](#)

[Student Conduct](#)

[California State Education Codes](#)

Greeting

Dear Parents,

Welcome to Smith Tech Academy! We are excited as we begin another school year! The entire staff dedicates their time to building your child's safe, caring, and positive learning environment. The Smith Tech Academy staff developed and wrote this mission, and we are committed to fulfilling this mission.

The information presented in this document will answer some of your questions about school policies and procedures. **Please take time to read and review all the pages with your child.** An *emergency card must be filled out for every student* and returned immediately to your child's teacher. Don't forget to complete the *Lunch Data Collection Form* (one per family).

We look forward to working cooperatively with you to ensure your child's experience at Smith Tech Academy is successful. Please call the school office or check with your child's teacher for additional questions.

The Smith School Staff



Mission & Vision Statement

Mission Statement

Our mission is to develop independent readers, writers, and problem solvers through the teaching of established educational standards. All students will show academic growth as measured by formative assessments. Students will be provided with a comprehensive system of intervention to help them meet proficiency. Teachers will engage students with meaningful, relevant, clearly stated learning goals and experiences. Students will be empowered through immediate feedback and celebration of progress.

Vision Statement

At Smith Tech Academy, students will increase achievement by utilizing digital literacy skills, media, and technology through authentic learning experiences in preparation for college and career readiness.

Board of Education

President

Joanne E.
Thoring-Ojeda

Vice President

Frank A. Ibarra

Board Clerk

Dan Flores

Superintendent

Dr. Frank Miranda

Board Members

Patt Haro

Bertha Flores

Israel Fuentes

Berenice Sandoval

Academics

Annual Assessments

- ELPAC is administered in the Spring to all qualifying K-6 English Learners
- CAASPP online assessment given to grades 3rd-6th administered in May
- California Physical Fitness Test is administered to 5th grade in the third quarter.
- CAST is administered to all 5th graders in May.
- iReady Diagnostic in Reading and Math given three times per year
- DIBELS Diagnostics for grades K-2 is given three times per year
- Common Formative Assessments are developed and administered regularly

Awards

Awards are awarded to students at the end of each semester. Students can earn the following awards

- Principal's Honor Roll
 - In order to earn this award, your child must have
 - 4's in all academic areas
 - +'s in all areas of citizenship
 - No major office referrals
 - Less than 2 minor office referrals
- Honor Roll
 - In order to earn this award, your child must have
 - A mixture of 3's and 4's in all academic areas
 - A mixture of ✓'s and +'s in all areas of citizenship
 - No major office referrals
- Shining Star Citizenship Award
 - In order to earn this award, your child must have
 - A mixture of ✓'s and +'s in all areas of citizenship
 - This award cannot be given to an individual who qualifies for Honor Roll or Principal's Honor Roll
- iReady Growth Award
 - In semester 1, your child must
 - Reach 50% growth in the area of reading or math
 - In semester 2, your child must
 - Reach 100% growth in the area of reading or math
- EL Reclassification Award
 - In order to earn this award, your child must
 - Pass the ELPAC test
- Shooting Star Award
 - In order to earn this award, your child must
 - Meet 73% of the yearly goals outlined on the Individualized Education Plan (IEP)
OR the Student Study Team (SST)

Homework Policy

Homework may consist of the completion of classroom and/or special assignment appropriate to the grade level at which the student is working. Each teacher will assign homework assignments at their discretion.

Teachers will provide homework to students according to their homework policy. Please contact your child's teacher or attend the Back-to-School Night for more information. Parents can support their child's education by checking their backpacks daily for homework and ensuring it's completed.

Internet, Computer Services & Textbooks:

All students will have a computer/internet user agreement on file with the school. All students will be issued a school device for academic purposes. Following the same process as library books, the Librarian will check out these devices to each student upon their enrollment. Students and families are responsible for the items checked out to the student. For more information on the cost of damaged items, please contact the school librarian at sarah_rodriguez@cjusd.net.

Computer histories are recorded, and administrators will be notified if students have accessed or attempted to access forbidden or inappropriate websites. Students who access inappropriate content will be subject to disciplinary action and revocation of use. Textbooks must be returned at the end of each school year to avoid any fines accumulating before high school graduation.

Parent-Teacher Conferences & Communication:

Teachers will meet with parents for a formal conference at least once during the school year. Parent conference dates are listed on the calendar. If you do not receive a notification for a conference, please contact the teacher directly to set up a meeting. If you schedule a conference, please keep your appointment, as teachers must meet with 24-30 parents in a few days.

Teachers will not be accessible to parents for communication during the school day. You can leave a message for the teacher on his/her voicemail, and he/she will call you back. Please ensure your phone number and email are current for effective communication. You may also communicate with your child's teacher via email, parent portal, or ClassDojo.

Report Cards:

The report card is designed to be a vital tool to measure a student's progress. Report cards are given or sent to the parent at the end of each semester. Student grades reflect their progress for each semester. The purpose of the report card is for the student to be assessed according to his or her ability to participate, respond, demonstrate, and analyze the subject matter taught, as aligned by the California State Standards. California law and CJUSD Board of Education policy require students to meet minimum proficiency standards before being promoted to the next grade. In addition to the Report Card, students will also receive a progress report at the end of 1st and 3rd quarters. Based on the above performance tools, the classroom teacher will notify you each quarter if your child is at risk of retention.

- Academic Grades for Grades TK - 6
 - **4 =Thorough Understanding & Ability to Apply the Standard**
 - **3 =Adequate Understanding & Ability to Apply the Standards**
 - **2 = Partial Understanding & Ability to Apply the Standards**
 - **1 = Minimal Understanding & Ability to Apply Standards**
 - *** = Modifications/Modified Curriculum**
- Sub-Groups/Effort/Behavior for TK-6
 - **+ = Strength**
 - **✓ = On Target**
 - **- = Needs to improve**
 - **N/A = Not addressed this reporting period**

Response to Intervention (RTI) & Student Study Team (SST):

Academic concerns should be addressed first with your child's teacher. The teacher will begin a "Response to Intervention" (RTI) Plan. This plan documents interventions that are in place to assist your student's academic success. The teacher will work with other teachers to create interventions and reasonable goals over 6-8 weeks. RTIs are reviewed at the end of the 6-8 week period and updated by the homeroom teacher and the Assistant Principal. The Assistant Principal provides feedback on interventions and language to have measurable goals.

A Student Study Team (SST) will begin after three RTI cycles have been completed at the student is not making adequate progress as approved by the Assistant Principal. This process follows the same documentation and timeframe but incorporates the SST Coordinator. The SST Coordinator will review the previous RTI paperwork and create goals for the struggling student. The SST Coordinator will also contact the parent to schedule a meeting to review academic progress. At least three SST cycles must be completed before the student can be recommended for psychoeducational testing for special education services.

Special Education Services:

Smith Tech Academy offers many services to our qualified students on an Individualized Education Plan (IEP). If your student has an IEP, please share it with the Office Manager upon enrollment.

Historical data encompassing a minimum of one academic year is highly recommended to have your child tested for special education. This is gathered through the RTI and SST processes. If you have not gathered the data, please contact your child's teacher to begin the RTI process. All requests for psychoeducational testing must be in writing and addressed to the Assistant Principal. Once your request has been received, the psychologist will follow up with the parent about the next steps and timelines.

Attendance

Arrival/Breakfast

For security purposes, all students will enter the school only through the gate next to the front office. Students are not allowed to enter the school through the back parking lot area or by Hawthorne Ave.

Students are not to be on campus before 7:00 am. There is no supervision before school until 7:00 a.m., when the gates open for Breakfast. Students who arrive early will stay outside the gate until a person is on duty. Once on campus, students may not leave campus.

Breakfast is available for students from 7:05 am until 7:30 am. Students who are having breakfast will need to go straight to the cafeteria. Please remind your students to eat before going to morning recess to avoid being late for class.

Attendance Matters!

Attendance is a **KEY** component to success! Every school day is important at Smith Tech Academy. Students should be present for the full school day - meaning they are on time and do not leave early. Class begins promptly at 7:40 a.m. Please give your child enough time to get onto campus, eat a small breakfast and be in line **before** the 7:40 bell.

Absences

Regular attendance is one of the most important requirements for a successful school year. State law requires all students to attend school. The following are valid excused absences:

- student illness
- medical or dental appointments
- funeral services for an immediate family member (1 day in California, 3 days out of state)
- appearance in court
- religious event that does not exceed 4 hours per semester.

School Administrators have the discretion to qualify an absence based on the facts of the pupil's circumstance.

Parents are responsible for notifying the school of an absence, regardless of the reason. People who can clear attendance are

- Parents
- legal guardians
- Step-parents
- people who have the authority to act as a custodial parent and have the Authorization to Act as Custodial Parent paperwork on file and caregivers who have the completed Caregiver Affidavit on file.

You may either call (909) 580-5033 ext. 8808 to speak to the Attendance Assistant, provide a doctor or dental office excuse, send a signed written note with the student's name, the reason why he or she was absent, and date(s) of absence(s) or you may come to the Attendance window.

A pupil who is absent from school without a valid excuse for three days in one school year or is tardy or absent for more than any 30 minutes during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the district's Child Welfare and Attendance office. Students should take their absent notes to the attendance office. Students arriving on campus late must report to the attendance office for a tardy pass.

Chronic Absenteeism & Student Attendance Review Team (SART)

California Education Code states that students should be in school for a minimum of 90% of the school year. Students who attend for less than that are considered "Chronically Absent". Families of students who are identified as chronically absent must sign a Student Attendance Review Team (SART) Contractual Agreement. This contract states the parents must

- Comply with the legal obligation to ensure the student attends, arrives on time, and remains at school for the entire day
- Attend all meetings and conferences concerning your child
- Clear all absences within 72 hours
- Ensure students attend Saturday School
- Support your child in improving their personal absentee rate

Families will remain on this contract until their child's attendance has improved to 90% or better.

Families of students who do not improve their attendance or break the agreement are subject to moving to the Student Attendance Review Board (SARB) at the district level.



18 OR MORE DAYS

• Excused and unexcused absences represent lost time in the classroom and lost opportunities to learn.

• Missing just one day every two weeks can add up to 18 days in a year. Absences add up before you even know it.



10 TO 17 DAYS

• Students who are absent an average of 15 days a year miss a year's worth of school before their senior year.

• When students miss a day of school it actually puts them two days behind their classmates.



9 OR FEWER ABSENCES

• Students with good attendance generally achieve higher grades and enjoy school more.

• Children benefit and make the most of their educational opportunities if they attend school regularly and on time.

Tardies & Early Releases:

One of the major responsibilities of the student is to be in school on time and all day. Being tardy and regularly leaving early are serious matters, causing loss of instruction and disruption to those students who are on time and in class. Tardy students must check in at the school office before reporting to class. Students are considered tardy at 7:41 a.m.

Except for medical emergencies, there will be **NO EARLY DISMISSAL 10 MINUTES BEFORE THE DAY END.**

If a student is habitually tardy, picked up early too frequently, has a history of poor attendance, or displays a pattern of absences, the parent and student will be put on a SART contract. The school will monitor their student's attendance and report the progress or lack of to the district. If attendance does not improve, the district will implement further consequences. Please work with us to ensure your child attends school on time every day.

Saturday School:

Saturday School is an attendance recovery program that will assist chronically absent students. Smith Tech Academy will offer at least 12 Saturday School sessions throughout the school year. Saturday School hours are from 8:00 a.m. - 12:30 p.m. Saturday School days are subject to change based on the availability of staff and the number of students enrolled.

Students can enroll for Saturday School digitally or online through our Smith Tech Academy homepage (www.cjusd.net/smith). Enrollment is open on Sunday Night and will remain open until Friday afternoon. Students enrolled by Wednesday will be included in the lunch count. Students enrolled after Wednesday must provide their lunch.

Students who have missed a school day or have multiple tardies or early releases will be invited to Saturday School. Saturday School is mandatory for students who are on a SART contract. You cannot attend a Saturday School in advance.

Short-Term Independent Study:

Short-Term Independent Study (STIS) is a program to assist with COVID-19 quarantines and other unforeseen illnesses or circumstances that cause the student to be out of school for a minimum of three days. STIS is a contractual agreement between the school and the parent that ensures classwork and/or homework are completed at home under the supervision of the family. At the completion of the contract, the student will return to school with the completed work. The completed work will be reviewed and counted as attendance for the days missed at school. STIS is limited to 14 days in total. Additional absences may be grounds to move into the SART contract.

Family Involvement

Parent's Rights to Request Teacher Qualifications (Title 1 Schools)

If your child is attending a school receiving Title 1 federal funds, Federal Law requires that parents be notified of their right to know the professional qualifications of their child's teacher(s) in core academic subject areas, including the following:

1. The type of state credential or license that the teacher holds. Some teachers will have credentials in a particular subject area, such as English or mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects, such as in elementary schools.

2.The education level and subject area of the teacher’s college degree(s). All teachers have a bachelor’s degree, and many teachers have graduate degrees beyond the bachelor’s, such as a masters or doctoral degree.

In addition to the qualifications of the teacher, if a paraprofessional (teacher’s aide) provides your child services, you may also request information about his or her qualifications. Many paraprofessionals have two years of college and others have passed a test that verifies their qualifications.







If you would like to request this information, please contact Colton Joint Unified, Human Resources Office at (909)580-5000 Ext. 6684

Partners in Education

Parents are integral to a child’s education. We want our parents to be involved in every aspect of their child’s education. You may consider volunteering in the classroom or joining one of our many parent groups:

- Boosters
- School Site Council (SSC)
- English Language Advisory Committee (ELAC)
- African American Parent Advisory Committee (AAPAC)
- Positive Behavior Interventions and Supports (PBIS)
- Safety Committee

Don’t forget we utilize Parent Square to send communications to our families. Please ensure you have an updated email address on your emergency card to receive the information sent out. You can also get the app to have it at your fingertips. Below is a list of ways we promote our campus activities. Please follow one or all of them to get the most up-to-date information.

	<i>Smith Tech Academy</i>
	<i>@ smith_stars</i>
	<i>@ smith_stars</i>
	<i>https://www.cjusd.net/smith</i>
	<i>https://zangle.colton.k12.ca.us/Production/ParentPortal/</i>
	<i>Gerald A. Smith Elementary - ask teacher for class code</i>

Health

Emergency Card:

It is **absolutely** necessary that we have an emergency card with **current** family and medical information on file in our school office at all times during the year. This information will ensure that our staff will meet your child's needs in any emergency situation. **Please notify the office immediately**, in writing or by telephone, of any changes. This helps to prevent delays in contacting you if your child becomes sick, is injured, or has any other emergency.

Note: Only those listed on the emergency card will be allowed to take students from the school before dismissal time.

Illness:

For the safety and health of all STAR scholars and staff, if your child is sick with fever, vomit, or diarrhea, please keep your child home until there is no fever. In addition, if a student becomes ill at school, the office will contact the parent/guardian or emergency contact to pick the student up immediately.

Medication Policy:

In order for the office/health staff to administer ANY medication, a student must have the CJUSD Health Services "Physician's Recommendation for Medication" form on file. The medication must come in the original labeled prescription bottle and be labeled with the student's name, the medication, the correct dosage, and the time of administration. We cannot give a child medication unless the above procedure is followed. All medication brought to school must be by an adult and the medication will be stored in the school office. "Over-the-counter" medications, including cough drops, are not allowed on campus. **This policy is for your child's safety, as well as, other children's safety.**

Safety

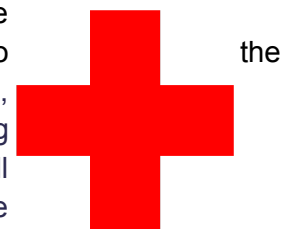
Arrival and Dismissal Procedures:

In our continuing efforts to maintain a safe and orderly environment for our students, we have a drop-off/pick-up zone for those driven to school. This system will make it easier for parents and safer for our students. Students can only be dropped off and picked up along the red curb. Students are prohibited from exiting or entering a car in the left passing lane.

Those who drive students to school must enter the drive-thru using the driveway on the south side of the school. This driveway is the only entry point to school for teachers, staff, school buses, and students. For the safety of others, please avoid turning left into the school entrance in front of the school along Linden Avenue. There are double yellow lines, and cars trying to turn left will cause backup along Linden Avenue and a pile-up at our driveway. CHP will be patrolling and assisting with traffic occasionally.

Cones are set up to designate the drive-thru lane and a passing lane. For everyone's safety, please refrain from moving cones or cutting between the cones. It is imperative that **NO PARKING** be done in the drop-off zone along the red curb in front of the office.

Cars may only enter the drive-thru to drop a student off in the morning or pick a student up at the end of the day. Cars should pull as forward as possible to



enable more cars to use the lane simultaneously. Stopping mid-way through the lane disrupts the flow of traffic and causes delays. Parents must park along Linden Avenue if they need to enter the school grounds.

As we continue to do our best to make arrival and dismissal as smooth and safe as possible for our students, staff, and families, please help us with this process by following the drive-thru procedure below. This will ensure safety and expediency:

- The drive-thru lane is convenient for students who can open and close their own doors independently.
- Pull all the way forward past the crosswalk until traffic has stopped.
- **Stay in your vehicle**; there is no parking in the drop-off/pick-up area - do not leave your vehicle unattended.
- When dropping off, have your student sit with their bags on their lap. It holds up traffic when students need to gather belongings from the trunk.
- Students should always enter/exit on the car's passenger side only (curbside).
- At dismissal, students will be lined up to the right of the office just past the crosswalk on the grass area, waiting for pick up-please pull all the way down to your student waiting in line.
- Park off-campus if you want to walk in and drop-off/pick-up your student.
- For safety, please use the crosswalk and not cut between vehicles when walking up to pick up your student.
- Please note Smith does not have a designated bus loading zone.
- Buses will be using the same drive-thru lanes; this may cause some delays since some students will have to load the bus from the curb due to wheelchair accessibility.

Morning traffic becomes heavy in the last 5 minutes before school starts at 7:40 am and buses arrive around that time as well. There is no specific bus loading area so buses will be dropping off in the drive-thru lane along with student drop-off. Admin or designated personnel will open up the outside lane to help alleviate congestion due to buses if needed.



If the school community works together and supports these safety issues, students will be safer and traffic should move smoothly. It only takes a few people breaking the rules to make an unsafe area for everyone else. Be kind and courteous to your fellow Smith Star parents and families on the road. We care about our School Family and want everyone to follow all traffic rules and to be safe!

Arrival Graphic

LET STUDENTS OUT QUICKLY!

Designated Parking for our SDC families

**NO LEFT TURNS
NO U-TURNS**

Color	Item
	Parking for SDC
●	Cones
	Crosswalk

Drive-Thru Drop-Off Instructions

1. Enter on the south side of the school by turning RIGHT only
2. Pull forward along Red Curb
3. Once you are alongside the Red Curb, let child(ren) out immediately
4. Children can only get out on the RIGHT SIDE of the vehicle
5. Exit the parking lot by turning RIGHT only
6. SDC Families are welcome to park in the designated section or put FLASHERS on when in the drop-off lane.

Dismissal Graphic

ONLY PICK UP FROM HERE

Designated Parking for our SDC families

**NO LEFT TURNS
NO U-TURNS**

Color	Item
	Parking for SDC
●	Cones
	Crosswalk

Drive-Thru Pick-Up Instructions

1. Enter on the south side of the school by turning RIGHT only
2. Pull forward along Red Curb until along grassy section
3. Do not stop when you see your child, share the space with the other families.
4. Students are only allowed to be picked up from the Grass Area
5. Exit the parking lot by turning RIGHT only

TK and Kindergarten Dismissal/Pick-up

TK and Kindergarten students will be dismissed at the North Gate along Hawthorne Avenue. Please remember that TK and Kinder dismissal times are earlier than Grades 1-6.

- **TK Dismissal Time @ 11:40 am**
- **Kinder Dismissal Time @ 12:40 pm**
- **Kinder Min. Day Wednesday @ 12:20 pm**

Dismissal/Pick Up Options for Grades 1-6

In addition to the front of the school drive-thru area, students will also be able to dismiss and be picked up from the North Gate along Hawthorne Avenue. Students who walk north along Linden are encouraged to dismiss from the North Gate.

If picking up along Hawthorne Avenue after school, please be mindful and avoid blocking driveways with our school neighbors when parking. For safety reasons, students cannot “jaywalk” across Hawthorne Avenue to stop vehicles in the middle of the street. Please make sure to pull over to the curb to pick up your student along the Hawthorne north dismissal gate. You are also welcome to park and walk to pick up your student.

Students who walk home south of Linden Avenue will be dismissed at the South Gate along the school driveway.

Disaster Preparedness:

We regularly practice skills to be implemented in case of fires, earthquakes, or lockdown situations. The following procedures will be observed by all CJUSD schools in the event of any disaster.

- Students will remain at school until regular dismissal time – or longer, should the safety of the students make it necessary.
- Prior to regular dismissal time, students may be excused to the custody of their parents or someone with written authorization from the parents if safety allows such action. **(With this in mind, please keep your child’s emergency card up-to-date.)**
- Students who ride buses will be transported to their regular bus stops at the usual time, if possible. Otherwise, they will remain at school until they can be safely transported. Parents of these students or the parents’ designee may also pick up students at school.
- Students who walk home will remain at school until picked up by an authorized person(s) or until their safety in walking home is assured.

Local Emergency Numbers

District Phone	Radio Stations	SB County Sherriff	Fire Department	CHP
909-580-5000	KCKC 1350 AM KMEN 1290 AM KLFE 1240 AM KCAL 1410 AM (Span)	909-824-0680	909-829-4471	909-383-4247

EMERGENCY 9-1-1

School Information

Administration & Front Office Contacts

Principal

Angela Chavez

Angela_Chavez@cjud.net

Assistant Principal

Tiffany Davis

Tiffany_Davis@cjud.net

Office Manager

Angelica Chavira

909-580-5033 x8807

Angelica_Chavira@cjud.net

Attendance

Jeanette Jimenez

909-580-5033 x8808

Jeanette_Jimenez@cjud.net

Health Office

Silvia Espinoza

909-580-5088 x8810

Silvia_Espinoza@cjud.net

Classroom Celebrations:

For the health and safety of all scholars and staff, birthday celebrations will only contain non-food items and will be given out at the end of the school day (i.e., pencils, erasers, books, etc.). You may donate your child's favorite book to the class library and write a note inside the cover.

Classroom Interruptions & Lunch Time:

A policy is in effect to limit the number of classroom interruptions. Unless it is an emergency, we ask that your child's learning process not be interrupted.

- Forgotten lunches will remain in the office until the child's designated lunch time. **It is the student's responsibility** to check with the office if they do not have lunch. They may get lunch in the cafeteria if their lunch is not in the office.
- Personal conversations with students shall only happen during recess or lunchtime.

Closed Campus:

School gates at the front and side entrances close at 7:40 a.m. They are re-opened at 1:55 p.m. for dismissal. All visitors on campus must sign in at the school office. *Identification in the form of a driver's license will be asked for as proof when you are picking up a student early or late.*

Bell Schedule

Bell Schedule



<u>Daily Schedule</u>		
	<u>Regular Day</u>	<u>Minimum Day</u>
Transitional Kindergarten	7:40 a.m. - 11:40 a.m.	7:40 a.m. - 11:40 a.m.
Kindergarten	7:40 a.m. - 12:50 p.m.	7:40 a.m. - 12:20 p.m.
Grades 1-6	7:40 a.m. - 1:55 p.m.	7:40 a.m. - 12:30 p.m.
<u>Recess Schedule</u>		
	<u>Regular Day</u>	<u>Minimum Day</u>
TK/Kinder	9:00 a.m. - 9:10 a.m.	9:00 a.m. - 9:10 a.m.
Grades 1-3	9:15 a.m. - 9:25 a.m.	9:15 a.m. - 9:25 a.m.
	12:35 p.m. - 12:45 p.m.	
Grades 4-5	9:30 a.m. - 9:50 a.m.	9:30 a.m. - 9:40 a.m.
Grade 6	9:55 a.m. - 10:15 a.m.	9:55 a.m. - 10:05 a.m.
<u>Lunch Schedule</u>		
TK/Kinder		10:10 a.m. - 10:40 a.m.
1st Grade		10:35 a.m. - 11:05 a.m.
2nd Grade		10:50 a.m. - 11:20 a.m.
3rd Grade		11:05 a.m. - 11:35 a.m.
4th Grade		11:20 a.m. - 11:50 a.m.
5th Grade		11:35 a.m. - 12:05 p.m.
6th Grade		11:50 a.m. - 12:20 p.m.

District/School Volunteers:

A Volunteer is a person who is at least 18 years old (21 years or older for chaperones), and who renders service to the District and its programs without receiving remuneration (monetary compensation, etc.) of any kind. A volunteer may be a parent, District employee (outside of the course and scope of employment), or community member who submits an application and completes the requirements to participate in the District's Volunteer Program.

We recommend all applications occur at the beginning of the school year to avoid any delays in

chaperoning duties. School Site Volunteers are at the discretion of the Site Administration team and may have limitations of assistance based on the needs of the school or classroom teacher.

Smith Staff

Transitional Kinder	McKenna De'Angelo	RSP Teacher	Martha Dobler	
Kindergarten	Angelo Cunanan	Counselor	Sandra Rodriguez	
	Jennifer Morehead	Speech	Katelyn Offringa	
	David Rood		Arleen Buss	
First Grade	Jennifer Fitzsimmons	Psychologist	Courtney Soto	
	Thomas Kirkpatrick	Librarian	Sarah Rodriguez	
	Melissa Simpson	Office Staff	Angelica Chavira, Office Manager	
Second Grade	Denise Adams		Jeanette Jimenez, Attendance	
	Stewart Hensel		Vacancy, SPT	
	Mai Xuan Serrano		Silvia Espinoza, Health Assistant	
Third Grade	VACANCY	Custodian	Rosie Mezzanatto, HC	Devin Balderrama
	Danielle Cornia		Yobanna Perez	Erick Squares
	Suzanne Gagne	Kitchen	VACANCY, Lead	Charmaine Drewery
	Diane Schardein		Monica Jaurequi	Rosalia Lake
Fourth Grade	Norma James	Instructional Aide	Carmen Acosta	Erica Zamora
	Heather Love (%)		Michael Porter	
	Alyssa Perez		Marlene Rene	
Fifth Grade	Deveree Brace		Nateshai Watson	
	Maricela Cepeda			
	Heather Love (%)	Noon Aides	Jennifer Frogge	Laurie Luckner
Sixth Grade	David Brunelle		Adriana Velazco	Natalie Casso
	Ana Maciel		Sandra Davis	Angela Clelland
	Mark McGhee			
TOAs	Laura Harper, EL/SST			
	Leticia Perkins, CAASPP			
Special Education	Jessica Hernandez			
	Caleb Robledo			
	Linette Mendoza			

Visitor Policy:

During school hours on days when schools are in session, facilities are intended primarily for use in educational programs; they are not open to the general public except as outlined herein.

- Adults
 - Approved volunteers over 18 are welcome in District classrooms.
 - Approved volunteers over 21 can chaperone students on a field trip.
 - All visitors must report to the school office and sign in to record their presence on the site before being given access to any other location on campus.
 - Teachers cannot conference with parents/guardians during a class session. Those desiring individual conferences should make appointments in advance.
- Children
 - CJUSD prohibits non-enrolled minors at the school from spending time in classrooms;
 - Students are prohibited from being on school grounds when:
 - Serving a suspension
 - Service an expulsion
 - Enrolled at another elementary school

Personal Property at School:

Students are responsible for all of their personal property (Cell phones, money, etc.) **The school is not responsible for any lost or stolen personal property. Students should not bring large amounts of money, cellphones, iPods, or items with real or sentimental value to the school.**

Cell Phones

Education Code sections 48901.5 gives school boards the authority to establish policies regulating the use of cell phones and other electronic listing and signaling devices on school grounds.

CJUSD Elementary students may not use cell phones during school hours. Cell phones are to remain on OFF mode and put away in student backpacks. It is the responsibility of the student to ensure that his/her/their mobile communications device is turned off and secured at all time. Any loss, damage, or theft resulting from the confiscation of a mobile communications device shall not be the responsibility of the school or district, including, but not limited to, replacement costs.

If a student takes out/uses a cell phone during school hours, the following steps will be taken:

- 1st Offense = Teacher Confiscate and return at the end of the day to student - parent contact.
- 2nd Offense = Admin Confiscate; student to pick up at the end of the day in office - parent contact
- 3rd Offense = Admin Confiscate, parent to pick up from the office, conference held with admin.

Student Programs & Activities

After School Tutoring

Tutoring is based upon teacher availability and may vary throughout the year.

Band

All students in 4th grade will learn to read music and play the recorder. Students in grades 5-6 are invited to join the band. A band instructor conducts basic and advanced classes at least twice a week. Smith Tech Academy has a limited number of musical instruments for students to borrow from the school.

English Language Learners (ELL)

Students working toward proficiency in English are identified through language testing (ELPAC) administered each year. Students receive instruction from teachers trained in language acquisition techniques. Our Teacher on Assignment provides additional support and training for our English Learners.

English Language Development (ELD) is part of the core curriculum provided at Smith Tech Academy and focuses on specific skills to master the English language.

Gifted and Talented Education (GATE)

The Gifted and Talented Education (GATE) Program is held on our school campus. Students in grades 3-6 will be placed in a GATE cluster classroom designated by their grade level. GATE students are also invited to participate in after-school activities.

The RAVEN assessment administered during the 2nd-grade year identifies students for the program. Students designated as English Language Learners (ELL) will also be retested in the 4th grade. Testing is open to all students not tested the previous school year. Please contact the assistant principal if you want your child tested for the GATE program.

Positive Behavior Interventions & Supports (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all the daily data, systems, and practices affecting student outcomes. PBIS creates schools where all students succeed. At Smith Tech Academy, positive behavior is rewarded using STAR points. Students can bank those points to buy different items and experiences. Students have digital access to the PBIS store and can purchase items anytime during the day.

Below is our school-wide matrix that outline the behaviors that show students how to portray the three guiding expectations. Those expectations are **BE RESPECTFUL, BE RESPONSIBLE, and BE SAFE**. Following that is a flow chart describing minor and major violations.

	Playground	Drop Off & Dismissal	Walkways	The Commons	Cafeteria	Lines	Restroom
Be Respectful	<ul style="list-style-type: none"> *Follow game rules *Use appropriate school language *Listen to staff 	<ul style="list-style-type: none"> *Listen to staff 	<ul style="list-style-type: none"> *Greet other people in a positive manner *Walk quietly through the school 	<ul style="list-style-type: none"> *Use your inside voice *Maintain personal space *Wait your turn 	<ul style="list-style-type: none"> *Make room for others *Use your inside voice *Follow staff instructions *Use kind words 	<ul style="list-style-type: none"> *Quietly wait for instructions 	<ul style="list-style-type: none"> *Keep restrooms clean *3 at a time or wait in line *Respect others' privacy
Be Responsible	<ul style="list-style-type: none"> *Report issues to adults immediately *Freeze for the bell *Hold equipment in your hands after the whistle 	<ul style="list-style-type: none"> *Watch for your ride *Backpacks on your body *Leave campus promptly *Wait in the correct area 	<ul style="list-style-type: none"> *Walk quietly through the school 	<ul style="list-style-type: none"> *Carry materials properly *Use equipment correctly 	<ul style="list-style-type: none"> *Remain in ABC order *Stay in line *Throw your trash away properly 	<ul style="list-style-type: none"> *Line up in a timely manner *Keep your backpack with you *Hold playground equipment in your hands 	<ul style="list-style-type: none"> *Flush the toilet *Throw all trash away *Wash your hands *Do your business and leave *Report problems to an adult immediately
Be Safe	<ul style="list-style-type: none"> *Follow all playground rules *Walk on the blacktop *Avoid body contact 	<ul style="list-style-type: none"> *Walk *Stay on sidewalks *Use the crosswalks *Wait in the correct area *Avoid body contact 	<ul style="list-style-type: none"> *Stay in designated areas *Avoid body contact 	<ul style="list-style-type: none"> *Walk *Sit in your chair 	<ul style="list-style-type: none"> *Walk *Keep your area clean *Keep hands and feet to yourself *Only eat your food 	<ul style="list-style-type: none"> *Face forward *Keep your hands and feet to yourself 	<ul style="list-style-type: none"> *Walk *Keep water in the toilet and sink

Minor Problem Behavior	Minor Definition	Major Problem Behavior	Major Definition
Defiance, Insubordination, Non-Compliance	Student engages in brief or low-intensity failure to respond to adult requests.	Defiance, Insubordination, Non-Compliance	Student engages in refusal to follow directions, talks back, and/or delivers socially rude interactions.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.	Abusive Language, Inappropriate Language, Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Physical Contact	Student engages in non-serious, but inappropriate physical contact.	Fighting, Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Property Misuse	Student engages in low-intensity misuse of property.	Property Damage, Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Technology Violation	Student engages in <u>non-serious</u> , but inappropriate (as defined by school) use of iPad, Chromebook, laptop, music/video player, camera, and/or computer.	Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, iPad, Chromebook, laptop, music/video player, camera, and/or computer.
Disruption	Student engages in low-intensity, but inappropriate disruption.	Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes <u>sustained</u> loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and /or <u>sustained</u> out of seat behavior.

Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.	Harassment/Bullying	<p>Student delivers disrespectful messages* (verbal or gestural), including dress and/or speech to display affiliation with a gang, to another person that includes threats and intimidation, obscene gestures, pictures, or written notes.</p> <p>* Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.</p>
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CODE OF CONDUCT

Student Conduct

We take student conduct and safety seriously at Smith Tech Academy. We follow Board Policy and Education Codes.

The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation. The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, intimidation, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption

Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district. The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code [417.27](#))
9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

In accordance with BP/AR 5145.1, Search and Seizure, a school official may search a student's mobile communication device, including, but not limited to, reviewing messages or viewing pictures.

Students shall not use mobile communications devices, even in a hands-free mode, while driving on school grounds or while driving to or from a school related activity.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school related events and/or may be subject to further discipline in accordance with Board Policy and Administrative Regulation.

It is the responsibility of the student to ensure that his/her mobile communications device is turned off and secured at all times. In the case of lost, stolen, or damaged mobile communications device, the school and district shall not be deemed responsible for its replacement, including any associated costs.

A violation of this policy may result in the confiscation of a student's mobile communication device by a school official or other staff. Any loss, damage, or theft resulting from the confiscation of a mobile communications device shall not be the responsibility of the school or district, including, but not limited to, replacement costs.

10. Plagiarism or dishonesty on school work or tests
11. Inappropriate attire
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Use of Devices on School Grounds – Elementary students may possess a mobile communications device. However, all devices must be turned off and not visible during the instructional day, including passing periods, recess, and lunch. Use of a mobile communications device during the school day or while on school grounds is prohibited.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code [48901.5](#))

California State Education Codes

The California Education Codes are codes that public schools follow to regulate themselves. California Education Codes are used to evaluate school discipline. While the education code serves as our guidelines, each student violation is evaluated on its own merits.

- **48900(a)(1)** Caused, attempted to cause, or threatened to cause physical injury to another person (**Mutual Combat**)
- **48900(a)(2)** Willfully used force or violence upon the person of another sex, except in self-defense (**ASSAULT OR 3rd PARTY INVOLVEMENT**)
- **48900(b)** Possessed any knife, explosive, or other dangerous object of no reasonable use to the pupil (Knife with non-locking blade less than 3.5", firecrackers, Airsoft)
- **48900(c)** Unlawfully possessed, used, or otherwise furnished, or been under the influence of any controlled substance
- **48900(d)** Unlawfully offered, arranged, or negotiated to sell any controlled substance represented as such (look-alike).
- **48900(e)** Committed, attempted to commit robbery or extortion
- **48900(f)** Caused or attempted to cause damage to school property or private property *that results in financial cost for clean-up or repair*. (MINOR vandalism/graffiti UNDER \$400)
- **48900(g)** Stole or attempted to steal school property or private property
- **48900(h)** Possessed or used tobacco or any products containing nicotine
- **48900(i)** Committed an obscene act or engaged in habitual profanity or vulgarity
- **48900(j)** Unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia
- **48900(k)** Disrupted school activities or otherwise willfully defied school authorities
- **48900(l)** Knowingly received stolen school property or private property
- **48900(m)** Possession of an imitation firearm (Airsoft or replica)
- **48900(n)** Committed or attempted to commit sexual assault
- **48900(o)** Harassed, threatened, or intimidated a student witness
- **48900(p)** Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription Soma
- **48900(q)** Engaged in or attempted to engage in hazing as defined in section 32050
- **48900(r)** Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act
- **48900(t)** Aiding or abetting the infliction, attempted infliction or threatened infliction of physical injury
- **48900.2 Sexual Harassment (Grades 4-12 only) Minor**– Verbal and/or rumor, touching not in private areas
- **48900.3** Caused threatened to cause or participated in act of hate violence.
- **48900.4** Intentionally engaged in harassment, threats or intimidation –Minor and severe (**Grades 4-12**)
- **48900.7** Made terrorist threats against school employees, property or both. A threat is any statement, written or oral, which will result in death, great bodily injury to another person or property damage in excess of \$1,000. (Based on the threat assessment outcome).
- **48901.5** Possessed an electronic signaling device (pager, cell phone, etc.)
- **48915 (A)** Caused serious physical injury to another person, except in self-defense. According to **Penal Code 243**, this injury may include loss of consciousness, concussion, bone fracture, protracted loss or impairment of any bodily member or organ, wound requiring extensive suturing and/or serious disfigurement.
- **48915(B)** Possessed any knife, explosive or other dangerous object of no reasonable use to the pupil. (Any fixed or locking blade, or knife with a non-locking blade 3.5" or longer or in accordance with SB166. For M-80 explosives use 48915c-5).
- **48915 (C)** Unlawfully possessed any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis (2nd marijuana possession/under the influence).

- **48915 (D)** Committed or attempted to commit robbery or extortion.
- **48915 (E)** Committed assault and battery on a school employee.
- **48915 (c) (1)** Possessing, selling or otherwise furnishing a firearm
- **48915 (c) (2)** Brandishing a knife at another person.
- **48915 (c) (3)** Unlawfully selling a controlled substance
- **48915 (c) (4)** Committed or attempted to commit a sexual assault or sexual battery
- **48915 (c) (5)** Possession of an explosive or destructive device (M-80 explosive)