### Powers-Ginsburg Parent Handbook 2023-2024

#### Home of the Jaguars

110 E. Swift Ave.

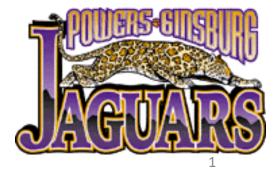
Fresno, CA 93704

Office: (559) 248-7230

Fax: (559) 248-7231

Email: PowersGinsburg@fresnounified.org

Website: https://powers.fresnounified.org



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### Staff Directory

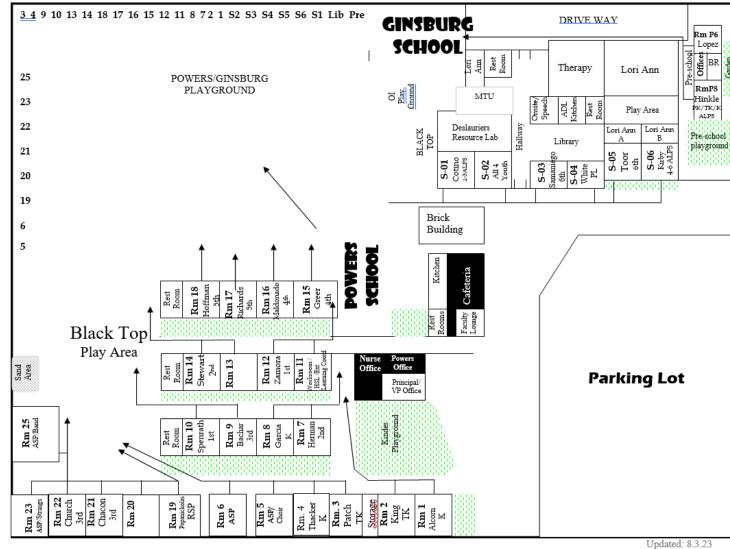
- Principal Angela Balliet
- Vice Principal Christine Preas
- Office Manager Vacant
- TSA Kimberly Deslauriers
- Academic Coach- David White
- Librarian Nicole Potter
- Nurse Keaton Simas
- Extended Learning Coordinator- Courtney Spalliero
- ASP Lead Patricia Delage

Teacher	Grade	Room
Stephanie Ramos-Lopez	Pre-K	P6
Benjamin Hinkle	PK/TK/K ALPs	P8
Melissa King	TK	2
Jessica Patch	TK	3
Tracy Alcom	K	1
Darlene Garcia	K	8
Courtney Thacker	K	4
Audrey Spenrath	1	10
Sheila Zamora	1	12
Linda Herman	2	7
Stephen Danny Stewart	2	14
Sarah Bachar	3	9
Joseph Chacon	3	21
Jordanne Church	3	22
Daisy Cotino	1-3 ALPs	S01
Jaclyn Kraft-Greer	4	15
Estela Maldonado	4	16
Lindsey Richards	5	17
Greg Hoffman	5	18
Linda Samaniego	6	S03
Harpinderjit Toor	6	S05
Miranda Kirby	4-6 ALPs	S06
Denise Papanickolas	K-6 RSP	19

### School Map

Palm Avenue

#### Ashlan Avenue



**Swift Avenue** 



### District Academic Calendar

### FRESNO UNIFIED SCHOOL DISTRICT ACADEMIC CALENDAR SCHOOL YEAR 2023-2024



#### BLACK FIGURES DENOTE DAYS SCHOOL WILL BE IN SESSION RED FIGURES DENOTE NON-STUDENT DAYS WHEN SCHOOL WILL NOT BE IN SESSION





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#### HOLIDAYS FOR CLASSIFIED PERSONNEL

**BOARD ADOPTED** 

February 2, 2022

Board APPROVED AMENDMENTS on February 8, 2023

TEACHER INSTITUTE DAYS

August 10 & 11

DISTRICT BUYBACK DAYS

August 9, 2023

October 9, 2023

March 4, 2024

**INSTITUTE & BUYBACK** 

DAYS ARE

NON-STUDENT DAYS

**VACATION & HOLIDAYS** 

Independence Day: July 4

Labor Day: Sept. 4 Veterans' Day: Nov. 10

Thanksgiving: Nov. 20-24

Winter Break: Dec. 18-Jan. 5 M.L. King, Jr. Day: Jan. 15

Lincoln's Birthday: Feb. 12

Presidents' Day: Feb. 19

Spring Break: March 25-Apr. 1

Memorial Day: May 27

Juneteenth: June 19

Independence Day: July 4, 2024

2023: July 4, Sept. 4, Nov.10, Nov. 23 & 24, Dec. 25 & 26.

2024: Jan. 1, Jan 15, Feb. 12, Feb. 19, March 29, May 27, June 19, July 4

#### Board of Education Meetings are held at the FUSD Education Center

Public Schools Month April 2024
CA Day of the Teacher May 8, 2024
Classified Employee Week May 20-26, 2024

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SCHOOL BEGINS

Visit us on the web www.fresnounified.org

August 14, 2023 SCHOOL ENDS June 6, 2024

#### Elementary & Secondary Reporting Periods

#### REPORT TO PARENTS

Sept.11-15	1st Progress Not
Oct. 10-20	1st Report Card
(Elementary	Parent Conferences)
Nov. 1-9	2 <sup>nd</sup> Progress No
Jan. 8-12	2 <sup>nd</sup> Report Card
Feb. 9-16	3 <sup>rd</sup> Progress Not
Mar. 15-22	3rd Report Card
May 2-8	_4 <sup>th</sup> Progress Noti
June 6	4th Report Card

#### END OF SEMESTER DATES ELEMENTARY & SECONDARY

Dec. 15 (82 days) June 6 (98 days)

#### STANDARDIZED TESTING WINDOW

State Testing April 2 - June 6

Traditional School Year - 180 teaching days and 5 non-student days



## Setting Up for Success

FUSD Mission, Vision, Values, Goals

P-G Guidelines for Success

Staff/Student/Parent Compact

**Bell Schedules** 

**Communication Tools** 

**Student Technology** 

I-Ready

**Report Cards** 

Family/Staff Communication







## Guidelines for Success

### **Powers-Ginsburg**



Ct Responsibly

ise Choices

### Staff/Student/Parent Compact

In order to gain the most support in educating your child, this compact has been developed. It details the roles of staff, parents, and students as we prepare students for college and career readiness.

Powers-Ginsburg

#### **Powers-Ginsburg Elementary School**

#### **Staff Section:**

I understand the importance of the school experience to every student and my role as an educator. Therefore, I will voluntarily:

- ◆ Foster/encourage parent/teacher partnerships
- Receive training in strategies to effectively communicate with parents
- ◆ Teach California adopted grade level standards, skills, and concepts that provide high quality curriculum instruction in a supportive and effective learning environment
- Strive to address the individual needs of your child
- ♦ Communicate with you regarding your child's progress
- Provide a safe, positive and healthy learning environment for your child
- ♦ Communicate homework and classroom expectations
- ♦ Correct and return appropriate work in a timely manner
- Support your child's primary language and culture
- Show respect to self and others at all times
- ♦ Provide opportunities for parents to volunteer, participate and observe in child's classroom

#### **Student Section:**

I know that my education is important and that I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- ♦ Attend school every day on time and ready to learn
- ◆ Review my class work with my parent(s) weekly
- Return completed homework on time
- Follow school rules and be responsible for my own behavior at all times
- Ask for help when needed
- Show respect to self and others at all times
- Demonstrate PAW Power:
  - Positive Attitude
  - Act Responsibly
  - Wise Choices

#### **Parent Section:**

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will voluntarily:

- ♦ Foster/encourage parent/teacher partnerships
- ♦ Attend Back to School event, Parent/Teacher conferences, Open House, and other events
- Encourage my child to engage in reading activities for at least 20 minutes every day
- ♦ Provide a quiet place/time for my child to complete his/her homework
- ♦ Make sure my child gets adequate sleep and has a healthy diet
- ♦ Adhere to the school's homework, discipline, dress code and attendance policies
- ♦ Participate in district opportunities for parenting training
- Support all elements of the Parent Involvement Policy adopted by the FUSD School Board.
- Show respect to self and others at all times.



### **Minimum Day Schedule**

Last Day of School – June 6, 2024

	TK/K S PK*/TK/K	Grades 1 and 2		Grades 3 and 5 & ALPS 1-3		Grades 4 and 6 & ALPS 4-6	
8:00-9:25	Instruction	8:00-9:25	Instruction	8:00-9:45	Instruction	8:00-10:05	Instruction
9:25-9:40	Recess	9:25-9:40	Recess	9:45-10:00	Recess	10:05-10:20	Recess
9:40-11:00	Instruction	9:40-11:00	Instruction	10:00-11:00	Instruction	10:20-11:00	Instruction
11:00-11:30	Lunch	11:00-11:30	Lunch	11:00-11:30	Lunch	11:00-11:30	Lunch
11:30-12:30	Instruction	11:30-12:30	Instruction	11:30-12:30	Instructions	11:30-12:30	Instruction
12:30	Dismissal	12:30 Dismissal		12:30 Dismissal		12:30	Dismissal

### Regular Bell Schedule

TK/Kinder		Grades 1 and 2			Grades 3 and 5 & ALPS 1-3		es 4 and 6 ALPS 4-6
8:00-9:25 9:25-9:40 9:40-11:00 11:00-11:40 11:40-1:05 1:05	Instruction Recess Instruction Lunch Instruction Dismissal	8:00-9:25 9:25-9:40 9:40-11:00 11:00-11:40 11:40-2:05 2:05	Instruction Recess Instruction Lunch Instruction Dismissal	8:00-9:45 9:45-10:00 10:00-11:45 11:45-12:25 12:25-2:05 2:05	Instruction Recess Instruction Lunch Instruction Dismissal	8:00-10:05 10:05-10:20 10:20-12:15 12:15-12:55 12:55-2:05 2:05	Instruction Recess Instruction Lunch Instruction Dismissal

## Early Release Schedule October 16-20, 2023

Adjusted Daily Schedule: 5 Days for Parent Conferences October 16-20, 2023							
TK/Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade	6 <sup>th</sup> Grade	
8:00-9:25 Instruction 9:25-9:40 Recess 9:40-11:00 Instruction 11:00-11:40 Lunch 11:40-12:05 Instruction 12:05 Dismissal	8:00-9:25 Instruction 9:25-9:40 Recess 9:40-11:00 Instruction 11:00-11:40 Lunch 11:40-1:05 Instruction 1:05 Dismissal	8:00-9:25 Instruction 9:25-9:40 Recess 9:40-11:00 Instruction 11:00-11:40 Lunch 11:40-1:05 Instruction 1:05 Dismissal	8:00-9:45 Instruction 9:45-10:00 Recess 10:00-11:45 Instruction 11:45-12:25 Lunch 12:25-1:05 Instruction 1:05 Dismissal	8:00-10:05 Instruction 10:05-10:20 Recess 10:20-12:15 Instruction 12:15-12:55 Lunch 12:55-1:05 Instruction 1:05 Dismissal	8:00-9:45 Instruction 9:45-10:00 Recess 10:00-11:45 Instruction 11:45-12:25 Lunch 12:25-1:05 Instruction 1:05 Dismissal	8:00-10:05 Instruction 10:05-10:20 Recess 10:20-12:15 Instruction 12:15-12:55 Lunch 12:55-1:05 Instruction 1:05 Dismissal	

### Rainy/Unhealthy Air Day Schedule

Rainy/Unhealthily Air Day Schedule will be called when the weather warrants it. The announcement will be made as soon as it is known over the intercom and email system.

- Before school students will report to classrooms at 7:50 AM.
- Morning recess students will remain in their classroom with their teacher to do an activity at teacher discretion. Teachers will excuse students 2 at a time to utilize the restroom, if needed. Students may eat a morning snack in their classroom. Support staff will circulate to offer restroom relief to teachers.
- Lunch schedule will be modified to a 30-minute lunch period (see modified lunch schedule). Teachers will walk their class to the cafeteria at their designated time. Students will remain in the cafeteria and/or hallways, supervised by NTAs, administration, and support staff for the 30-minute lunch period.
- Teachers will pick-up their students promptly at the conclusion of the 30-minute lunch period.

#### Rainy Day/Unhealthy Air Lunch Schedule

•	TK/K & ALPs PK/TK/K	11:00 - 11:30
•	Grades 3/5 & ALPs 1-3	11:35 - 12:05
•	Grades 4/6 & ALPs 4-6	12:10 - 12:40

### **Communication Tools**

All district and school flyers, announcements, and communications are sent digitally through the following platforms:

- Website: https://powers.fresnounified.org
- Email: PowersGinsburg@fresnounified.org
- Peachjar fliers and newsletters will be posted on Peachjar. Sign up: https://accounts.peachjar.com/signup/parent
- ParentSquare- A safe and secure platform for all school-to-home communication. Download the app and sign up:





- Like our Powers-Ginsburg Elementary Facebook page
- Follow us on Instagram @powers ginsburgjaguars
- EduText daily grade and attendance updates through text messaging. Text your edutext pin to 28527, there is a specific pin for each child found in your ATLAS parent portal.
- ATLAS Portal check your child's assignments and grades. Log into the parent portal through the parent tab on the FUSD website. Log ins and passwords can be found on report cards and progress reports, or on the information provided by teachers at the start of the year. You can update your telephone number, email address, and other information here.
- Rapid Alert emergency notifications. Text the word "YES" to 67587 if you would like to receive emergency alerts through text messages.

You can find our staff directory and staff email addresses on our school website. Teachers and families shall maintain on-going two-way communication throughout the school year to best support students. Staff shall respond to parent/guardian contacts within 48 hours.

### **Student Technology**

All Fresno Unified students are provided with a district issued device to utilize for learning in school and at home.

Students will be responsible for bringing their district-issued laptop and charger to school and back home each day.

#### **Student Laptop Information**

Family Learning and Technology Support Center (FLATS) Contact (559) 457-3939

- Students can pick up or replace student technology at the following locations: Burroughs Elementary, Homan Elementary, Storey Elementary, Tioga Middle School, or Duncan Highschool.
- New Student: Once a student has been fully enrolled into the district, parents/guardians can go to any of the FLATS locations to check out a district-issued laptop.
- Lost/Stolen/Damaged/Malfunctioning Technology: Parents/Guardians can go to any of the FLATS locations for replacements of laptop, power adapters, keyboard case, etc. A fee may apply.
- Visit <u>flats.fresnounified.org</u> for more info and directions.
- All parents and students sign the FUSD Technology Acceptable Use Policy upon receiving a FUSD issued device or logging on with a FUSD email address to assure that devices are used appropriately, and only for educational purposes.

### I-Ready Diagnostic

i-Ready is utilized as a diagnostic tool in Reading and Math, providing us with data on students' strengths and specific skill areas where they may have deficiencies, so that we can design small group and individualized instruction to meet their learning needs.

This diagnostic is administered three times during the school year.

The first i-Ready Diagnostic will be administered to students in grades K-6 during the week of August 21.

Students take this diagnostic on their FUSD issued technology device (laptop/tablet).

After a student completes their Diagnostic #1, students should engage in their individualized "My Path" lessons on the i-Ready platform, spending about 45-60 minutes PER subject, PER week.

### **Report Cards**

#### **Board Policy Requirements for Report Card Grade Reporting Each Quarter**

#### 1st Grade:

- Reading, Writing, and Math (Effort and Progress)
- Listening/Speaking and Social Studies (Effort only)
- Science, Health, Art, Music, and PE (Effort only and only when instruction occurred during that quarter)

#### 2<sup>nd</sup> Grade:

- Reading, Writing, Math, Science, and Social Studies (Effort only for Q1 & Q2; Achievement and Effort for Q3 & Q4)
- Listening/Speaking (Effort only)
- Health, Art, Music, and PE (Effort only and only when instruction occurred during that quarter)

#### 3<sup>rd</sup> - 6<sup>th</sup> Grade:

- Reading, Writing, Math, Science, and Social Studies (Achievement and Effort)
- Listening/Speaking (Effort only)
- Health, Art, Music, and PE (Effort only and only when instruction occurred during that quarter)

Students with special needs shall be graded in terms of effort and/or academic achievement. Grades will be determined in relation to the content and materials presented. Special Education students can receive the full range of marks when the report card reflects enrollment in a Resource Specialist Program or in a Special Day Class.

**Progress Reports** shall be sent home with all students in grades 2-6. Follow all district Progress Report and Report Card windows and deadlines.

### Family & Staff Communication

We encourage parents/guardians and staff to engage in on-going two-way communication as partners in supporting student academic and social-emotional needs.

- Staff can be reached via their Fresno Unified email address, posted on our school website.
- Messages for staff can be left by calling the school office at (559) 248-7230.
- Teachers are generally not available to dialogue with parents/guardians during the school day, 7:50 am 2:15 pm; however, appointments can be scheduled by emailing the teacher or calling the school office.

#### Phone Messages to School Staff During the School Day:

If it is necessary to reach a teacher and/or student during the school day, parents/guardians may call the school office at (559) 248-7230 and leave a message with the office staff. The office staff will relay the message to the teacher and/or student at the earliest time possible, without interrupting instruction. Phone calls are not transferred to classrooms during instructional time. If an immediate message to a student is necessary, office staff will make every effort to get the message to the student. Teachers and school staff will return phone calls/emails within 48 hours during school calendar days.

#### **Parent Conferences:**

If a parent/guardian has a concern regarding their student, they are encouraged to contact their child's teacher, via email or phone, to set an appointment so that concerns may be shared, and the team may work together to find solutions. Conferences may be held by phone, virtually (online), or in-person to best meet the needs of those attending. If additional school resources or support is needed, the parent/guardian or teacher may request for other school staff and/or administration to join the conference.

## Health & Safety

COVID Illness Guidelines
Visitors & Volunteers
Health Services
Online Safety/Gaggle



### **COVID Illness Guidelines**

#### Fresno Unified Illness and Quarantine Guidelines

If you don't feel well, stay home and call your school or workplace

#### SICK STUDENT



Any student who is sick and not feeling well should stay home. Call your school site for attendance purposes.

Stay Home

COVID testing is encouraged to rule out COVID-19. If positive, see POSITIVE STUDENT guidelines.

Stay home if sick. Students can return when:

- ✓ Symptoms have improved
- ✓ Fever-free for 24 hours (1 day) WITHOUT the use of fever reducing medication

#### POSITIVE STUDENT



Any student who has tested POSITIVE, no matter their vaccination status should isolate at home

Isolate

Stay home while sick. Student can return when:

- ✓ Symptoms have improved ✓ Fever-free for 24 hours (1 day)
- WITHOUT the use of fever reducing medication

Isolating away from a household positive is recommended, but not required

Based on reduced COVID cases, Fresno Unified is no longer group tracing classes, teams or groups.

#### SICK EMPLOYEE



Any employee who has COVID 19 symptoms should stay home and report it to their supervisor:

Assumed Positive

Based on a negative COVID test, the employee can return when:

- ✓ Symptoms have improved
- √ Fever-free for 24 hours (1 day)
  WITHOUT the use of fever
  reducing medication

If employee test positive or doesn't test, see CONFIRMED POSITIVE guidelines

Employee requirements provided by Cal OSHA.

#### POSITIVE EMPLOYEE



Any employee who has tested positive for COVID-19:

Isolate
CONFIRMED POSITIVE
ISOLATION

With or without (asymptomatic) symptoms: Isolate for five (5) days until the following requirements have been met:

- ✓ Symptoms improved.
- √ Fever-free for 24 hours (1 day) WITHOUT
  the use of fever reducing medication

Employees can return after day 5 if symptoms have improved and there has been no fever for 24 hours. No negative test needed. Employee should email HRLeavesdesk@fresnounified.org and provide their name, a picture of their positive test and their symptom onset date. HR will confirm if employee is eligible for COVID worksite leave.

Employees returning after day 5, must wear face coverings around others for a total of 10 days.

Isolating away from a household positive is recommended, but not required.

Sites/departments should continue to notify staff by email if there is a positive exposure on the worksite.

#### Additional Info

Symptoms of COVID-19 includes new or worsening presence of the following:

- i. Fever, chills, headache or cough
- ii. Shortness of breath or difficulty breathing
- iii. Fatigu
- iv. Congestion or runny nose
- v. Repeated shaking/tremors
- vi. Muscle pains or body aches
- vii. Sore throat
- viii. New loss of taste or smell, nausea, vomiting or diarrhea

Assumed Positive Employee: Any employee who is SYMPTOMATIC but NOT CONFIRMED with a positive test.

- Symptomatic employees may be cleared to return to work with a negative COVID test and when:
- ✓ Symptoms have improved AND
- √ No temp or fever reducing medications for 24 hours

Cal OSHA Requirements – Determine which employees may have been exposed to COVID -19 through a close contact at work; notify close contacts directly and provide written notification to all employees of a positive case on their work site.

Close Contacts – Employees exposed should test within days 3-5 from exposure but are not required to isolate, no matter their vaccination status. Monitor for symptoms and should close contacts become symptomatic, they should follow Assumed Positive direction. If deemed COVID positive, follow Confirmed Positive direction.

Reporting—Employees who are confirmed positive should email <a href="https://example.com/HRLeavesdesk@fresnounified.org">https://example.com/HRLeavesdesk@fresnounified.org</a> and include their name, a picture of their positive test and the date of their symptom onset. Human Resources will confirm with the employee is eligible for CAL OSHA COVID leave based on worksite exposure.

Testing—The State of California no longer requires unvaccinated employees to test weekly. However, for students and staff who are interested in testing, the District provides over the counter (OTC) home test kits available at school sites and district departments. OTC test kits can also be found at local pharmacies.

#### Definitions

- Isolation is defined as "separation of sick people with a contagious disease from people who are not sick:"
- COVID Test for confirming a diagnosis can be either over the counter home test (rapid antigen) or a PCR test taken through a lab or testing facility.

Updated July 1, 2023

### Visitors & Volunteers on Campus

#### **Visitors to Campus**

In order to ensure that Powers-Ginsburg is a safe and secure learning environment for students, staff, and families, all visitors to campus must report directly to the school office. Visitors will be asked to give the reason and location of their visit, show personal identification, sign in and out through the office utilizing the Raptor system, and wear a printed visitor's badge (sticker) while on campus. If a parent/guardian would like to volunteer in a classroom or schedule a school visitation, arrangements must be made in advance with the classroom teacher or appropriate school personnel. All visitors to campus must be under the direct supervision of school staff.

#### Classroom/School Volunteers (require application, fingerprinting, and approval):

Parents/Guardians/Community members interested in volunteering must first complete a FUSD volunteer form with Photo ID, complete fingerprinting through FUSD, and received approval by the school principal/designee. Parents/Guardians/Community members who have been approved to volunteer on campus may do so at the discretion of, and as scheduled with, the teacher or coordinator of the event/program in which they are supporting. Approved volunteers may not have non-school-age children or other family members/friends with them on the school campus during the time when they are volunteering.

\*Please note there is only 1 entry point onto campus. Entry is located through the gate of the main hallway, directly outside the front office.

Thank you for your understanding as we make every effort to keep us all safe so that we are present on campus for teaching and learning.

### Raptor Visitor Management System

#### **Raptor Visitor Management System**

Technology that provides a safer learning environment for our students and staff

#### What to Expect



Upon entering a school site, visitors will be asked to present a valid state-issued ID, which will be scanned into the Raptor system.



Once entry is approved, the system will issue a badge that identifies the visitor, the date, and their designated location.



The Raptor system will check name, birthdate, and photo against a national database of registered sex offenders. In the event a visitor is identified in that database, they will be escorted off campus.





Important: A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. In the event a person does not have identification, their name and birthdate will be manually typed in. The Raptor system also ensures school sites know what visitors are on campus in the unlikely event of an emergency.

### **Health Services**

#### **Health Office Referral:**

If a student is ill or injured, they will be referred to the school Health Office:

• Only Health Office staff may determine if a student shall be sent home for illness or injury. A representative from the Heath Office or Main Office will call the parent or guardian. The student must be properly checked-out from the office by parent/guardian if leaving school.

#### **Medication at School:**

- Any student who is required to take medication during the school day <u>must have</u> a "Medication at School" form on file with the school Health Office, completed and signed by the student's physician and parent. Medication is stored and secured in the Health Office.
- All medication is administered to students by Health Office Staff. No other medication is permitted on campus.
- This form must be renewed each year. Students are not permitted to carry any medication with them during the school day.
- If a doctor prescribes an inhaler to be carried with the student, the "Medication at School" form must be completed, and parents must provide written verification that the student knows how to use the inhaler appropriately.
- At the end of the school year, all medication must be picked up by parents/guardians from the Health Office.

### Student Online Safety: Gaggle

- Students' health and well-being remain a top priority. Fresno Unified has partnered with Gaggle to add additional safeguards while students are online using Microsoft Teams, Microsoft Office 365 email, and OneDrive.
- Gaggle uses key phrases and technology to identify inappropriate language, bullying and harassment, inappropriate sexual content, and even situations that might lead to selfharm.
- Gaggle service follows all state and federal laws protecting student privacy.
- Gaggle's staff review online activity and notify a school administrator to provide necessary supports, when appropriate. School administrators provide responsive supports for students' well-being and their continued growth.
- Gaggle will contact local public safety in life threatening situations.



## Schoolwide Rules & Procedures

Student Expectations

**Dress Code** 

Student Attendance

Arrival

Breakfast

Departure

**Bus Conduct** 

Traffic/Parking Lot

**Playground Rules** 

Student Portable Communication Devices/ Cell Phones

Suspendable Offenses

**Notification Regarding Expulsion** 

Homework Policy

Animals at School

Civility Policy

## Student Expectations at School

#### Students will:

- arrive to class on time with proper materials, including their charged laptop/tablet and charger
- always demonstrate respect towards other students and adults
- contribute to a positive and safe classroom and school environment
- respect the property of the school and others
- keep hands, feet, and objects to themselves
- follow all school signage for health and safety

### Dress Code Guidelines

- 1. Dress appropriately for school.
- 2. Footwear must always be worn and must have a back strap.
- **3. Outdoor use** of articles of sun-protective clothing is permitted, provided it does not otherwise violate this dress code. Hats and/or hoods should not be worn inside of school buildings.

#### **Examples of inappropriate clothing that** may not be worn include:

- see-through clothing or clothing that exposes your undergarments, bottom, or torso
- clothing where the entire thigh is exposed, such as micro minis or short shorts. No bathing suits or cut-offs
- any attire that can be used as a weapon or is deemed unsafe by the administration will not be allowed
- clothing or accessories which show profanity, obscene words or pictures, sexually suggestive statements, incites to violence, shows/promotes drugs, alcohol, or tobacco, or represents gang-related activities
- clothing that has text that is libelous, bullying, constitutes harassment or discrimination

\*The complete dress code can be accessed in the FUSD Parent/Student Handbook online @ <a href="https://www.fresnounified.org/parenthandbook/">https://www.fresnounified.org/parenthandbook/</a> or at one of the following direct links:

- 2023-24 Parent Student Handbook (English)
- 2023-24 Parent Student Handbook (Spanish)
- 2023-24 Parent Student Handbook (Hmong)

Students who come to school in violation of the Dress Code policy, will receive home contact and the parent/guardian will be requested to bring a change of clothing.



### Student Attendance & Tardies

- Students shall arrive to school, on time, every day (unless they are ill), and be ready to learn. Instruction begins promptly at 8:00 am.
- Students will be marked tardy if they arrive to their classroom after 8:00 am.
- If a student arrives after 8:30 AM, they must report to the office to check in and receive an admittance slip to class.
- If it is necessary for a student to be picked up from school before the end of the school day, parents must come to the office to check-out the student. At this time, the student will be called to report to the office. This also constitutes a tardy/late code.
- If students are absent from school, parents should call the office to report the reason for the absence at (559) 248-7230.
- Students who have 3 or more unexcused absences or tardies may be referred to the District Student Attendance Review Board (SARB).

#### Release of students during School Day:

Parents/Guardians and Emergency Contacts should be prepared to show personal identification, as students will only be released to adults listed on the student's emergency content record. Emergency contacts must be age 18 or older.

## Arrival to School

#### **Arrival 7:50-8:00 AM (students not eating breakfast):**

- **PK:** Parents/Guardians sign-in students at classroom door (Rm. P6)
- **TK/K:** Students may walk to the kinder yard gate and will be greeted by staff and escorted to their classrooms. If a TK/Kinder parent/guardian wishes to walk their student to the gate, they may park in a stall in the parking lot. Please do not leave vehicles unattended in our three parking lot lanes, as this obstructs the flow of traffic.
- **Grades 1-6**: Students may arrive on campus and report directly to the main hallway to walk to their classroom number on the blacktop and stand in line. At 7:50 AM, students will be dismissed by staff to report to their classrooms.
- Instruction begins promptly at 8:00 AM. Students must arrive in their classroom by 8:00 AM; otherwise, they will be marked tardy.

### **Breakfast**

#### Breakfast is served daily, 7:30-7:50 AM:

- **Grade PK**: Students who wish to eat breakfast should be escorted by their parent/guardian to the West door of the cafeteria (directly facing the school parking lot on Swift Ave). PK students will be greeted and escorted into the cafeteria by school staff who will supervise them during breakfast. At 7:50 AM school staff will walk them to class. Parents/Guardians may park in a stall in the parking lot. Please do not leave vehicles unattended in any of the 3 lanes of our parking lot as this obstructs the flow of traffic.
- **Grades TK-6**: Students who wish to eat breakfast report directly to the cafeteria, using the main hallway and cafeteria door entrance. Students are supervised inside of the cafeteria by school staff. At 7:50 AM, students are excused to report to their classroom for the start of instruction. Kindergarten students are escorted from the cafeteria to class by school staff.
- Please note: A student who arrives late to the cafeteria, after 7:50 AM, will be permitted to eat; however, this will likely result in a tardy arrival to class. If a student arrives to their classroom after school begins at 8:00 AM, they will be marked "Tardy".
- Staff and students <u>ONLY</u> are permitted inside of the cafeteria during mealtimes.



## Departure from School

Please communicate with your student in advance so that they are aware of how/where they should depart from school.

- **PK: 11:00 AM or 2:30 PM:** Parents/Guardians sign students out from classroom door (P6)
- **TK/K 1:05 PM:** Students will be dismissed to parents at the kinder yard gate. If a TK/Kinder parent/guardian wishes to meet their student at the kinder gate, please park in a stall in the school parking lot. Please do not leave vehicles unattended in any of the 3 lanes of our parking lot as this obstructs the flow of traffic.
- Grades 1-6 2:05 PM: Students will walk with their class line, accompanied by their teacher, to departure waiting areas. Teachers will dismiss bus riders and walkers to appropriate exit gates. Students must depart campus immediately. Students enrolled in ASP or athletics programs will report directly to their designated area to sign in.

Staff supervision of students on campus is provided for 10 minutes prior to the start of the school day, and for 10 minutes following the end of the school day. Parents/Guardians will be contacted for pick-up if students are left on campus, unattended.

Parents/Guardians shall report to the school office to sign out students who are not picked-up on time. If students are left on campus habitually or excessively late, this may result in a referral to local law enforcement or child protective agencies. It is the responsibility of the parent/guardian to ensure that adequate childcare is prearranged and provided before and after school.

### Bus Conduct AR 5131.1

FUSD Bus transportation is available for students who reside more than 1 mile from the school.

The conduct of students riding district, district-chartered buses, shall be the joint responsibility of the school site administrator, the bus driver, and parent.

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including field trips and other special trips. School personnel, parents/guardians and the students themselves must all ensure that these regulations are followed. Riders shall follow the instructions and directions of the bus driver at all times. The following conduct is a violation of district bus regulations:

- 1. Standing or leaving a seat while the bus is in motion.
- 2. Tampering with bus equipment.
- 3. Obstructing the aisle with legs, feet or other objects.
- 4. Not sitting facing front of bus.
- 5. Putting any part of the body out of bus windows.
- 6. Using vulgar or profane language or gestures.
- 7. Smoking or lighting matches on bus.
- 8. Eating or drinking on bus.
- 9. Neglecting to cross street in front of bus under driver's supervision.
- 10. Having dangerous objects, glass, weapons, etc., on bus.
- 11. Being defiant or uncooperative with bus driver; needing constant correction.
- 12. Fighting or abusive body contact on bus when loading or unloading.
- 13. Damaging or defacing of bus.
- 14. Making unnecessary noise or commotion, whistling or calling to people from bus.
- 15. Giving improper identification when requested by driver.
- 16. Throwing objects from bus window.
- 17. Possession, use, or sales of a controlled substance.
- 18. Any action that is determined by the bus driver to be dangerous to his passengers, herself, or the public.

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.

### Bus Conduct AR 5131.1

If it is determined by the principal or designee, in consultation with the Transportation Department that a rider is guilty of misconduct, the principal or designee will initiate the following actions:

- 1. The rider and his/her parent/guardian will be given notice and warning.
- 2. Upon a second offense of misconduct, the rider will be denied transportation services for a period not to exceed two weeks.
- 3. Upon a third offense of misconduct, the rider may be denied transportation services for the remainder of the school year.

Not withstanding the foregoing provisions of this administrative regulation, in case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal in consultation with the Transportation Department, up to the remainder of the school year.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

approved: July 8, 1993 Fresno, California

revised: July 14, 1999

http://www.fresnounified.org/board/policies/Policies/fusd/displaypolicy/143624/5.htm

# Traffic & Parking Lot Safety

Students may be dropped off/picked up for school in our school parking lot on Swift Avenue.

The school parking lot becomes very congested during arrival (7:50-8:00 AM) and dismissal (2:05-2:15 pm) times. Please help us to keep our school safe by adhering to the following traffic and parking rules:

- Use the appropriate parking lot entrance (west gate) and exit (east gate) and follow signage instructions for safety.
- Park in parking stalls when attending to business or visiting the school campus. Please do not park in stalls that are designated for school employees or handicapped parking.
- Please do not honk your car horn near classrooms, neighbors, or in the parking lot.
- Always use crosswalks, follow instructions of school staff, and be courteous to others.

#### There are 3 lanes in the parking lot (there is no parking in any of the lanes):

- Far Right Lane Bus & Passenger Loading Lane: Drivers are permitted to drop off and pick up students from this lane, only when buses are not present. The driver must remain with the vehicle while waiting for students. Parked vehicles will be subject to ticketing and/or removal.
- Middle Lane Passenger Loading Lane: Drivers are permitted to drop off and pick up students from this lane. The driver must always remain with the vehicle and may not obstruct traffic flow.
- Left Lane <u>Fire/Exit Lane for Through Traffic: Drivers may not load passengers from this lane.</u> Students will not be permitted to enter or exit vehicles from this lane.

#### **Entries/Exits to Campus:**

- Bus Riders enter/exit campus through gate on Swift. Ave.
- Walkers enter/exit campus through gate on Ashlan Ave. (south of campus) or gate on Swift Ave. (north of campus). The Ashlan gate is only unlocked during arrival and dismissal times and remains locked throughout the school day.

### Playground Rules

- Treat others how you want to be treated.
- "Play" fighting, wrestling, or chasing/tag games are not permitted on school campus.
- Snacks may be eaten in designated areas only. A Fresh Fruit and Vegetable snack is provided. We encourage any food brought from home to be limited to healthy snacks.
- Use bathrooms and drinking fountains appropriately and as intended.
- Get drinks and use the restroom during recess time, before the bell rings.
- At the bell: freeze, stop, and wait for the whistle. Then, walk to your line.

### FUSD Elementary School Portable Communication Devices Policy BP/AP 5139

#### Fresno USD | 5000 | AR 5139

#### **Students Regulating The Possession Or Use Of Portable Communication Devices**

#### Purpose

To regulate the possession or use of portable communication devices by students of the district while the students are on campus, attending school-sponsored activities, or while under the supervision and control of school district employees.

#### **Definition**

A portable communication device refers to any device carried, worn, or stored by a student to receive or communicate messages. Such devices may include but are not limited to portable pagers, hand-held radios, personal data assistants (PDAs), laptop computers with cellular/phone capability, and cellular telephones. This definition will also include any new technology developed for similar purposes. Excluded from this definition is any particular device with communication capabilities, which has been specifically approved for instructional purposes.

#### **Procedures**

#### **Elementary Schools**

Elementary school students are not permitted to possess or use portable communication devices on district elementary school campuses or at district-sponsored elementary school activities, except upon the approval of the principal for medical reasons as required by Board Policy. High school students on the campus of a middle or elementary school and middle school students on the campus of an elementary school for a legitimate educational purpose must have all portable communication devices turned off and out of sight during the official instructional day. High school students on the campus of a middle or elementary school and middle school students on the campus of an elementary school for a legitimate educational purpose outside of the official instructional day may use a portable communication device.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

approved: December 11, 2002 Fresno, California

revised: March 2004

revised: May 2004



# Powers-Ginsburg **Elementary Student Cell** Phone **Policy**

- 1. Cell phone use is not permitted by students during the school day, without the permission and direct supervision of school staff.
- 2. If a student desires to call home, they may ask their teacher and the teacher will allow them use of the classroom phone.
- 3. Cameras and recording devices may not be used on campus, unless for instructional purposes under the supervision of a teacher/staff.
- If a student is seen using a cell phone on campus, they will receive one warning. If it occurs again, the cell phone will be turned into the school office. Parent will be contacted for pick up of the device.
- The school is not responsible for any loss or damage to communication devices in violation of this policy.
- Consequences for violating this policy is at the discretion of the principal/designee.

# Suspendable Offenses

# Engaging in any of the following offenses may result in the disciplinary action, including suspension, per CA Ed Code:

- Bullying/Harassment
- Possession of Weapons/Dangerous Objects (real or fake/ tobacco/vape products, drugs, alcohol, or paraphernalia)
- Fighting/Intentional Injury
- Threats to Fight or Harm/Attempts to injure/ Instigating a fight
- Sexual Harassment (Inappropriate touching or uncomfortable words)
- Obscene Act
- Leaving School Grounds without Permission
- Theft/attempted theft
- Damage to School or Personal Property
- Habitual Profanity/Obscene Language
- Hate motivated behaviors

# Notification Regarding Expulsion

# The following offenses will warrant a mandatory referral for expulsion:

- Possession of firearm
- Possession of an explosive
- Brandishing a knife at another person
- Sales of Drugs/Alcohol
- Sexual assault (including attempt) or sexual battery

These offenses will not be tolerated on or around school grounds, buses, going to or coming from school, or at any school-sponsored activity.

Students who violate the applicable Penal Codes referenced by this policy will be referred to the appropriate law enforcement authorities.

# Homework Policy

Homework is assigned to provide further practice and reinforcement of the content/skills within lessons taught during that day or week. To ensure quality completion of homework, the following guidelines should be followed:

### **Teachers Responsibilities:**

- Maintain a consistent homework policy that is shared with parents and students.
- Carefully explain homework assignments in class.
- Assignments should be a review and extension of concepts introduced in class and at the student's instructional level.
- Collect and check completed homework assignments and provide feedback for improvement.
- Maintain a record of homework returned.
- Amount of time for nightly homework should be consistent with the grade level (10 minutes nightly for first grade and add 10 minutes more per grade level).

### **Student Responsibilities:**

- Take homework home to complete.
- Complete the assignment and return back to school.
- Return completed homework assignments each day/week.
- Ask the teacher for further guidance if they do not understand the homework assignment.

### **Parent Responsibilities:**

- Provide a guiet place to complete homework/study.
- Encourage and assist when possible or necessary.
- Review the completed assignments.
- Discuss concerns/challenges with student's teacher.

### **Possible Consequences:**

- Loss of recess to complete assignments (not for missed work due to absences).
- Grades affected by missed assignments.
- Parent contact.



# Animals at School BP 6163.2 AR 6163.2

### Fresno USD | 6000 | BP 6163.2 Instruction Animals At School

The Governing Board recognizes that animals can be an effective teaching aid. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures. Animals may be brought to school for educational purposes, subject to rules and precautions specified in administrative regulations related to health, safety and sanitation. Teachers shall ensure that these rules and precautions are observed so as to protect both the students and animals. Seeing eye dogs and service dogs may accompany students and staff at school as needed.

Guidelines for the Study of Animals in Elementary and Secondary School Biology, HE 1079 Policy FRESNO UNIFIED SCHOOL DISTRICT adopted: February 12, 1998 Fresno, California

### Fresno Unified Administrative Regulations (AR) 6163.2 Animals at School

**Use of Animals for Instructional Purposes** 

Before any student or employee brings an animal to school for an instructional purpose, the student shall receive written permission from the principal or designee. The principal or designee shall give such permission only after the student has provided written notification to all parents/guardians of students in the affected class, asking them to verify whether their child has any known allergies, asthma, or other health condition that may be aggravated by the animal's presence. When a parent/guardian has provided notification that their child has an allergy, asthma, or other health condition that may be aggravated by the animal, the principal shall take appropriate measures to protect the student from exposure to the animal.

### Use of Service Animals by Individuals with Disabilities

For an individual with a disability, <u>service animal means</u> any dog that is individually trained to do work or 2 perform tasks related to the individual's <u>disability</u> and for their benefit. For example, for an individual who is blind or has low vision, a service animal would mean a dog that helps them with vision, navigation, and other tasks; for an individual who is deaf or hard of hearing, a service animal would mean a dog that alerts them to the presence of people or sounds; and for an individual with psychiatric or neurological disabilities, a service animal would mean a dog that assists them by preventing or interrupting impulsive or destructive behaviors. (28 CFR 35.104)

Individuals with disabilities may be accompanied on school premises and on school transportation by service animals, including specially trained guide dogs, signal dogs, or service dogs. (Education Code 39839; Civil Code 54.2; 28 CFR 35.136)

FRESNO UNIFIED SCHOOL DISTRICT Approved: February 12, 1998 Fresno, California Admin Reviewed: May 14, 2020

Please note that Emotional Support Animals do not meet the requirements under ADA. Only Licensed and trained service animals as defined by the American Disabilities Act are permitted.



# Civility Policy BP 1265 Community Relations

### Preamble

Maintaining an environment supportive of learning and free of disruptive conduct is important to the success of our children's education. To further this goal, it is the intent of the district to promote, through this policy, mutual respect, civility and orderly conduct among district employees, parents/guardians, and other members of the public. It is also the intent of this policy to encourage positive communication and discourage disruptive, volatile, hostile or aggressive communication or actions. Furthermore, this policy is intended to maintain, to the extent possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents/guardians and the public. It is not the district's intent to deprive any person of his/her right to freedom of expression. The district encourages the public's cooperation with and adherence to this policy.

### **Expected Level of Behavior**

- 1. District employees and representatives should treat parents/guardians and other members of the public with civility, courtesy and respect.
- 2. Parents/guardians and other members of the public should treat staff and students and each other, while on school grounds and/or participating in school-related activities, with civility, courtesy and respect.

### **Unacceptable/Disruptive Behavior**

Any conduct that disrupts or interferes with the discipline, good order, lawful conduct or administration of any school class or activity of the school or district, constitutes unacceptable conduct behavior. Unacceptable conduct includes but is not limited to:

- 1. Disruption of or threats to disrupt school classrooms, activities, and/or operations.
- 2. Threats to the health and safety of students or district employees.
- 3. Battery or assault upon students, district employees or other persons.
- 4. Using obscenities or speaking in a demanding, loud, insulting and/or demeaning manner and/or
- 5. Unauthorized entry onto district premises and school grounds.

### Recourse Available to Parents/Guardians and Public in handling Unacceptable/Disruptive Behavior

The Superintendent or designee shall establish regulations and procedures as necessary to provide a complaint process for alleged violations of the Civility Policy.

### **Legal Reference:**

### **EDUCATION CODE**

- 32210 Willful disturbance of public school or meeting
- 44014 Report of assault by pupil against school employee
- 44810 Willful interference with classroom conduct
- 44811 Disruption of classwork or extracurricular activities

### PENAL CODE

- 415.5 Disturbance of peace of school
- 416 Assembly to disturb peace; refusal to disperse
- 626-626.10 Crimes on school grounds
- 627-627.8 Access to school premises

Policy FRESNO UNIFIED SCHOOL DISTRICT adopted: December 12, 2001 Fresno, California

Revised: January 29, 2003



# Student Engagements

**ASP** 

**Class Parties** 

**Student Achievement Awards** 

**Athletics** 

**Student Recognition** 

Jaguar Jobs



# After School Program (ASP)

- Our goal is to provide high quality enrichment experiences for all students through the Extended Learning Department.
- To participate in the After School Program, families complete an After School Program Interest Form at the end of the prior school year. Students in grades TK-6 are eligible.
- Beginning in early August, families on the interest list are contacted to complete their registration and orientation for the current school year.
- We utilize an incremental enrollment policy for our ASP in order to ensure appropriate and safe staff to student ratios, with the goal of full participation by all students.
- ASP runs Monday-Friday from 2:05-6:00pm. (1:05 for TK/K students)
- Students must attend daily, and remain in attendance for the full program.
- ASP begins on the 2<sup>nd</sup> day of school.

# Classroom Parties/ Celebrations

### Classroom parties/celebrations are limited to 4 per school year.

- Class parties/celebrations will be held during the last 30 minutes of the school day in order to maximize instructional time.
- Parents/Guardians will be notified in advance of the specific dates.
- If material/supply donations are needed, they will be requested by the teacher.
- Please note that classrooms do not host parties for student birthdays. A small treat for the classroom to enjoy may be dropped off in the school office and our office staff will deliver the treat to the student's classroom. Distribution of treats will be reserved to 10 minutes prior to dismissal time.

# **Student Achievement Awards**

### **HONOR ROLL – GRADES 3-6**

The Powers-Ginsburg Honor Roll is a means of giving recognition to students for their academic achievement. Students are recognized quarterly based on the following criteria:

- ♦ Principal's Award 4.0 GPA
- ♦ "AB" Honor Roll 3.5-3.99 GPA
- ♦ Honor Roll 3.0-3.49 GPA

### **CITIZENSHIP AWARDS - GRADES TK-6**

Students who demonstrate outstanding citizenship each quarter will be recognized based on the following criteria:

- ♦ All O's in Social Skills and Work Habits on the guarter report card
- No office referrals or suspensions from school
- Demonstrate PAW Power

Students who have Outstanding Citizenship for the entire school year will receive a medallion at the end of the school year.

### **BLOCK J - GRADES 4-6**

The Block J award reflects a broad base of student participation in school activities, academic achievement, and community service. In order to earn Block J, students earn a set number of points for each category per semester. At the end of each semester, students submit a form that shows how many points the student has earned. The first time this award is earned, students receive a Block J chenille letter and each semester following, they can earn a paw pin to place on their letter.

### 6th Grade Students of the Year:

- Athlete of the Year (high participation in athletics, demonstrates good character and leadership on the field/court)
- Principal's Award (high GPA/Academic achievement)
- Lucious Power's Award (Outstanding citizen, leader, engaged in extra-curricular activities, community involvement).

# **Athletics**

Powers-Ginsburg Elementary School offers a full athletic program for students in grades 5 and 6, with some opportunities for students in grades 3-4 to participate. There are no costs associated with the athletic program.

Fall – Co-ed Flag Football, Girls Volleyball, & Co-ed Cross-Country

Winter - Boys & Girls Basketball

Spring – Boys & Girls Softball

Yearlong – Co-ed Cheer

### Athlete expectations include:

- 1. Attend practice regularly
- 2. Support other team members
- 3. Demonstrate good sportsmanship at all times
- 4. Maintain a good attitude, effort, and behavior both inside and outside of the classroom

### Athlete consequences include:

- 1. First Offense: Warning
- 2. Second Offense: Suspension from the up-coming game
- 3. Third Offense: Dismissal from the team

### **Coaches Expectations:**

- Follow all District and site policies and personnel expectations
- Have current CPR/First Aid certification.
- Select team participants
- Plan and communicate the practice schedule.
- Coach students in preparation for games and tournament.
- Give teachers/parents feedback regarding student behavior.

# Positivity Project – Student Recognition

### **BUCKET FILLING/CAUGHT SHOWING POSITIVITY:**

Students will receive coupons when they are "CAUGHT" displaying any of the 32 Positivity Project character strengths, or when "filling the bucket" of another person. Coupons can be given out freely by any staff member. Students may bring their coupon with them to lunch, on any day, to be entered into the weekly treasure box drawing, or students may choose to save their coupons to earn other prizes that are provided on a quarterly basis.

### JAGUAR OF THE WEEK - One student per classroom:

Students receive this award when they display the character strength of the week (Positivity Project). Teachers submit student names prior to Monday morning. Students' names will be called during schoolwide announcements on Monday mornings (for the week prior) and they will receive a Jaguar wristband and Certificate.

# Student Engagements – Jaguar Jobs

Powers-Ginsburg staff feels very strongly that all students should have positive experiences as leaders and contributors to our school.

- All teachers and support staff are encouraged to supervise a Jaguar Job.
- When students have opportunities to assist in making their school the best place it can be, they feel ownership and pride in our collective goals and successes.
- Students who choose to participate in Jaguar Jobs will go through an application process for a position in which they are interested. Students will hold the job for one semester.
- Participation in school jobs help to create responsible, caring, and dependable young people