



# STUDENT HANDBOOK

# **WELCOME to Needham Elementary School**

**...where we are Courageous, Problem Solvers, who are Ready to Learn every day,  
Advancing Via Individual Determination**

Dear Parents and Guardians,

It is an honor to introduce myself as the new principal of Clyde W. Needham Elementary school. I am so excited to join this school community and I look forward to getting to know each and everyone of you!

The 2020-2021 school year proved to be one of the most challenging of our years in education. The pandemic altered our reality and created a 'new normal' that none of us expected. The academic and social emotional needs of our students will be great this year as we continue to navigate our constantly changing environment. However, I know that each and every Needham Knight will contribute toward the highest good of all of our students, families, and staff in our school community. Together we can recover from any setbacks that resulted from the pandemic as well as honor and implement the lessons we learned. In that spirit, I welcome you to the 2021-2022 school year at Needham School, where, as a school community, we strive to ensure high levels of learning for all students!

This packet is designed to provide you and your child with information about school programs, procedures, activities, and policies. It is very important that you discuss this information with your child. If you have any questions regarding the content of this packet, please contact your child's teacher or call the school office.

We look forward to working with you and your child. We are confident that working together will make your child's educational experience at Needham School a successful and enjoyable one.

Sincerely,

Sonja Renhult  
Principal, Clyde W. Needham School

# Needham Elementary School

420 S. Pleasant Ave.  
Lodi, CA 95240  
(209) 331-7375

**Office Hours - 7:30 a.m. - 3:30 p.m.**

**Kindergarten Hours - Regular Day**

8:00 a.m. - 11:50 a.m. (1<sup>st</sup> Quarter)  
8:00 a.m. - 1:20 p.m. (2<sup>nd</sup> - 4<sup>th</sup> Quarters)

**Minimum Day (see LUSD Calendar)**

8:00 a.m. - 11:50 a.m. (1<sup>st</sup> Quarter)  
8:00 a.m. - 12:12 p.m. (2<sup>nd</sup> - 4<sup>th</sup> Quarters)

**Grades 1-6 Hours - 8:00 a.m. - 2:05 p.m.**

8:00 a.m. - 12:12 p.m.

## STAFFING 21-22

Principal: Sonja Renhult

Secretary: Anna Campos Typist Clerk: Rosanna Ramirez

K	<u>Sabrina Hammer</u>	(10)	Intervention	<u>Marysol Bonilla</u>	(11)
K	<u>Sorya Meas</u>	(2)	SDC K/1	<u>Rachel Griffin</u>	(1)
1st	<u>Misty Jaymot</u>	(21)	SDC 2/3	<u>Ines Melchor</u>	(19)
1st	<u>Megan Tunnell</u>	(22)	SDC 4-6	<u>Chris Daley</u>	(6)
2nd	<u>Nichole Blankenship</u>	(17)	PE	<u>Shannon Scott</u>	(20)
2nd	<u>Lurdes Orindola</u>	(18)	Music	<u>Mary Wells</u>	(23)
3 <sup>rd</sup>	<u>Charlotte Fye</u>	(16)			
3rd	<u>Melissa Porter</u>	(15)	Counselor:	Esmeralda Trejo	
4 <sup>th</sup>	<u>Chris Dyer</u>	(8)	Librarian:	Carmela Yelm	
4 <sup>th</sup> /5 <sup>th</sup>	<u>Iffat Zia</u>	(5)	Nurse:	Fatima Alvi	
5th	<u>Martina Ruiz</u>	(9)	Psychologist:	Jessica Alcantara	
6 <sup>th</sup>	<u>Maria Neal</u>	(7)	RSP:	Ann Vallier	
			Speech:	Terri Field	

### Instructional Assistants:

Blanca Nava

Josefina Sanchez

Nadeem Khan

Erica Guadarrama-SDC

Kyra Fitzhugh-RSP

Patrisha Meehan-SDC

Maria Segura-SDC

### Support Staff:

Community Liaison: Ariana Rodriguez-Ruvira

Bridge Lead: Cindy Villa

Cafeteria: Tonya Wages

**Head Custodian:** Eddie Saenz

**Night Custodian:** Abada Khan

**Noon Duty & Crossing Guards:** Rosa Hernandez, Miriam Galvan, Simone Dodson

# General School Information and Procedures

Needham School is a community where learning is celebrated and nurtured. Every person who is a part of our school deserves...

- ...to be treated with respect and courtesy.
- ...to feel safe and secure at school.
- ...to experience success socially, emotionally, and academically.
- ...support in developing his/her sense of responsibility and good judgment.
- ...a clean, well maintained campus and is expected to participate in preserving it.

IN ORDER TO KEEP OUR SCHOOL SAFE, ASSURE THE BEST LEARNING ENVIRONMENT, AND MAINTAIN OUR POSITIVE SCHOOL CLIMATE, STUDENTS NEED TO FOLLOW ALL SCHOOL RULES, PROCEDURES AND ADHERE TO OUR STUDENT CONDUCT CODE.

## AFTER SCHOOL

When children are dismissed from school for the day, *they should go directly home*. They are not allowed to linger on campus or the playground using equipment, etc. unless specific, special permission has been granted. If they are scheduled to attend any after school program, they are to go directly to that program after school.

**ARRIVAL/DEPARTURE:** Students may arrive to campus **as early as 7:30 a.m.** to go to the cafeteria for breakfast, or at 7:45 to go to the playground for supervised play. School begins promptly at 8:00 a.m. Students are to be picked up in the pick up area at 2:05 p.m. on regular days and 12:12 p.m. on minimum days. For safety purposes, we ask that parents pick up or drop off students in the pick up area or along the sidewalk on Church Street. The gates will be unlocked for parents to pick up or drop off students if they are walking home. Adults who pick up Kindergarteners will pick them up from their teacher at their dismissal time (at 11:30 Quarter 1 and 1:30 for Quarters 2-4 for those in the extended day kindergarten).

**ATTENDANCE AND ABSENCES:** Student success in school is directly tied to attendance. Students are expected to be at school, on time, every day. Students who are tardy must check in with the office before going to class. All absences must be verified within three days, or they will automatically be considered unexcused. Please call the office in the morning to verify your child's absence or send a note to the teacher the next day. We can drop students from enrollment if they have been absent more than ten days if we do not know the reason. After three unexcused absences, an attendance letter will be mailed home. Continuing unexcused absences will result in a referral to the School Attendance Review Board (SARB). It is strongly discouraged to take vacations or trips during the regular school year. If you find that you have a compelling reason for an extended absence, please contact school staff at least two weeks ahead of time for further information about the possibility of qualifying for independent study.

## BEHAVIOR

**Positive Behavior Interventions & Supports (PBIS):** At Needham Elementary School we are launching a new schoolwide program this year to encourage positive behavior and provide interventions and support as needed to help each student be successful in school. We have developed the Needham Knight Behavior Matrix to guide our students making positive choices for behavior which demonstrate that they are *Courageous, Problem Solvers*, and *Ready to Learn* every day. Students will also be recognized by staff and peers for demonstrating good character through the use of Life Skills at school. The Life Skills include: respect, patience, effort, perseverance, problem solving, responsibility, organization, cooperation, curiosity, initiative, flexibility, integrity, caring, friendship, sense of humor, and common sense. Knights Notes are given to students for noteworthy behaviors demonstrating Life Skills on a daily basis and students who consistently demonstrate specific Life Skills are selected to receive special awards at assemblies throughout the year.

## BICYCLES

Students in Grades 4-6 only may ride their bicycles to school. These bicycles should be city licensed and each bike should be locked in the bike rack in the middle area of the school. Students should wear helmets when riding to and from school. The school is not responsible for theft or loss of a bicycle. Bicycle riding is not permitted on campus or campus sidewalks at any time, including after school for student and employee safety.

### **BULLYING**

Needham School has a no tolerance policy for bullying. EC32261 (a) The Legislature hereby recognizes that all pupils enrolled in the state public schools have the inalienable right to attend classes on school campuses that are safe, secure, and peaceful. EC 48900 (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel. (f) As used in this chapter, "bullying" means one or more acts by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4. (g) As used in this chapter, an "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

### **CAFETERIA**

Needham's cafeteria is open daily to serve both breakfast and lunch to students in grades K-6. The cost of lunches is \$2.75 and breakfast is free. Free/reduced price lunches are available to those who need special assistance. Applications for free and reduced meals are available in the office, and the district's Food Service office will determine student eligibility for free or reduced meals.


### **CELEBRATIONS**

Parents/Guardians often bring flowers and balloons to assemblies and special events. These festive items are welcome in the cafeteria but will not be allowed in the classrooms to refrain from disrupting the learning environment. Prior arrangements need to be made with the classroom teacher regarding birthday treats or other celebrations.

### **CELL PHONES**

Students are discouraged from bringing cell phones to school for any reason. However, if it is imperative that they do so, then cell phones must not be turned on during the school day, and not on vibrate or in silent mode. They must be turned off completely. Students may not use cell phones during class, recess or lunch, and cannot be taken out of backpacks until they are off school property. They may not be on their person at any time they are at school. If a student chooses not to follow these rules, the phone will be confiscated by a staff member and held by the administrator until a parent/guardian picks up the phone. If a phone is confiscated a second time, the student may be put on a cell phone contract to prevent further violations. *Please note that lost or stolen phones are not the responsibility of the school.*

### **Safety RULES**

	Classroom	Cafeteria	Walkways	Playground	Library	Bathroom
<b>Courageous</b>	Be curious  Encourage others  Share ideas  AVID mindset	Know the rules, share the rules  Try new foods  Have good manners	Follow routines  Do the right thing always  Walk with purpose	Try new activities  Make new friends  Be a good sport	Discover new authors  Explore different genres  Ask Questions	Take pride in your surroundings  Value Privacy  Respect Property
<b>Problem Solver</b>	Think before you act  Use your tools  Collaborate with others  Embrace challenges	Be courteous  Be patient in line  Clean up after yourself	Be courteous  Stay clear of doors  Keep 3 feet away from building walls	Encourage don't discourage  Report safety concerns  Handle conflicts with kind words	Choose books quickly  Be respectful to books  Help a friend find a book	Report concerns  Go at appropriate times  Flush properly
<b>Ready To Learn</b>	Be organized  Come prepared  Show effort  S.H.I.N.E.	Walk with care  Chew your food, swallow your words  Fuel your body	Respect "Quiet Zones"  Be with your line  Scholarly lines	Take care of equipment  Freeze at the bell  Quick and quiet lines	Come with a purpose  Actively listen  Read quietly at tables	Wash your hands  Return promptly

#### **CHECK OUT OF STUDENTS DURING SCHOOL HOURS**

Parents/guardians are discouraged from checking students out of class for dentist, doctor or other family appointments or travel when school is in session. This is disruptive to the learning environment and the student will miss important instruction. Should you desire to have your child released during school hours, please come to the office to sign him/her out of school. To avoid unnecessary interruptions, students will not be called out of

class during the last 15 minutes of the school day except in the case of an emergency or verifiable appointment. If at all possible, please schedule any personal appointments after school hours (2:05 p.m. dismissal on most days ~ 12:12 p.m. on designated Wednesdays, or on days when school is not in session). Your child will not be released to anyone but those people listed on the student's emergency card, and we appreciate your cooperation in keeping your child's emergency card up to date.

### **DRESS CODE**

•**BACKPACKS:** Backpacks may not be altered in any way with writing or symbols.

•**CLOTHING:** Students are expected to wear appropriate clothing and footwear every day. Students are considered "professional students" and should wear proper fitting attire that is not disruptive and/or unsafe to themselves, to others, and/or to the learning/school environment (see student handbook for details).

- Needham School does not allow students to wear red. A shirt or pants with a small amount of red is okay but clothing that is predominately red is prohibited. (Exceptions are made during Red Ribbon Week).
- Pants (both boys and girls) should fit properly around waist, and should not expose stomach/midriff area. Baggy pants are not acceptable. (Belts must be worn if pants do not fit properly on the waist. School may provide a temporary belt if parent/guardian is not available to bring a change of clothing.) Pants should not have large holes/slits or drag on the ground. Pants should not be form fitting or excessively tight.
- Sports jersey shorts with elastic waists are highly discouraged/not preferred for personal and safety reasons.
- Spandex bicycle shorts are not acceptable, especially short shorts (short length must be minimally at mid-thigh) tank tops, midriff tops, or any clothing exposing the body/appearing form fitting is also not acceptable.
- Excessively oversized and loose-fitting shirts are not acceptable.
- Tank tops or spaghetti strap blouses are not acceptable, but students may wear sleeveless shirts/blouses that were originally designed to be short sleeved (not modified t-shirts) and don't have loose, open armholes.
- Shirts/jackets with explicit language or graphics will not be allowed. This includes, but is not limited to, messages related to alcohol, tobacco or drugs.
- Professional sports/team jerseys and jackets (basketball, football, baseball, etc.) should not be worn to school except on designated spirit days.
- Tennis/athletic type shoes must be worn by students every day. Tennis shoes may not be equipped with roller wheels. Boots, sandals, open toe, hard-soled or other type of shoes should not be worn. This is for student safety during recess on the playground and during physical education activities.

•**FINGERNAILS:** Students are not allowed to wear "fake" fingernails to school. They are dangerous to the student and others during play. Polished nails are allowed.

•**HATS:** Hats and baseball caps (unaltered) may be worn on the playground only during inclement weather (very hot or very cold). If a student wears a hat or cap indoors and/or inappropriately worn, and has been warned, the hat or cap may be confiscated and held in the office until parent/guardian contact has been made.

•**JEWELRY:** Earrings must be post type; hoop or dangling type earrings are not permitted due to the safety of students. Any other jewelry/embellishment that is determined to have drug or gang affiliation will not be allowed.

•**MAKEUP/HAIR:** Students may not wear make-up (mascara, lipstick, eye color, etc.) of any kind to school, nor may it be brought to school. Brightly-colored (blue, green, pink, etc.) hair products that are disruptive to others should not be worn at school (except on designated spirit days).

•**PERSONAL PRODUCTS:** Perfume, hair spray or any other aerosol products are not permitted at school.

•**TATTOOS:** Temporary tattoos are not permitted at school and should be washed off before arriving at school.

### **EMERGENCY CARDS**

Each child must have an emergency card on file in the school office. It is crucial that we have a phone contact where parent/guardians can be reached should your child become ill or have a medical emergency. If any information changes during the year, please come to the office to update student emergency cards. In case of an emergency, and if we are unable to locate a student's parents/guardians, he/she will only be released to those individuals listed on the emergency card and/or transported to the nearest hospital by ambulance for emergency medical treatment.

### **ENTERING THE SCHOOL GROUNDS** - Parent/guardians/visitors

For the safety of students and employees, all parents/guardians and visitors are asked to enter the school grounds at the front entrance and come directly to the school office. Visitors/parents/guardians are not permitted in the classroom during school hours unless they have made prior arrangements with the classroom teacher and/or site administrator. Teachers spend time before and after school making preparations for instruction and classroom events. Parents/guardians who wish to talk with their children's teachers need to make an appointment with the teachers so that they can give their attention to the parents/guardians. Anyone remaining on campus that is not a district employee should wear a visitor's badge (which can be obtained in the school office) as appropriate.

### **FOOD AND SNACKS**

Snacks and lunches should contain healthy foods filled with protein to help students concentrate and perform at their best during the school day. Soda, energy drinks, candy and junk food (such as Hot Cheetos or Takis) are not allowed at school.

### **FOOD PREPARATION**

Classrooms are not allowed to serve food prepared *in private homes* at any classroom celebrations. All food that students consume on campus must be either store bought or prepared by Lodi Unified School District food service employees or licensed professionals. Food may be prepared *on campus* following district procedures with the principal's advanced approval.

### **GANG ACTIVITY**

The Lodi Unified School District believes that gang activity is dangerous and is in opposition to the health and safety of our children. Wearing or carrying any clothing or symbol that denotes gang activity is prohibited on school grounds and at school activities, both on or off campus. Prohibited items of clothing or symbols include, but are not limited to, any item of clothing, jewelry, accessory, notebook or symbol which, by the nature of its color (red), design, arrangement, representation, trademark or any other attribute, denotes membership in a gang or any other group which advocated drug use or disruptive behavior. This policy shall be applied by the principal as the need for it arises at individual school sites.

### **INTERNET**

The Internet is available to our students for research and instructional activities in all grades. LUSD has no control over information available on the internet. Student training, staff supervision and a district filter work in concert to provide access to appropriate information. Students also have a personal responsibility to utilize this resource appropriately. It is impossible to control access to all materials and students may view certain information that is inappropriate. Consequently, the district cannot accept responsibility or liability for a student's access to materials that may be acquired by the student while on the network. If you do not wish for your child to access the internet, you must make that request in writing, to the principal.

### **LOST AND FOUND**

All items of clothing that students may remove during the day should be marked so that they may be identified when lost. The school has a "Lost and Found" area where items may be claimed by children or parent/guardians. Small items such as jewelry or money may be claimed at the school office. Items not claimed will be donated to a needy charity at the end of each school year.

### **MEDICATION**

If your child needs to take medication (either over the counter type or as prescribed by a physician; including cough medicine and aspirin) during school hours, please ask for a "Medication Permit" form from the school office. These forms must be completed and signed by the prescribing physician before medication can be given to a student. All medications must be brought to school in a bottle with the original dosage label supplied by the pharmacy. All medication must be dispensed by school personnel.

### **RETURNING TO SCHOOL FOR MATERIALS**

Students are responsible to gather all books and materials needed before leaving school. The custodian will not be able to unlock classrooms after the school day ends. If your child forgets a book, please write the teacher a note explaining the forgotten materials rather than coming back to school in the evening.

### **STUDY TRIPS**



When classes leave campus for any reason, district study trip permission slips will be used. Parent/guardians will be required to complete the form and return it to school before a student will be allowed to attend.

### **STUDENT INSURANCE**

School district insurance will not protect an injured student during the school day when the school has maintained a proper level of supervision and normal safety precautions are in existence. For this reason, we encourage parents/guardians to provide their own student insurance.

### **TELEPHONE USE**

Messages for students may be taken by the office when there is an emergency only or when it is essential for a student to receive information. The office staff will make every effort to deliver the message to your child depending on the time of day you call the school. If adequate time is not given for the office to deliver the message (parent/guardian call is too late in the school day to locate the student before departure), the school should not be held accountable for its inability to deliver a message. Parents/guardians should make arrangements with their child before school about after school pick up (car or whether the child should walk home) rather than call the school and ask the office staff to forward the message to their child. Students will not be called to the phone as it is disruptive to the classroom learning environment. Since office phones are constantly in use for school business, students may not use the office telephone to call home unless absolutely necessary, and only when sent with a note from his/her teacher.

### **TOBACCO, ALCOHOL, AND DRUGS**

Lodi Unified School District recognizes that substance abuse has the capacity to destroy the fabric of students' lives. It recognizes also that substance abuse is a problem of our society which adversely affects the student's ability to achieve according to his/her highest potential. The use of tobacco, drugs or alcohol will not be tolerated by any student at any Lodi Unified site or activity. Our school supports your family in reinforcing a strong NO USE message of tobacco, alcohol and drugs for young people.

### **TRANSFERS/MOVING OUT OF NEEDHAM SCHOOL**

Students transferring out of the Needham School attendance area should inform the school secretary at least a day or two prior to the move. At that time, you can inform us of your last day of attendance and your destination. Be sure to return all library and textbooks. Any unused lunch money will be refunded.

### **VOLUNTEERS**

Parent/guardian volunteers are greatly appreciated and highly encouraged at Needham School. All volunteers need to make arrangements with the classroom teacher or administrator prior to volunteering. Regular volunteers and chaperones/drivers on study field trips need to be fingerprinted and cleared by the Lodi Unified School District. All volunteers will be asked to check in/out in the school office and wear a guest badge at all times on campus. Unfortunately, district policy does not allow volunteers to bring other children of any age with them while volunteering at school or on study field trips.

### **CHROMEBOOKS**

Chromebooks Must be kept in good repair. Parents will be financially responsible for any willful, malicious or accidental damage to a student's chromebook. The district offers the Chromebook care plan to offset charges for any necessary repairs. Chromebook care plan can be purchased at the beginning of the school year for \$25, per student, per school year. The plan is a non-refundable purchase and is active from the time of purchase through the day before the start of the next school year. more plan details can be found at <http://www.lodiusd.net/1to1>.