

Washington Elementary S.T.E.A.M Magnet



2021- 22

Parent – Student Handbook

School Hours

Monday, Tuesday, Thursday, Friday: 8:10 A.M. – 2:35 P.M

Wednesday: 8:10 A.M. – 12:25 P.M.

Gates Open at 8:10 A.M.

Office Hours

Monday, Tuesday, Thursday, Friday: 7:50 A.M – 3:00 P.M.

Wednesday: 7:50 A.M - 1:00 P.M.

Principal: Juan Núñez

**SAN DIEGO UNIFIED SCHOOL DISTRICT
WASHINGTON STEAM MAGNET**

PLEASE NOTE:

STUDENTS SHOULD NOT ARRIVE BEFORE 8:10 A.M. OR REMAIN ON CAMPUS AFTER 2:35 P.M. THERE IS NO SUPERVISION ON SCHOOL GROUNDS BEYOND THESE TIMES. YOU ARE RESPONSIBLE FOR YOUR CHILD'S SAFETY AND WELFARE BEFORE AND AFTER OFFICIAL SCHOOL HOURS. DO NOT LEAVE YOUR CHILD UNATTENDED ON SCHOOL GROUNDS PRIOR TO 8:10 A.M. AND/OR AFTER 2:35 P.M. CHILDREN WILL NOT BE ALLOWED TO PLAY IN THE MORNING AS THERE IS NO SUPERVISION.. WE ASK THAT FOR YOUR CHILD'S SAFETY, YOU DO NOT LEAVE HIM/HER UNATTENDED WHEN SCHOOL GROUNDS ARE NOT OFFICIALLY OPEN TO STUDENTS. THANK YOU.



SCHOOL ATTENDANCE



ABSENCE POLICY

Under California law (Education Code Section 48200), all children between the ages of six and eighteen are required to be enrolled and in regular attendance at school unless exempt by other provisions of the Education Code or unless excluded, expelled, suspended, or graduated.

Parents should encourage their child's attendance and **call the school office (619-344-6300) by 8:30 a.m. if the student must be absent.** If an absence is not cleared, it will be considered unexcused (truant). The only absences that are considered excused are those due to illness, medical appointments, or a death in the family. We ask parents/guardians to please make future appointments after school hours if possible. If not possible, please schedule appointments so your child can come in at least a half-day of school. As part of school policy, excessive scheduled appointments during school days will require a doctor's note.

Under Education Code Section 48260, any student who is absent from school without valid excuse for three full days in a school year, or is tardy or absent without a valid excuse in excess of 30 minutes on each of three occasions in one school year is considered truant.

Children are expected to make up school assignments missed during an absence. If a child is going to be absent **five or more days** for personal reasons, the parent should request an "Independent Study Contract" from the child's teacher. This short-term contract allows children to complete academic requirements during an absence from school. **This contract should be completed two weeks in advance of the absence.** These contracts are meant to be "short term contracts" and are not a substitute for regular school attendance and cannot be honored as "classroom time" counting toward graduation requirements. All contracts must be approved by the administrator before implementation.



TARDY POLICY

At Washington Elementary, we teach the importance of being on time every day. Children arriving after 8:15 a.m. are considered tardy. When a student enters a classroom late, he/she disrupts the instruction for other children and has a difficult time catching up on directions and assignments.

If your child is late to school, please stop by the office for a tardy slip before going to the classroom, otherwise your student might be marked absent instead of being tardy.

Please be aware that parents/guardians will be informed of excessive truancy or tardiness via a district letter.



DISTRICT/SCHOOL WEBSITE

There is a wealth of information available to parents on the San Diego Unified School District website, www.sandi.net. Here you may access the latest school district news, find directions to any school, read about specific school policies and procedures, and much more.

ENROLLMENT CARDS

Each child must have an “Emergency Card” on file in the office. This card identifies other adults whom you authorize to be contacted in case of emergency when you are not available and who may pick up your child from school. This includes normal pick-up days in addition to any disaster situation. Your child **will not** be allowed to leave school with anyone other than you — the parent/legal guardian — unless you have listed another person on the Enrollment Card. This release may be changed and updated by the parent/legal guardian at any time during the school year.

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OFFICE COMMUNICATION

If you would like to schedule a meeting with the school's administration, contact the school office for an appointment with the principal, Juan Nunez.

Email: jnunez1@sandi.net



Office Hours

Monday, Tuesday, Thursday Fridays

7:50 a.m. - 3:00 p.m.

Wednesdays

7:50 a.m. - 1:00 p.m.



TEACHER COMMUNICATION

If you would like to schedule a conference with a teacher, email your child's teacher. If you need to bring something for your child, please leave the item(s) in the school office. The office will then contact the teacher.

For security reasons, always check in and out at the school office when entering and leaving the school.



IMMUNIZATION RECORDS

No Shots, No School

That's the rule for any pupil entering school in California. Current law requires all students to be immunized against diphtheria, whooping cough, red measles, tetanus, polio, mumps, and German measles prior to entering any classroom. Kindergartners entering school must also have Hepatitis B and varicella vaccines. Students of any grade entering Washington Elementary from outside the state of California must also have been immunized against varicella or provide documentation of having had the disease on their immunization record. Children entering first grade must show evidence that they have received a complete health assessment within 18 months prior to entry into the first grade. Pupils may be exempted from these rules for medical reasons. In these cases, a physician's statement or a waiver is required.



MEDICATIONS GIVEN AT SCHOOL

All medication administered during school hours must be in the original prescription container. An *"Authorization for Administering Medication"* form completed and signed by the physician, and with parent signature, must be on file in the nurse's office. Parents can pick up these forms from the Washington Elementary Office. If you have any questions, please call the office at (619) 344-6300.



SNACKS

Children are allowed to bring **healthy** snacks for recess. Please do not send gum, chips, cookies, Cheetos, candy, sports drinks such as Gatorade, or sodas for snacks. Children will not be permitted to consume these products during school hours. These items will be confiscated as they have high sugar content or are otherwise unhealthy. A healthy option will be substituted.

Please be aware that many pre-packaged lunches and snack packs often contain candy in one or more of the sections. If your child brings a pre-packaged lunch or snack box to school with candy in it, the candy will be confiscated and held until the end of the day. If a child is caught consuming unhealthy snack items, candy or high sugary drinks they will be asked to throw it away or they will be confiscated and given back at the end of the day. Items not picked up by parents at the end of the day will get thrown away.

We also require that any snack item not originating at the school not be shared among other students. There are several reasons for this: Some children have allergies that need close monitoring. The safety of items prepared off site can't be vouched for by the staff. It also tends to cause competitions and conflicts between students.

LUNCHES



Breakfast and lunch will be free of charge for all children attending Washington Elementary School this year. Application for Free & Reduced-Price meals will not be needed

If you prefer to send a lunch from home with your child, please clearly mark your child's name on any lunch box, lunch bag or thermos he/she brings to school. We do not sell soda to children. Please do not send sodas to school with your child's lunch. Sodas will be replaced with milk or water.

Due to personnel issues and food regulations our staff will not be permitted to re-heat, mix, or prepare foods brought from home. Please keep this in mind when sending lunches from home.

If your child requires a special diet provided daily by the school cafeteria, a prescription written in English by a U.S. licensed physician indicating the medical necessity must be sent to San Diego Unified. To request a milk substitution due to a medical or other special dietary need, a parent or guardian can complete the "parental request for a fluid milk substitution for school-age children" form (provided below). Please note this form is not intended to accommodate students who drink fluid milk substitutions such as soy milk due to taste preference.

PARENT INVOLVEMENT



Schools do their best job educating children when they have the parents as their partners. Parents who take an interest in the education of their children can have a strong, positive influence on their children's success in school. Some of the many ways for you to be involved at Washington Elementary are:

- Attend Family Fridays and Coffee with the Principal (First Friday of every month from 8:15-9:00 a.m.)
- Assist with fundraisers and special projects.
- Share your career and/or talents within the classroom.
- Be part of the School Site Council and School Governance Team.
- Be part of the English Learner Advisory Committee
- Volunteer in the classroom



PARENT VOLUNTEER OPPORTUNITIES

If you are interested in volunteering, please make sure you see the volunteer coordinator in the main office ASAP to pick up a volunteer packet. Here are just a few events volunteers can participate in: Back to School Night, Family Fridays, 5th Grade Activities, Fall and Winter Carnivals, Awards Assemblies, holiday performances, and/or assisting teachers and students in classrooms.

SCHOOL SITE COUNCIL/SITE GOVERNANCE TEAM

Two important organizations at Washington Elementary are the School Site Council (SSC), and the Site Governance Team (SGT). The meetings are open to everyone at all times.

The SSC is an elected group of parents and staff whose main function is to help with planning, implementing, and evaluating Washington's special programs and funding. The S.S.C. meets the third Tuesday of each month beginning at 2:45 p.m. Occasionally, meetings are held prior to the scheduled meetings due to budget approvals or deadlines.

The Site Governance Team is a decision-making board that monitors Washington's goals and oversees its numerous school committees. Parents and staff are elected to serve every two years. Meetings will be held every second Tuesday of the month at 2:45pm.

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**WASHINGTON ELEMENTARY FOUNDATION
FRIENDS OF WASHINGTON ELEMENTARY FOUNDATION**

The Washington Foundation was founded in 2007, and raises funds and accepts donations for special events throughout the year. The money is used for all services and items not permissible through federal and state funding sources. This has included: student awards, (the monthly awards assemblies), supplies for special science and engineering projects, the garden, and salaries and expenses for the Dance, Spanish, Italian and Art Programs and after school clubs at the school.

The Foundation meets the first Thursday of every month at 4:00pm. If you are interested in becoming a part of the Foundation please contact the office. Please consider helping to support our STEAM focus at Washington by giving generously.



HOMEWORK POLICY

The homework policy adopted by the Board of Education requires that homework be assigned to all students every day. The policy encourages parents to take an interest in their student's homework and help by providing conditions in the home that are conducive to studying.

Completing homework and handing it in on time are **THE RESPONSIBILITIES OF THE STUDENT.** Homework activities also provide a good opportunity for parents to take an interest in their child's school work, and to give support and encouragement.

Assigned homework amounts will be gradually increased from a few minutes each day in the early grades to an average of 40 minutes to one-and-a-half hours in the upper grades. Teachers understand that students also have other important interests and responsibilities outside the classroom that contribute to learning and growth. Teachers also know that children need time to play. Therefore, they do not assign more homework than they think students will be able to complete and still have time for these other activities. If you have concerns about homework please consult your child's teacher.

Parent Homework Pledge

- 1) I will provide a quiet place where my child can work.
- 2) I will check that all homework assignments are completed each night.
- 3) I will remember that homework is my child's work—not mine.
- 4) I will ask about what happened in school each day.
- 5) I will encourage my child to use the local public library regularly.
- 6) I will see that there are always books and newspapers in my house.
- 7) I will provide activities and trips that relate to school work.

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GRADE LEVEL GUIDELINES

GRADE	READING	WRITING	MATH
KINDERGARTEN	PACKET WILL GO HOME EVERY MONDAY AND BE RETURNED EVERY MONDAY INCLUDING THE EXPECTATION THAT YOUR CHILD WILL READ FROM THEIR INDEPENDENT BOOK BAG ONE SELECTION PER DAY AND DO ONE MATH SHEET AND ONE PHONICS OR WRITING SHEET.		
FIRST	READING ONE INDEPENDENT READING SELECTION, CHAPTER OR TITLE DAILY	WRITING 2-3 JOURNAL ENTRIES PER WEEK BASED ON TEACHER PROMPTS OR QUESTIONS	DAILY MATH SHEET BASED ON CURRENT LESSON OR MATERIAL PREVIOUSLY TAUGHT
SECOND	READING ONE INDEPENDENT READING SELECTION, CHAPTER OR TITLE DAILY	DAILY WRITING OF 1-2 PARAGRAPHS ON TEACHER PROVIDED PROMPTS OR QUESTIONS.	DAILY MATH SHEET BASED ON CURRENT LESSON OR MATERIAL PREVIOUSLY TAUGHT
THIRD	READING ONE INDEPENDENT READING SELECTION, CHAPTER OR TITLE DAILY	DAILY WRITING OF 3 PARAGRAPHS (ONE FULL PAGE) ON TEACHER PROVIDED PROMPTS OR QUESTIONS.	DAILY MATH SHEET BASED ON CURRENT LESSON OR MATERIAL PREVIOUSLY TAUGHT
FOURTH	READING ONE INDEPENDENT READING SELECTION, CHAPTER OR TITLE DAILY	DAILY WRITING OF 4 PARAGRAPHS (MINIMUM 5 SENTENCES EACH) ON TEACHER PROVIDED PROMPTS OR QUESTIONS.	DAILY MATH SHEET BASED ON CURRENT LESSON OR MATERIAL PREVIOUSLY TAUGHT
FIFTH	READING ONE INDEPENDENT READING SELECTION, CHAPTER OR TITLE DAILY	DAILY WRITING OF 5 PARAGRAPHS (MINIMUM 6-7 SENTENCES EACH) ON TEACHER PROVIDED PROMPTS OR QUESTIONS.	DAILY MATH SHEET BASED ON CURRENT LESSON OR MATERIAL PREVIOUSLY TAUGHT

SCHOOL SAFETY

PEDESTRIANS

Students walking to and from school should always use our front gate on State Street. Children walking must always cross at the crosswalk! Be cautious when crossing the streets in front of the school. We do not always have supervision for this area and cars are not always aware that the school is nearby.

Vehicle: Before and After School Drop-off & Pick-up:

All children for drop-off and pick up in a vehicle must use the south gate on Date St. by the dog park to go through the drop-off and pick-up area.

SKATEBOARDS, INLINE SKATES, AND SCOOTERS

Under NO condition may students ride skateboards, inline skates, or scooters on school grounds. These items will be confiscated and held in the office until the parent/guardian picks them up. Please help us enforce this important rule.

BUS PROCEDURES FOR FIELD TRIPS

Only authorized employees of the School District and parents and guardians, approved by the office as student supervisors, may accompany children on school bus trips. Children on field trips are the responsibility of the School District personnel and may not be early unless processed first through the office. Teachers who release a child from a field trip must receive a permit to leave grounds form from the office.

Each student riding the bus is expected to obey the following rules for safety:

- 1) Enter and leave the bus in an orderly manner in a single file.
- 2) Remain seated at all times and keep your head and other parts of the body inside the bus.
- 3) Avoid loud conversations and singing.
- 4) Ask the driver's permission before opening the windows.
- 5) Do not eat on the bus.
- 6) Follow any additional directions given by the bus driver or aide.

Students will be disciplined for disobeying bus rules based on the same standards as misconduct on campus. **Malicious damage to the bus or persistent infraction of rules will result in a school suspension and the prohibition of bus transportation during field trips.**

STUDENT DRESS CODE

Uniform Policy

The Washington Elementary school uniform colors are solid navy blue and solid white, no lettering, patterns or stripes.

The Washington Elementary dress code was developed by parents and teachers to promote safety and create an environment for learning. Contact Alejandra Sosa in the office if you desire to opt out of our uniform policy.

DRESS PROHIBITIONS:

1. Shorts & skirts must be just at the knee--use leggings if shorter than knee length.
2. Off-shoulder tops, crop tops, or spaghetti-strap tops.
3. Clothing that is gang-related,
4. Tee-shirts with drug, alcohol, or graphic violence depicted as pictures, slogans, or inappropriate statements.
5. Cut-out tee-shirts revealing bare skin.
6. Long necklaces, dangling bracelets, large hoop or dangling earrings.
7. Shoes with heels, heels or sandals or open toed shoes, incompatible with or unsafe for physical education.
8. Make-up.
9. Hair coloring in unnatural shades or colors.
10. Hats worn in the classroom or indoors.
11. Sagging pants. (If we can see your boxers, they're too loose!) Pant hems cannot touch the ground—this is a safety concern.
12. False Nails
13. Sunglasses (unless requested for Field Trips)
14. Gloves with the fingers cut out.
15. Hoodies covering the head and /or face
16. Excessive hairstyles that are a distraction.
17. Jeans are allowed only if they are navy blue and are not torn.

THE FOLLOWING ARE PROHIBITED AT ALL TIMES DURING THE SCHOOL DAY:

- Any mobile devices.
- Cell phones, if needed, must be left in backpacks.*
- Toys of any kind.

Teachers and administrators will keep all equipment until the parent picks the item(s) up.

**WE BELIEVE ACHIEVEMENT IS ENHANCED WHEN CHILDREN ARE
APPROPRIATELY DRESSED FOR SCHOOL**

SCHOOL DISCIPLINE POLICY

SCHOLARLY BEHAVIORS

- ❖ **Intellectual Risk-Taking:** Be brave, and original and expect to fail as you learn and grow.
- ❖ **Excellence:** Strive to be the best that you can be. Improvement is the goal not perfection.
- ❖ **Preparation:** Be prepared and ready to learn with the right tools for the job.
- ❖ **Academic Humility:** No matter how much you learn there is always some more to learn.
- ❖ **Curiosity:** Be curious, ask questions, make-up your own mind by using logic and evidence.
- ❖ **Save Ideas:** Organize your thoughts before speaking or writing. Journal, record your observations, interests, questions and growth over time.
- ❖ **Multiple Perspectives:** Respect the opinions and perspectives of others. Look at the world using different perspectives.
- ❖ **Perseverance:** Do not give up. Remember you can't do it, YET! Be patient with yourself and ask for help when needed.
- ❖ **Ponder Ideas:** Take time to think about what you learn.
- ❖ **Varied Resources:** Attend to many different sources of information to get educated.
- ❖ **Goal Setting:** Take control over your interests and needs. Set long and short term goals to become better.

BULLYING, HARASSMENT, AND INTIMIDATION PROHIBITION POLICY

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

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic. The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyberbullying, harassment or intimidation.

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

SCHOOL-WIDE TEACHER EXPECTATIONS FOR CLASSROOM DISCIPLINE

Each teacher establishes his/her own classroom expectations based on what is best for his/her classroom. Classroom expectations will be sent home during the first month of school. Make sure you have read the classroom expectations, so that you can provide the teacher support in maintaining classroom discipline and management.

AWARD FOR ACADEMIC EXCELLENCE

Academic Awards

Washington Elementary believes that we should celebrate student achievement and hard work. In order to celebrate children's effort, teachers award certificates of achievement every report period. The dates of each award assembly will be sent out in the beginning of the year in order for you to plan to be present when your child receives his or her award(s).

Honor's Awards

Each month your child's teacher records your child's progress on multiple measures. When your children shows consistent progress at grade level in math and reading, for each report period of the academic year, he or she is eligible for Honors Awards. You will receive an invitation to these awards assembly at the end of the academic year should your child or children qualify for either or both categories.

In addition your child's teacher will let you know which scholarly behaviors your child consistently exhibits at school which will prepare him or her for continued academic success.

STUDENT PLACEMENT POLICY

Washington Elementary uses the following guidelines for placement of Grades K-5 students. We believe that every child can be a winner in every classroom at Washington Elementary. To accomplish this, we believe that each classroom should be balanced to achieve the highest performance possible. Therefore, we use the following factors in placing students.

CLASS SIZE

A reasonable, equitable number of children are assigned to classrooms at each grade level. Classes in Grades K-3 shall average 24 students. Classes in Grades 4 and 5 shall average 32 students

GENDER BALANCE

The number of boys and girls in each classroom is equalized as much as possible.

ETHNIC BALANCE

In all classrooms, the percentage of white and non-white students must not deviate more than a plus or minus 20 percent from the majority/minority makeup of the school. This ratio is state-mandated.

GATE

Washington Elementary School is designated a GATE school. Every teacher at Washington is qualified to teach G.A.T.E..

SOCIAL ADJUSTMENT

Children with social/emotional needs will be placed in classes that best meet their needs, with equitable distribution when possible.

ENGLISH LEARNERS

English learners are strategically distributed among all classes based on CELDT scores and proficiency levels so that they receive services from BCLAD/CLAD-credentialed teachers. The goal for English learners is to provide them with strong language models from staff and peers in listening, speaking, reading, and writing Standard English. Washington Elementary has implemented school-wide English Language Development (ELD) classes for all English Learners for 40 minutes 4 days a week. Students not enrolled in the ELD classes will have a variety of courses offered to them at this time. Information on the special course offerings will be available in November when the classes begin.

SUPPORT PERSONNEL

The Psychologist, resource specialist, speech therapist, and other support personnel also provide valuable information to teachers regarding placement recommendations.

FINAL PLACEMENT: The principal has the responsibility for final placement of each student. In consideration of the factors listed above no special requests for placement can be honored.

What is S.T.E.A.M.?

After centuries of specialization and the isolation of subject areas it has become apparent that the greatest (and the smallest) inventions and achievements of the 21st century have been and will continue to be, amalgamations of concepts from many different disciplines developed by teams. Washington S.T.E.A.M. Magnet recognizes that in this new environment, our children will need to understand the interaction between science, technology, engineering, art, and mathematics in order to lead teams in the development of new innovative industries.

The S.T.E.A.M. system represents the integrated learning of the disciplines. Many schools teach these subjects in isolation or add S.T.E.A.M. education at the end of the day. At Washington S.T.E.A.M. magnet, we design K-5 units of study around global issues. We do this by using what we call the S.T.E.A.M. mindset. These are specific academic “scholarly behaviors” which characterize children who can work together productively guided by scientific and design processes. In this way, we educate children to become problem solvers and innovators.