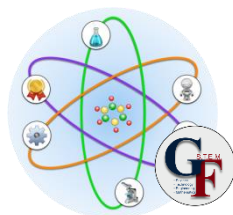


# Gus Franklin, Jr. STEM Academy 2016-2017

*A Project Lead the Way School!*



## P A R E N T A N D S T U D E N T I N F O R M A T I O N P A C K E T

### GFS STEM Vision Statement

STEM vision is to ignite the spark of American ingenuity, creativity and imagination within all our students.

### GFJ Vision Statement

All students will have an understanding of world events alongside STEM initiatives. Students will work collaboratively to work towards mastery in all core subject areas by sixth grade.

### GFJ Mission Statement

As a professional learning community all stakeholders will be involved in guiding students to think deeply about world concepts and work towards mastery of integrating reading, writing and speaking in all academic areas.

### GFJ School Moto (Positive Behavior Intervention Support)

We S.O.A.R to the top; we conduct ourselves in a safe, respectable and responsible manner to ensure life-long academic and social success.

**S**afety First, **O**utstanding Conduct, **A**ccountability, and **R**espect

Mrs. Mina J. Blazy, Principal & Mrs. Dora Juarez, AAIAC  
13125 Hopland St., Victorville, Ca 92394  
(760) 530-7640

2016-2017

Dear Gus Franklin STEM Academy Parents, Guardians, Students and Community,

Welcome to the 2016-2017 School year. It is my honor and privilege to serve as the principal at Gus Franklin STEM Academy. We are pleased to enter into our third school year. Currently we host Transitional Kindergarten through Fifth grade. We are located in Victorville just North of Mojave Drive and East of Rt. 395. As a partner to all the schools in the Adelanto School District we are working together to offer many opportunities for our children.

As a science, technology, engineering and mathematics (STEM) school we are moving our children towards college and career readiness. Our STEM curriculum is Project Lead the Way and is aligned to the Next Generation Science Standards (NGSS). It is our goal to give students access to STEM education that will allow all children to enhance their knowledge of 21st century life skills.

This past year our students have won many awards at UC-Riverside, School Site Honors and our District Science Fair. This year we will introducing code.org to all students. Additionally, we will have parent trainings on the Core Standards and NGSS.

I want to personally thank you for helping your children and our community to be such a great success during our 2nd full year of school. We are honored to have you and your family as part of our community. Please remember that you are welcome to email me or contact the school at your convenience.

Sincerely,

Mina J. Blazy

## Gus Franklin, Jr. STEM Academy

### TEACHING STAFF

Transitional Kindergarten	Melanie Caven - 101		
Kindergarten	Luanne Bourque – 202	Amparo Castillo – 204	Pamela Green – 102
First Grade	Monica Cooper – 203	Mariah Esquer – 205	Lisa Sandberg – 201
Second Grade	Deidra Coleman – 208	Sherri Marcum – 206	Carolyn Talmadge – 207
Third Grade	Laura Davila – 303	Yesenia Hernandez – 302	Armida Ramirez – 305
Fourth Grade	Lyssa Bird – 404	Maria Hernandez – 403	Mona Sena – 401
Fifth Grade	Johanna De La Torre – 404	David Eberhardt – 407	Kathy Murphy – 406
K-5 Special Education	Robynne Chatten – 310	Valerie Moreno – 304	Sarah Ortega – 210
Carol Thomas – 409	<b>Speech</b> -Tiffany Espinoza	Psychologist - Jamie Ohashi	<b>OT</b> – Abby Parana
<b><u>Principal</u></b>	<b><u>Assistant Administrator</u></b>	<b><u>Secretary</u></b>	<b><u>Clerk</u></b>
Mrs. M. J. Blazy	Dora Juarez	Jo Dee Tate	Sonja Hernandez
		<b><u>Library</u></b>	<b><u>LVN - Nurse</u></b>
<b><u>Para Professionals</u></b>		Deanna Grimm	Sonya Perkins
Yenny Baena			
Angelica Culebro	<b><u>Proctors</u></b>	<b><u>Cafeteria</u></b>	<b><u>Maintenance</u></b>
Michelle George	Raquel Aquirre	Marisela Flores FSW II	Andre Holloway - Lead
Kelly Griffon	Yvette Bocanegra	Cecilia Lopez Cashier	Aaron Alcaraz
Brenda Gutierrez	Laurel Doss	Juanita Griggs FSW I	Scott Baudoin
Nicholle Harrison	Anallely Padilla	Madisson Klemish FSW I	
Erika Lopez		Tina Parma FSW I	
Martha Muniz			
Dezerie Nava			
Martha Nava			
Sonia Ramirez			
Cynthia Rodriguez			
Ramona Salgado		<b><u>ASES – Think Together</u></b>	
Alexandra Sherman		Coordinator- Matt Guest	

### Information about Project Lead the Way

Project Lead the Way (PLTW) is a comprehensive Science Technology Engineering and Mathematics curriculum where students will engage in real world activities.

Kindergarten	Structure and Function: Push and Pulls
First Grade	Light and Sound: Observing Earth, Sun, Moon and Stars
Second Grade	Materials Science: Properties of Matter & Form and Function
Third Grade	Stability and Motion: Science of Flight and Forces and Interaction
Fourth Grade	Energy: Collisions and Conversion
Fifth Grade	Robotics and Automation and Challenge

Throughout the school year students will engage in hands on learning experiences that will allow them to think critically. To learn more about this STEM initiative you may go to [www.pltw.org](http://www.pltw.org).

### Curriculum for English Language Arts and Mathematics:

English – Reading Wonders  
Mathematics – Go Math  
Common Core State Standards for California

This year the teachers selected two new curriculums for the children of the Adelanto School District. To learn more about the district’s academic services go to [www.aesd.net](http://www.aesd.net) and select Departments; from there select Academic Services and you will receive information about the curriculum along with the Common Core State Standards for California.

### ABSENCES

SB 727 Actual Attendance Accounting Effective July 1, 1998.

This Senate Bill excludes excused absences. Education Code #48260 specifies “Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse more than three (3) days or tardy in excess of thirty (30) minutes of each day or more than three (3) days in one school year is a truant and shall be reported to the attendance supervisor, the superintendent of the school district.” or to SARB (Student Attendance Review Board).

If your student is going to be absent it is the parent’s responsibility to call the school office to report and verify the absence. Absences need to be verified within three days of the student’s absence. You may call 760-530-7645. Please refer to the District Handbook regarding excused and unexcused absences. **STUDENTS WHO COME LATE AND/OR LEAVE EARLY MAY NOT BE ELIGIBLE TO RECEIVE A PERFECT ATTENDANCE AWARD FOR THE YEAR. STUDENT WITH EXCESSIVE ABSENCES, TARDIES AND WHO LEAVE SCHOOL EARLY WILL BE AT-RISK OF NOT RETURNING TO GUS FRANKLIN SCHOOL THE FOLLOWING YEAR. (Parent Choice Ed. Code 58500)**

### TARDINESS AND/OR LEAVING EARLY

We at Gus Franklin, Jr. School feel that it is important for a child to learn and grow as a well-rounded individual. We are, therefore, interested in all aspects of his/her education. We try to encourage good habits of punctuality as part of his/her good citizenship training. It is our policy for the teacher to contact parents by letter when children frequently arrive at school after the tardy bell rings (9:00) or leaves before dismissal (3:05).

### INDEPENDENT STUDY

In those situations where it appears a student will be out of school for absences other than illness, an Independent Study Program may be used. All Independent Study contracts have to cover a minimum of five (5) consecutive days. This service shall be authorized by the principal and classroom teacher and all forms for an Independent Study shall be utilized. The classroom teacher needs ample notice to put the contract and assignment log together (one day of preparation for each day of work assigned is appropriate). The child must return all the work assigned upon his first day back to school in order to receive credit for those days absent. **STUDENTS WHO GO OUT ON**

**INDEPENDENT STUDY WILL NOT BE ELIGIBLE TO RECEIVE A PERFECT ATTENDANCE TROPHY AT THE END OF THE YEAR.**

**REGISTRATION**

All registrations are being accepted at the Enrollment Center located at our district office at 11824 Air Expressway, Adelanto, CA 92301. Please complete the Gus Franklin, Jr. Interest form for all new students.

**Requirements For Entering Kindergarten:**

1. Legal birth certificate or equivalent (must be five years old on or before September 1st)
2. Record of immunization
3. Social Security Number
4. The district shall encourage parents/guardians to arrange for their children to obtain their health screening prior to or during their kindergarten year

**Requirements For Entering First Grade:**

1. Legal birth certificate or equivalent (must be six years old on or before December 2 of the current year)
2. Record of immunization
3. Certification of examination by a doctor

**ATTENDANCE**

It is state law and the responsibility of parents or guardians to see that their children attend school regularly in order to obtain the maximum benefit of public school education.

**Gus Franklin School hours are:**

- TK – 3rd . . . . . 9:00 – 3:14 (M,W,Th,F) (Tuesday) . . . . . 9:00 - 2:29
- 4<sup>th</sup>-5<sup>th</sup> . . . . . 9:00 - 3:19 (M,W,Th,F) (Tuesday) . . . . . 9:00 – 2:34

It is very important that children not be on the school grounds until 8:30 a.m. because there is no supervision for them until that time. A note from the school will always precede any variance of school days or hours of dismissal.

**CHANGE OF ADDRESS OR WORK LOCATION**

Parents/Students who move must report any change of address to the office immediately. If the student is moving out of the district and parents wish to keep their students at the Gus Franklin, Jr. STEM Academy School, they must get an inter-district agreement signed with the new school district. This is also applicable for students coming to the Gus Franklin, Jr. STEM Academy School from other High Desert districts. Bus transportation is only provided for students living within the Adelanto School District.

**DEPARTURE OF PUPILS FROM SCHOOL DURING THE SCHOOL DAY**

Parents who wish to take their children out of school during the school day should report to the office first. This is done to protect you and your child. Please do NOT ask to have your child called from class during the last **20 minutes of the school day.**

**PARKING LOT**

You may drop off and pick up your children off at the Northeast Gate. Transitional Kindergarten and Kindergarten pick up is located at the Northwest gate. **DO NOT** release your children in the parking lot without walking them to safety. You may drive up to the side walk and let your children walk on campus. At 3:35 pm all students will be walked to the office. Please call the office if you are having trouble picking up your child(ren) on time.

**TRANSFERS**

If a child is being transferred to another school, the parent must notify the school office as soon as possible. The office will initiate the paper work. All school books should be checked in to the teacher. Please clear all library books and any money owed to the cafeteria.

**EXEMPTIONS AND EXCUSES FROM PHYSICAL EDUCATION**

P.E. is a required class for all students. Parents who request children to be excluded from P.E. for medical reasons will need to provide written notification, if more than three days a Doctor’s note must be required.

## **DISASTER PREPAREDNESS**

If, in the event of an attack, earthquake, or other type of disaster, the school signal to assemble will be given over the public address system.

At the command of DUCK AND COVER, children crouch beneath a desk or table on their knees and elbows, covering the back of their necks with their hands, and facing away from the windows if possible. This is to be used as an immediate emergency measure only.

School personnel will remain at their posts until parents come to pick up their children at the assigned release gate. Gus Franklin School command post will be set up to release children to parents.

## **FIRE DRILLS**

Fire drills are required once a month by state law. The fire drill alarm rings outside of classes and is a series of short blasts. You are to walk, not run or shove, to the place assigned to your class. You are to stay at the assigned place until the principal gives the all clear signal.

## **VISITORS**

Even though Gus Franklin, Jr. School has a closed campus, we welcome all visitors. Visitors must come through the office and sign in/out. A note or phone call is not required when the child is picked up in person at the office. The office may request identification from the person picking up the child.

## **VOLUNTEERS**

All classroom volunteers must bring the following information into the school office: Completed volunteer information form (sheet, must be updated yearly), current T.B Test results (tests are good for a period of 4 years), attend a volunteer training yearly, fingerprints approved and a copy of your driver's license. Each volunteer must be approved by the District Board of Trustees prior to working in the classroom.

## **DISCIPLINE**

One of the major functions of the public schools is the preparation of youth for responsible citizenship. The school fosters a learning environment which reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

We, the Gus Franklin, Jr. School family, are proud of our school and thus pleased to present our views in this area. School discipline is very similar to home discipline in structure. There are adult authorities who have the right and the responsibility to direct, reward, and punish students. We believe that the best discipline is self-imposed and that each student should learn to assume responsibility for his/her own behavior and the consequences of his/her own actions.

The main goal in school is getting an education, and any person preventing another or himself, in achieving this goal is going to be disciplined. To learn, one must be able to listen, recite, share, and concentrate without interference. Any student, therefore, who disrupts the learning process, will be disciplined.

The following policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color, or sex. (Ed. Code 48900)

## **STUDENTS WHO HAVE CONTINUAL BEHAVIORIAL PROBLEMS WILL BE AT-RISK OF NOT RETURNING TO GUS FRANKLIN SCHOOL THE FOLLOWING YEAR.**

### **CELL PHONE, iPods, MP3 PLAYERS, ELECTRONIC GAMES, ETC.**

Students are allowed to carry cell phones on campus. They are to be turned off and placed in their backpack, NOT in a pants or jacket/coat pocket. Cell phones are for extreme emergencies, like in the case of a disaster, not to get homework, lunch money, permission slips, etc. The school and staff are not responsible for any cell phone that is lost, damaged or stolen. If a student feels they need to call home they may come to the office and ask permission. If a student is seen using their cell phone, for any reason, or has it out it will be confiscated. Parents will be required to come to the office to pick it up. Repeat offenses could result in a student having this privilege revoked for the rest of the school year. iPods, MP3 players, PSPs, cameras, and electronic games are **NOT ALLOWED ON CAMPUS**. The school and staff are not responsible if these are brought to school and they are lost, damaged, or stolen. Students who do bring them to school have the risk of them being taken away. Parents will be required to come to school to pick them up.

## **HALLWAYS**

1. Students will walk to classrooms, recess and lunch area at all times.
2. Discard or throw papers in the trash at the end of each hall.
3. Play on the playground and not in the hallways.
4. Do not bounce balls or jump rope in the hallways. Hold on to playground equipment (balls, jump ropes) until you reach the playground.
5. Take turns at the drinking fountain and don't push.

### **ASSEMBLIES**

1. Students enter and exit orderly and quietly.
2. Students will show appreciation with applause and refrain from inappropriate noise.

### **CAFETERIA AT LUNCH**

1. Walk, speak, and stand in line quietly.
2. Students may not exchange food (health dept. rule).
3. Throwing food or any object in the cafeteria is not allowed.
4. Students are expected to sit at pre-assigned tables.
5. Students will work together in keeping the cafeteria clean.
6. All food will be eaten in the cafeteria and must not be taken out.

### **PLAYGROUND**

1. All students will stay in their assigned areas.
2. Soccer, football, and baseball will be played only under the supervision of a teacher.
3. Basketballs, rubber balls, and volley balls are to be used on the black top only.
4. Balls are only to be bounced against the ball wall, and not the buildings.
5. "Keep Away" will be played only under the direct supervision of a teacher.
6. Any game requiring tackling or hard physical contact cannot be allowed for obvious safety reasons.
7. Bells mean to line up - As soon as the bell rings all students walk to their assigned area. No playing, bathroom or drinks after the bell.
8. Chin up bars should only be used for chin ups.
9. No running or playing tag while on the playground equipment.

### **PLAYGROUND APPARATUS**

1. Wear proper clothing - girls wear shorts under dresses when playing on apparatus.
2. Baseball bats are to be used on diamonds. Teacher supervision only.
3. No climbing on softball backstops.
4. No climbing on or over fences. If the ball goes over the fence, the proctor will retrieve the equipment during a safe time period.
5. Traffic on the horizontal ladder is to be in one direction.
6. Do not climb on the top of the horizontal ladder.
7. Children using any type of apparatus (horizontal bars, etc.) will take one turn only and then go to the end of the line.
8. No jumping out of the swings, twisting, swinging crooked, or standing on the swings will be allowed.
9. No "cherry drops". Keep your hands on the bars at all times.
10. Take turns. Remember to count at a normal pace to 30 on the swings.
11. No running up the slide.

### **Bus/Transportation Student Conduct**

Please be at the bus stop for drop off/pick up on time. If you are not at the stop for your kindergarten student the bus driver will have to bring him/her back to the school site if your kinder student does not have a release to walk home. We would like to make sure that children arrive home promptly. When bus drivers wait this makes other students late.

The state law (Section 14103 Title 5 C.A.C. "Authority of bus driver) reads: Pupils transported in a school bus shall be under the authority of, and responsible to the driver of the bus, and the driver shall be held

responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the District.

Students may receive a “bus ticket” for any of the following infractions:

1. Improper boarding/departing procedures
2. Bringing articles aboard bus of injurious or objectionable nature
3. Failure to remain seated
4. Refusing to obey the driver
5. Fighting/pushing/tripping
6. Hanging out of the window
7. Throwing objects in or out of the bus
8. Lighting matches/smoking on the bus
9. Spitting/littering
10. Unnecessary noise
11. Tampering with bus equipment
12. Rude, discourteous and annoying conduct
13. Destruction of property
14. Other behavior relating to safety, well-being and respect for others

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

The principal or designee of the school will notify the parent of any written bus citation. The following consequences shall be followed:

- 1st offense—warning and ticket home
- 2nd offense—3 day suspension from bus
- 3rd offense—5 day suspension from bus
- 4th offense—10 day suspension from bus
- 5th offense—bus privileges suspended for rest of school year

The principal may suspend immediately from the bus if the infraction is warranted.

The transportation office and the school office will keep copies of the citations on file with each incident.

Teachers will endeavor to familiarize pupils with the standards of conduct expected of them as passengers prior to their participation in trips.

It is the parent’s responsibility to contact the school office when a student is issued a “School Bus Incident Report”.

**SCHOOL BUS TRANSPORTATION IS A PRIVILEGE, NOT A RIGHT!**

**CARE OF SCHOOL PROPERTY**

The school will help the students learn respect of property and develop feelings of pride in their school. Each student shall be responsible for the proper care of school property and the school supplies and equipment entrusted to their use. Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage.

**DETENTION AFTER SCHOOL**



According to District Policy #3048.02, a pupil may be detained (at the close of the school day) for a maximum of one hour if parents or guardians have been notified. No notification would normally be needed if the length of detention is fifteen (15) minutes or less. In both instances parents will be notified for late parent pick up because of busing.

### **DRUG AWARENESS**

The school authorities recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole community.

For the purpose of this policy, "drug" shall mean:

1. All alcoholic beverages
2. Tobacco
3. Any prescription or drug except those for which permission to use in school has been granted. The school prohibits the use, possession or distribution of any drugs on school property, at the bus stop or on the bus at any time, or at any school sponsored event.

### **FIGHTING**

Fighting is strictly forbidden at school or walking to and from school. Fighting is an automatic suspension. Students should find acceptable ways to settle their problems and disagreements. Talking to teachers, the principal, or parents can often solve disputes. **Horseplay is not allowed** at school. Students may be suspended for play fighting.

When appropriate, state law permits school personnel to administer disciplinary measures with children who misbehave to and from school.

### **BITING**

Biting is forbidden at school. If a child bites, he/she will be suspended.

### **GUM**

Gum chewing and eating candy will not be allowed at school. Gum does not disintegrate on the playground and is difficult to pick up.

### **HAZING, ABUSE OF OTHER STUDENTS**

The abuse of students by other students is strictly forbidden. This includes humiliating, horseplay and pranks, physical abuse, verbal abuse, intimidation, gestures, etc.

### **SEXUAL HARASSMENT (Ed. Code 212)**

Prohibited sexual harassment includes, but is not limited to, verbal, visual or physical conduct of a sexual nature:

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Touching an individual's body or clothes in a sexual way
7. Cornering or blocking of normal movements
8. Displaying sexual suggestive objects in the educational/work environment.
9. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

### **MATERIALS NOT RELATED TO SCHOOL**

Any materials or articles not directly related to class work are not permitted at school. This includes MP3's, toys, electronic games, sports equipment, lighters, matches, knives, stuffed animals, etc. Lighters, matches and knives are suspendable items. Students who bring such items to school will have them confiscated and be subject to disciplinary actions. (Ed. Code 48900 for unsafe items)

### **OBSCENE AND VULGAR LANGUAGE**

Swearing, obscenity and vulgar language are prohibited. Many people are offended by such language, and it is not to be used at school or school functions. (Ed. Code 48900 for profane language)

## **PAINTING AND WRITING ON CLOTHES OR PERSON**

Students are not to write on their clothes or any other person. This includes tattoos, comments, or pictures.

## **RESTROOMS**

Restrooms are to be used for the purpose for which they were designed and built. Students who play in or deface bathrooms in any way will be subject to disciplinary action. Please communicate with your children that they should walk to the restroom, use the facility, wash their hands and then walk back to their classroom.

## **STEALING**

Any student, who steals or takes the money or property of another person, or the school, shall have consequences for their actions. This may result in suspension. (Ed. Code 48900)

## **DISCIPLINE NOTICES**

We are pleased that you have decided to send your child to the Gus Franklin, Jr. STEM Academy. Through Science Technology, Engineering and Mathematics (S.T.E.M) we strive to give your child a strong academic education and a real joy for learning. By providing a safe environment with consistent enforcement of rules, we can ensure that all children will have an equal opportunity to succeed. Please familiarize yourself and your child with our discipline contract. Together we can accomplish all these goals! In order to maintain an environment conducive to attaining the highest quality of education, there must exist certain policies relating to student conduct which delineates acceptable behavior and provides the basis of sound disciplinary practices within the school. Discipline notices may or may not be issued depending on the severity of the offense. The principal or principal's designee will make the final decision. The principal or principal's designee may follow the steps of the discipline policy or may suspend, depending on the severity of the offense. (Ed. Code 48900)

## **DISCIPLINE - MISCELLANEOUS**

1. Keep hands and feet to yourself
2. Keep feet on the floor in the restroom, use the facilities, wash hands and go back to class or recess.
3. School rules will be used for all games played on the school grounds (including before school, recesses, and lunch).
4. Students must be picked up after school or attend the After School Program

Each student signs a discipline commitment form, to be signed by the student, parent and principal. A form will be given to students by their teacher. There are steps in the discipline plan that students and parents must be aware of, and will be enforced school-wide.

## **STEPS**

1. Teacher warning.
2. Parent will receive a phone call
3. Student may miss recess or be sent home
4. Teacher/Parent conference.
5. Student referral to the principal possible further consequences
6. Parent will be asked to observe their child in the classroom
7. Parent/ Administration conference. ( if offense is egregious suspension may be adequate.

## **SUSPENSION AND EXPULSION**

Suspension shall be the temporary removal by the principal or principal's designee of a student from the regular school program, or removal from the classroom by a teacher for not more than the day of suspension and the day following, for any of the acts listed below. If a student is suspended before noon, he/she will be suspended for the rest of that school day. If he/she is suspended in the afternoon, the suspension will be for the following school day. The following offenses will result in suspension from school: (Ed. Code 48900)

1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any such object; or
3. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold,

delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant; or

4. Committed robbery or extortion. 48900 (a) - (e); or
5. Caused or attempted to cause damage to school property or private property; or
6. Stole or attempted to steal school property or private property; or
7. Possessed or used tobacco, except as provided in rules and regulations adopted by the governing board under Section 48901; or
8. Committed an obscene act or engaged in habitual profanity or vulgarity; or
9. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
10. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties (48900 (f) - (k).

The above acts must relate to school activities or attendance. The acts may take place at any time including, but not limited to, any of the following:

1. While on the school grounds
2. While going to or coming from the school bus.

### **EXPULSION**

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student.

### **NO EXCUSE Dress Policy**

All students shall follow the guidelines in the dress code. There will be no excuses for any students to come to school out of uniform. This would include: 1) clothes were dirty, 2) lost my uniform, and/or 3) my mom said it was okay. Please note the following steps may be taken if a student is out of uniform: asking parents to bring clothes to school before the student is allowed to go on campus and/or further disciplinary action if behavior continues. If you have any questions, please call the office.

If a student is not in dress code, we will allow the student to call home for a change of clothes. In the event the parent is not located, loaner clothes will be issued, however, they must be washed and returned.

### **Dress Code Violation Consequences:**

- **First Offense - Warning from any school staff member:** All violations will be reported to the office where the student will be counseled and a copy of the dress code will be sent home.
- **Second Offense -** The school will attempt to contact the parent and the student will be given two choices. If available, the student may change into borrowed clothing (clean clothing from our clothing closet) of a correct size and condition, or the parent may bring appropriate clothing to the school. If the parent or the student refuses to abide by the dress code, the child may be suspended. Borrowed clothing must be cleaned and returned to the school within one week.
- If you need to have loaner uniform clothing please contact the office.

### **HOMEWORK POLICY**

#### **KINDERGARTEN**

Kindergarten homework assignments are assigned by the teacher. Please check your child's backpack daily. When your child is not working on homework place the homework back in the backpack.

#### **FIRST GRADE**

First grade homework will promote academic growth and development. It will encourage family participation and/or independent work by students. Students may expect up to 20 minutes of homework per night, Monday through Thursday. Parents are encouraged to read with their children on a daily basis.

#### **SECOND GRADE**

Second grade homework will be designed to foster self-discipline and consistent study habits for growing responsibility.

Second grade students can expect up to five days of 30-45 minutes of daily homework. Teachers have the option of sending homework on a daily or weekly basis.

Homework may include writing, reading and mathematics, as well as work based on library books and language development. Please work with the teacher if you have questions.

#### **THIRD GRADE**

Homework in grade three will reinforce skills, encourage family participation and help to develop good study habits. Homework will be an extension of work assigned during the school day; therefore, the students should understand how to complete it. Assignments may include occasional special projects, such as a science fair project. Homework is given Monday through Thursday evenings, usually two subjects per evening. Parents need to ensure homework is complete, check their child's work, and make sure it is brought to school each morning. Students must complete missed homework and all work missed due to absence.

#### **FOURTH GRADE**

Fourth grade students can expect twenty to sixty minutes of homework most nights. Homework develops a sense of responsibility. Homework may count toward subject grades, will reflect current curriculum, reinforce skills already learned, and be an extension of the required daily class work.

Parents are encouraged to provide an environment where students can do homework without distractions. Parents need to check with their child to ensure that all homework is completed and returned to the teacher. It is the student's responsibility to turn in all assigned work.

All unfinished class work must be completed for homework unless otherwise indicated by the instructor.

#### **FIFTH GRADE**

Fifth grade homework will take approximately 45 to 60 minutes a day. Its purpose is to reinforce class work and to help develop a sense of responsibility. All unfinished class work must be completed for homework. Parents should ensure that students complete homework assignments.

**READING** It is important that all students read or be read to at least 20-60 minutes a night. The more students read the more their vocabulary increases. Students who read have a more successful school experience.

#### **HOMEWORK GUIDELINES FOR STUDENTS**

1. The student should listen carefully to all homework directions and explanations and ask questions if assignments are unclear.
2. Students should budget time wisely.
3. Students should begin assignments promptly and turn them in when they are due.
4. Students should strive for the best results and take the initiative for making up missed work.
5. Teachers may have webpages on the school site or you may email or call your child's teacher with questions

#### **HOMEWORK GUIDELINES FOR PARENTS**

1. Show interest in student's homework.
2. Encourage the student, but insist the student do his/her own work.
3. Provide a place for study free from distraction and if possible reserved for the student alone.
4. Check to see that homework is completed.
5. Keep in touch with your child's teacher and school through class visits, and participating in school activities.

#### **HOW TO BE A SUCCESSFUL STUDENT**

1. Every day have an organized notebook, paper, pencils and erasers.
2. Get your assignments straight and clearly in mind before starting. Learn to follow directions carefully.
3. Concentrate on your work and do your work independently.
4. Go over your work for mistakes.
5. Be neat in all your written and project work.
6. Turn in all assignments on time.
7. Expect and arrange to make up work missed while absent. It is the student's responsibility to do this as soon as he/she returns to class.
8. Be sure to meet all of the requirements of your class for a passing grade.
9. Do your best at all times.
10. Be on time to school

#### **LOST BOOKS**

If you lose a book, follow this procedure:

1. Report your loss to your teacher at once.
2. Check your classroom.
3. Check your home.
4. Check the lost and found in the office.
5. Lost school-owned items must be paid for as soon as they are lost.

6. Pay for your lost textbooks and your lost library books in the library. If the book is found later, your money will be refunded when you return the book with your receipt.

## **MONEY AND VALUABLES**

Never bring valuables to school if not absolutely necessary. Borrowing, loaning, or paying back money in any amount will not be allowed at school.

## **REPORT CARDS**

Trimester- Report cards are issued for kindergarten through sixth grade, three times a year (November, March and June). Kindergarten students receive an academic grade as well as a social development grade. Grades first through sixth receive an academic grade as well as an effort grade.

## **GUS FRANKLIN STEM Academy CAFETERIA BREAKFAST/dap PROGRAM**

The Adelanto School District takes part in the National School Lunch and School Breakfast Programs. Meals are served every school day. Breakfast is served starting at 8:30 a.m. in the MPR and lunch times are assigned by **classroom in the MPR/Cafeteria. Students who bring their lunch from home may buy milk for \$ .35, soy milk for \$ .75, or water for \$ 1.00; lunch is \$2.56 and breakfast is \$1.75. Adults may purchase lunch for \$4.00 or double entre is \$5.00 or breakfast for \$2.25; reduced breakfast \$0.35 and reduced lunch \$0.40**

- Eating in the cafeteria is to be done in a quiet and orderly manner.
- Each student is responsible for keeping his/her area clean.
- At no time shall food be eaten in the corridors or on the playground.
- Persistent bad manners in the lunch room may result in the child receiving a discipline notice.

If you have any questions regarding the lunch/breakfast program please contact Child Nutrition Services at (760) 246-4912.

School starts promptly at 9:00 am. If you would like your child(ren) to have breakfast please arrive between 8:30 -

## **GUS FRANKLIN STEM ACADEMY LIBRARY/MEDIA CENTER**

The Gus Franklin, Jr. STEM Academy library/media center is open to all students. The students come once a week with their teacher. This time is divided between the library and computers. All students, K-6, have a chance to go to a computer, and have time in the library section.

When in the computer lab or on laptops, students will be instructed on how to use the various programs. Students are encouraged to ask question and explore only with teacher direction. There are also programs that pertain to math, reading, social studies, high levels of thinking, and typing. The computers may also be used for research.

*All students must have a signed permission slip (authorized use) for internet access before they are allowed to use the internet. See district parent handbook*

During their time on the library side, the primary students will first have a story time. The students will pick an individual book to check out and take back to class/home to read.

Upper grade students do not have story time. This time is used for instruction in library skills on how to locate books, use of the card catalog, and research. At times upper grade students check out two books; one for research, and the other for pleasure reading.

Any videos shown in the library are based on educational material or on a book(s) or author that can be found in our library.

All students have time to browse, read books or magazines, and do research work. They are encouraged to use the library when classes are not scheduled or if they need extra help.

Parent permission slips are sent home with each child. These must be signed by the parent or guardian before a student may check out a book. Parents have the option of allowing or not allowing books to be checked out. As required by the Adelanto School District any material that is lost or damaged must be paid for by the student.

## **SCHOOL SITE COUNCIL**

The Gus Franklin, Jr. STEM Academy Site council for the School Based Coordinated Program (formerly known as the School Improvement Program (SIP)) was organized during the winter of 1985 to write plans for school improvement and approved purchases for materials and equipment with state funds earmarked for school improvement. The council is made up of five parents, three teachers, and a school employee elected from their respective groups. The principal serves as the twelfth voting member.

## **HEALTH SERVICES**

The district nurse is qualified by a valid certification of registration issued by the Board of Nurse Examiners of the State of California. The district nurse is a certificated employee in the school district who travels to each school on a regular and emergency basis. She is responsible for organizing school health services that comply with the state, district and school state laws. The health status of each student is evaluated on registration or enrollment in school. The legal registration card is a critical indicator of health problems that the school staff needs to know for the health and safety of a student when a crisis arises. It is important to notify the school office of any changes on the legal registration card. The cumulative health records are reviewed to identify students with health needs. Individual student assessments are done by the district nurse as problems are identified by the school staff. Reports are made to the parent or legal guardian as indicated.

Vision screening is mandated by state law for the kindergarten, second grade, fifth grade and other students referred by the school staff. Hearing screening is mandated by state law for second grade, fifth grade and other students referred by the school staff. When vision or hearing discrepancies are noted, a report is made to the parents or guardian to take action to correct the problem. Prevention and control of communicable diseases are required by law. The students are required to complete immunizations for Polio, Diphtheria, Pertussis, Tetanus, Measles, Mumps, Rubella, Hepatitis B (3 doses or 2 doses if documented) and Varicella (it must be documented on the child's immunization records, by a physician if the student has had Varicella (Chicken Pox)). All school district personnel, certificated and classified, have tests to determine that he or she is free of active Tuberculosis test. Volunteer parents must show proof of a negative Tuberculosis test. Tdap (Whooping Cough) is required by all entering 7<sup>th</sup> graders before starting on the first day of school.

Emergency care to minimize the effects of accidents and illness in the school is provided by staff members. California Education Code Section 11709 states that no school district "...treating any child enrolled in any school....shall be held liable for reasonable treatment of the child without consent of parent or guardian."

If any student is required to take medication during the regular school day, a parent or guardian must bring a labeled prescription bottle and a signed consent form into the health office in order for designated school personnel to administer the medicine. **PARENT OR GUARDIAN MUST HAND CARRY MEDICATION TO SCHOOL. CHILDREN ARE NOT ALLOWED TO CARRY ANY MEDICATION TO SCHOOL (INCLUDING COUGH DROPS).**

Please make plans for teachers to take medication on field trips for students that have asthma, allergies or special medication needs. The district nurse or teacher may report to the student's physician with parental approval. Medicine must be picked up at the end of the school year or it will be destroyed properly.

### **STUDENT INSURANCE**

Student accident insurance information will be sent home with the students. The school is not responsible for expenses incurred with transportation or medical treatment for a student injured at school. On July, 1998, California's new Healthy Families Program joined forces with Medi-Cal for children to provide low-cost and no-cost comprehensive health care coverage for low-income and uninsured children under 19 years of age. For more information on this new program you may call 1-888-747-1222.

### **L.S.H. (LANGUAGE, SPEECH, HEARING) SERVICES**

Language, speech and hearing services are available to qualifying students residing in the district who have communication difficulties. These students are usually referred by their teacher or parents. Students are seen on a weekly basis throughout the school district. Some of them are seen individually; most are seen in small groups of two or three for thirty-minute sessions.

The major communication disorders include articulation, language, stuttering, voice and hearing difficulties. Articulation is the manner in which speech sounds are produced. The child may substitute one sound for another or omit the sound. Many articulation errors self-correct as the child gets older. If the problem is in language, the child may not follow directions well or may not be able to convey information to the listener. Stuttering is choppy speech that is due to hesitations, sound repetitions or unnecessary blocks when speaking. If the child has a harsh and raspy voice that continues on for months, he or she may have a voice disorder. A hearing disability is impairment in the function of the ear, the nerves which send the messages to the brain, or the brain itself, which affect the way sound is processed. The disability may range from a slight loss to almost a total loss.

### **SPECIAL SERVICES – Student Study Team (SST)**

The Student Study Team is designed to assist students who are having academic, behavioral or social difficulty. Usually, the classroom teacher brings the student's case to a Student Study Team meeting. The Student Study Team is made up of the parent, teacher, administrator, and other staff or people who may have knowledge

applicable to the student's progress. The Student Study Team meets to review and generate ideas on ways to assist the student.

Time is allotted between at least two Student Study Team meetings for implementation of the findings of the team. If, after two Student Study Team meetings, progress is still not being made, the student may be referred to the district for more extensive testing and evaluation to determine if the student may have a learning disability.

If it is determined by the district testing that there is a significant discrepancy between the student's ability and achievement, or the student is not responding to the RTI model, not due to language or cultural factors, the team will meet again to determine the most appropriate placement for the student.

Students who qualify for the Specialized Academic Instruction Program may be assisted daily by the Student Study Team. The goal of Student Study Team is to boost the student's achievement and get the student to work at grade level and be fully immersed again in the regular classroom.

### **PSYCHOLOGICAL SERVICES/SPECIAL EDUCATION SERVICES**

Pupil Services provides resources for the Adelanto School District in the areas of consultation, evaluation and special education services. At the present time the department serves the children in the following manner: learning handicapped, specialized academic instruction, communicatively handicapped special day classes and severely handicapped special day classes. Speech/language/hearing services and nursing services are also available within the school district. Counseling services are available through Victor Valley Mental Health, 12625 Hesperia Road, Victorville, California, 92392, (760) 956-1777; Following the Student Success Team (SST) process, children who are referred are evaluated and, upon meeting the requirements for placement, are placed in the least restrictive environment following a meeting of the IEP (Individualized Education Program) team, an individual education plan is prepared for him/her at that time. Parents, classroom teachers, special education teachers and support services all work closely to provide a learning environment to meet the needs of these children.

### **STUDENT ACTIVITIES**

#### **WRITING FAIR (YOUNG AUTHOR'S CONFERENCE)**

In the Spring, Gus Franklin, Jr. STEM Academy will have a Writing Fair. Winners at the school level will be submitted to the high Desert Young Author's Conference, which publishes students' books.

#### **SCIENCE FAIR**

A Gus Franklin, Jr. STEM Academy Science Fair will also be held. Winners of the school competition will go on to the district competition. Winners at the district level will go on to the San Bernardino/Riverside County Science Fair.

#### **AWARDS**

Three times (trimester) a year we will have awards for our students. The awards include, but are not limited to, perfect attendance, honor roll, principals honor roll, reading goals, character counts awards and much more.

#### **PTO**

The Gus Franklin, Jr. STEM Academy Parent Teacher Organization (PTO) sponsors many activities that make our school a fun place to grow and learn. The PTO is a group of concerned, hardworking parents, school employees and teachers. Each year they sponsor a variety of school activities and fund raisers. Proceeds from the fund raisers provide activities, prizes and treats for students and staff. All parents are encouraged to join the PTO and participate in it.

#### **BACK TO SCHOOL NIGHT**

The Gus Franklin, Jr. STEM Academy Staff welcomes parents for Back to School Night. Back to School Night affords an opportunity for parents to meet teachers, learn about student's class requirements and become acquainted with the school.

#### **STEM Night**

An opportunity for you and your family to engage in Science, Technology Engineering and mathematics hands on activities.

**FIELD DAY**

During the last week of school, a day is set aside and Gus Franklin, Jr. STEM Academy students participate in running, jumping and other fun and interesting athletic events.

**Character Counts:**

**I Pledge to be a kid for character  
I will be worthy of trust.  
I will be respectful and responsible,  
Doing what I must.  
I will always act with fairness.  
I will show that I care.  
I will be a good citizen,  
and always do my share.**

**Gus Franklin, Jr. STEM Academy**

**Parent/Student Contract**

Successful academic scholars is the benchmark at Gus Franklin, Jr. STEM Academy. To ensure our program of continued excellence parents and students must sign that they agree to the following:

**The Franklin Falcon Students will:**



1. Walk single file down the middle
2. Get where you need to go quickly and promptly
3. Follow adult directions
4. Have a pass
5. Watch where you are going
6. Walk behind the person in front of you
7. Respect personal space & property
8. Stay quiet in the hallway
9. Take charge of your belongings

### **Parents will:**

1. Participate in the parent volunteer program at Gus Franklin, Jr STEM Academy. Parents are expected to volunteer between 1-2 hours a month either in the classroom or at school. Volunteering can be done in different ways: spending time in your child's class and helping, making copies, cutting and pasting materials, laminating, etc., joining the PTO and attending general membership meetings, attending conferences, orientation and back to school night, helping at PTO sponsored events and school performances.
2. Attend all conferences and meetings scheduled by the teacher to address their student's educational needs.
3. Support the school-wide behavior and attendance requirements. Students will act in a responsible manner and be in school on time, every day, all day.
4. Agree to follow the guidelines of the school uniform policy.
5. Participate in all school performances during and outside the school day.
6. Student with excessive absences, tardiness and/or who leave school early will be at-risk of NOT returning to Gus Franklin, Jr. STEM Academy the following year. At 10 days or more without make up days you may receive a letter at the end of the year asking your child to return to their resident school.
7. Take advantage of Saturday School; for one day absence will be made up per Saturday school attendance

***Contracts will be reviewed annually and conditions must be met before a student is invited back the following year. I understand that, as a student or as a parent, I must fulfill the above obligations to remain at The Gus Franklin, Jr. STEM Academy School Site.***



Gus Franklin, Jr. STEM Academy  
13215 Hopland Street, Victorville, CA 92392  
760-530-7640

*Our Mission as a professional learning community is to involve all stakeholders in guiding students to think deeply about world concepts and work towards mastery of integrating reading, writing and speaking in all academic areas.*

We S.O.A.R to the top; we conduct ourselves in a safe, respectable and responsible manner to ensure life-long academic and social success. **S**afety First, **O**utstanding Conduct, **A**ccountability, and **R**espect

## **SCHOOL- FAMILY COMPACT**

It is important that families and schools work together to help students achieve high academic standards. Through a process that includes teachers, families, students and community representatives. The following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

### **Student Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff and families.
- Student Goal: (Developed by Student, Teacher and Parent)

### **Family/ Parent Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day.
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students and families.
- Family/ Parent Support Plan:

### **Teacher Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Provide high-quality curriculum and instruction.
- Have high expectations and motivate my students to learn.
- Communicate regularly with families about student progress.
- Provide a pleasant, safe and nurturing learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning,
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- Respect the school, students, staff and families.

Gus Franklin STEM Academy 2016-2017

Parent and Student Handbook  
Parent/Guardian Affirmation

I understand that a high quality education can only occur when there is a strong partnership between parents and the school. I have reviewed and understand the terms in this Parent Student Handbook, and have directed any questions to my child's school or appropriate district department.

I have read and agree to the following:

	Student Initials	<u>Parent Initials</u>
School Uniform/Dress Code Policy	_____	_____
School Attendance Policy	_____	_____
School Discipline Procedures	_____	_____
Parent/Student Contract	_____	_____
School Family Compact	_____	_____

Student \_\_\_\_\_

School: Gus Franklin STEM Academy

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:**

**STUDENTS WHO COME LATE AND/OR LEAVE EARLY MAY NOT BE ABLE TO RECEIVE A PERFECT ATTENDANCE AWARD FOR THE YEAR. (principal's discretion)**

**STUDENT WITH EXCESSIVE ABSENCES, TARDIES AND WHO LEAVE SCHOOL EARLY WILL BE AT-RISK OF NOT RETURNING TO GUS FRANKLIN SCHOOL THE FOLLOWING YEAR.**

**STUDENTS WITH EXCESSIVE NEGATIVE BEHAVIORIAL ISSUES WILL BE AT-RISK OF NOT RETURNING TO GUS FRANKLIN, JR. SCHOOL THE FOLLOWING YEAR.**

**TO RECEIVE A PERFECT ATTENDANCE AWARDS STUDENTS MUST ATTEND SCHOOL ON TIME EVERY DAY AND STAY ALL DAY, NO EARLH PICK UP, NO LATE PICK UP.**

**STUDENTS WHO GO OUT ON INDEPENDENT STUDY WILL NOT BE ELIGIBLE TO RECEIVE A PERFECT ATTENDANCE AWARD AT THE END OF THE YEAR.**

Thank you for your time in reviewing this document and for being a partner in your child's education. Please sign and return this page to your child's teacher right away.

