

Frank Kohn Elementary School



Proud Home of the Cobras

**500 South Laspina
Tulare, CA
685-7340**

2016 - 2017

Parent Handbook

Principal's Message

It is with great pleasure that I take this opportunity to welcome you to Kohn Elementary School. I am extremely proud of the programs Kohn has to offer our students, and I encourage you to make your time at Kohn as rewarding as possible.

The faculty has developed this handbook to help you learn as much as possible about our school policies, procedures and services we offer. It is a quick reference guide you will find extremely useful as questions arise throughout the school year. This handbook is intended to be a supplement to the district Handbook/Calendar

In addition to our rigorous academic program, we offer many activities to help students become well rounded, students of character. Our "Commitment to Excellence" is our promise to you and our expectation of every student.

We look forward to this school year with great excitement and hope all our students will have a rewarding and successful year.

Once again, welcome!

Whitney Gallegos, Principal

A Cobra's 7 Steps to Successful Achievement

1. Arrive to school on time.
2. Be at school everyday-stay informed.
3. Meet your responsibilities-Don't make excuses make improvements. Do your class work and homework on time.
4. Never settle for less than your best; earn the best grades you can.
5. Today is the day you make choices for tomorrow. Follow the rules.
6. If you expect respect, be the first to show respect.
7. No one can do everything, but everyone can do something. Get involved in Kohn School!

Kohn School Mission Statement

The Frank Kohn Elementary staff is committed to excellence in education and their mission is to assist each student to reach their full potential, socially, academically and emotionally.

Vision Statement

All Kohn students have equal access to the core curriculum at each grade level. Kohn students will be provided an integrated instructional program emphasizing basic skills in language arts and math, problem-solving techniques and critical thinking skills. Kohn School will provide a comprehensive learning environment, which will include intellectual, social and emotional development for all students in a caring, safe and supportive school climate.

Kohn School Spirit Song

I said Cobras, Cobras striking pride for our school
Strike
Yah, Yah, Yah, Yah, Yah
I said Cobras, Cobras striking pride for our school
Strike
Yah, Yah, Yah, Yah, Yah

We're working hard everyday
Loyal to our school in every way

Reaching high for our dreams
Showing our pride in our gold, white, and green

Cobra: ABC's

Attendance - There is a powerful link between successful learning and regular school attendance.
Be Your Best – Continue to improve, put forth your best effort and make your star shine!
Character Counts! - Responsibility, Respect, Citizenship, Caring, Trustworthiness, Fairness,

Recognition Calendar and Pillar of the Month*Assembly dates (dates are subject to change)

August / September = Trustworthiness *10/7
October = Respect *11/4
November = Responsibility * 12/2
December / January = Fairness * 2/3
February = Caring * 3/2
March = Citizenship *5/11
Red Carpet Assembly = 4/8
End of the year = * 6/7

Parents will be sent an invitation to the Recognition Assembly if their child is being honored for any of the Cobra: ABC's.

Attendance

Monthly - Students who have perfect attendance from the previous month will be recognized at the assembly.
(Certificate and Pencil)
Yearly- *Students who have perfect attendance for the school year will earn an attendance medal.*

STAR student

Monthly – One student per class will be honored at the recognition assembly and will receive a certificate and special “Star Student” drawstring bag.

Character Counts!

Monthly - One student per class will be honored at the recognition assembly for the demonstrating the attributes of the focus pillar and during the assembly the student will be asked to represent their grade level in the Class of the Year monthly competition.
(Certificate & T-shirt)
Yearly- One student per grade level will be selected for demonstrating the attributes of the focus pillar and invited to a District PTO Character Counts Dinner. (Certificate)

Ways Parents can be involved at Kohn

In your Child's Classroom...

- ❑ Visit your child's classroom
- ❑ Contact your child's teacher if you have questions or concerns
- ❑ Help prepare materials for your child's classroom
- ❑ Volunteer in your child's classroom
- ❑ Tutor a student or small group in math, reading or writing
- ❑ Help check students' work
- ❑ Volunteer on a field trip

At Events...

- ❑ Attend all parent conferences
- ❑ Support student events and performances by helping with them and by attending
- ❑ Help set-up before or tear down after school events

On Campus...

- ❑ Help with PTO sponsored events (carnival, fundraiser, movie nights, craft night student of the month assemblies, etc.)
- ❑ Volunteer in teachers' classrooms that are not your child's
- ❑ Volunteer time in the library
- ❑ Sign up with Principal to assist staff on duty

On Committees...

- ❑ Join the Parent-Teacher Organization (PTO), run for a PTO office when a vacancy comes up.
- ❑ Attend monthly PTO meetings, volunteer as a "Room Parent" within PTO.
- ❑ Volunteer for the School Site Council (SSC) – This group meets 5-6 times per year to make decisions regarding the school's budget, safety issues and programs.
- ❑ Volunteer for the English Language Learners' Advisory Council (ELLAC) – This group meets 5-6 times per year to make decisions regarding the school's budget and programs.
- ❑ Volunteer for the District Advisory Council (DAC) – This group meets 3 times a year at the District Office to discuss District budgets and programs.
- ❑ Volunteer for the District English Language Learners' Advisory Council (DELLAC) – This group meets monthly at the District Office to discuss District budgets and programs

Assemblies

At various times throughout the school year we will be having assemblies. We will have a variety of programs to present this year. If students do not desire to attend a particular assembly, alternative provisions are made for them. The student must notify his teacher or the office that he does not plan to attend the assembly. Proper behavior is expected at all school assemblies. Attendance at school assemblies, as well as other school activities, is a privilege and the opportunity to attend is a reward to students who have exhibited proper behavior at school.

Best Club

The Tulare City Parks and Recreation Department offers an after school recreational program on the Kohn School campus. The program will be housed in the school cafeteria from 2:25 to 5:30, daily. Applications are available at the office. For information, concerns or questions please call 685-2380.

Bus Rules

Bus students are expected to understand that bus riding is a privilege, not a right. Proper behavior is anticipated from all bus students when they are on the bus and when they are waiting for the bus at school and at the neighborhood stops. Students who don't follow the rules will be issued citations by the bus drivers or office personnel and may lose their privilege of bus riding. A loss of bus riding privileges will result in the parent's total responsibility to provide transportation.

Cafeteria

Students who eat in the cafeteria will line up outside the cafeteria. When they enter the cafeteria, they are to sit as directed by the teacher on duty. Students will be excused as directed by the teacher on duty. Students are required to observe the rules of proper behavior while in line and while in the cafeteria. If they fail to do so, they may lose the opportunity to be in the cafeteria during the lunch period. If so, they will either be placed on detention or may have to be picked up by their parents or supervised by their parents. Rules to be followed:

1. Enter and leave the building in an orderly manner.
2. No talking during eating time in the cafeteria.
3. Clean up after yourself.
4. No trading food or taking food from another student.

Candy—Toys—Cosmetics—Heeled shoes

Candy, gum, seeds, toys and cosmetics are not allowed on campus. Students with such objects will be given detention time by the teacher and their candy, gum, seeds, toys or cosmetics will be thrown away. Shoes with a wedge over 2 inches are unsafe while playing and not allowed.

Dress Code

Please read the complete dress code in the calendar handbook.

Closed Campus

Tulare City Schools have a closed campus policy. This means that once a student arrives at school, he/she is not allowed to leave the campus. The only exceptions to the rules are:

1. Leaving the campus for a doctor appointment & being picked up by a parent.
2. Going home for lunch (Only students who their parents indicated on the parent rights signature card, allowing them to go home for lunch are allowed to do so.) This permission is for a student to go home for lunch only. **The student may not go to a store, or a restaurant, or to a friend's House, and no one else is allowed to go with him/her. This privilege can be rescinded at any time.**

ATTENTION NOTICE OF RESTRICTED ACCESS TO AND AROUND THE KOHN CAMPUS

Visitors and non-school persons are required to register in the office upon entering the Kohn campus. (penal code 627)

All non students, students on suspension or expulsion, students assigned to community school class, home study students, and independent study students are not to be on or around the Kohn campus during the posted school hours unless permission is given by school administrators. Persons who ignore this order will be warned only once. Anyone refusing to leave or returning within a seven day period, will be arrested and charged under the appropriate section of penal codes 653g, 626, 627, and/or 628.

Each of these sections provide for a fine and/or jail time. Some of these sections require jail time for repeat offenders.

The federal crime control act, including the gun-free school zones act, the controlled substances act and the drug-free schools and communities act, state that within 1,000 feet of jail school district property, the possession of controlled substances (drugs), and possession or distribution of several other illegal weapons are now subject to federal prosecution. These new federal statutes provide for penalties up to three times the normal penalty and do not allow for probation or parole for jail sentences. Second time juvenile offenders will be tried as adults.

Electronic Signaling Devices

Students may possess or use electronic signaling devices, including but not limited to pagers, beepers, and cellular/digital telephones, provided that such devices do not disrupt the educational program or school activities. *Electronic devices shall be turned off upon arrival at the school campus and not activated until the end of the school day. Electronic devices may not be activated within the gates of the school. Electronic devices shall also be turned off at any other time as directed by the school employee.* Such items are considered personal property. Students possess these items at school entirely at their own risk. The administration will not investigate the loss of these items. The school or district is not responsible for lost, stolen, or damaged devices. Confiscated devices will be returned to parent/guardians only.

Foggy Day

The policy for foggy days in Tulare City Schools is as follows: SCHOOL ALWAYS STARTS AT THE REGULAR TIME. When it is determined that it is too foggy for the buses to run on time, a foggy day schedule is declared. This means that all buses that pick up students out in the neighborhoods will run two (2) hours late. Buses that run between schools will run on the regular schedule. To find out whether we are on a foggy day schedule, listen to KJUG A.M. or watch Channel 18 (Cable 08). Buses that run between schools will run at the usual times, even on foggy days. All buses will run to transport students home on foggy days.

Lunch and Breakfast Procedures

Students may purchase meals in the cafeteria before school. We encourage them to pay on the first day of the school week for the entire week. They may purchase meals for all or part of the week at that time. Milk may also be purchased in the same way as lunches. Prices are as follows:

	(DAILY)	(WEEKLY)
Student milk	\$.30	\$1.50
Student breakfast	\$1.25	\$6.25
Student lunch	\$2.75	\$13.75
Reduced breakfast	\$.30	\$1.50
Reduced student lunch	\$.40	\$2.00

All students eating hot meals, paid or free, will check in at the door of the cafeteria. **There are to be NO charged meals or money loaned for meals.** Students who qualify for free meals must buy milk if they choose to bring a cold lunch. Extra milks are not available. Parents are responsible to keep lunch debts cleared. A free lunch form must be on file before receiving free or reduced meals. **Accumulated debt prior to returning the lunch application must be paid.**

Medication

Any medication that a student has to take must be kept in the office and the proper paperwork completed. By law, no student may take any medicine (including aspirin) that is not accompanied by a prescription while on a school campus.

Office Use

The office is a place of business and should be regarded as such by students. Legitimate reasons for coming to the office include:

- Being sent in by a teacher
- Being called to the office
- Conference with office staff
- Illness

When waiting in the office, students must remain quiet and orderly or they will not be allowed to have office privileges.

Parents Visiting the School

All parents are encouraged to visit the school at any time. The only restriction on visitation is that all visitors must check into the office before visiting.

Playground Rules

All students must stay in areas on the campus that are supervised. They must follow all directions of adult supervisors. At no time will there be any fighting, throwing of equipment, abusive language, or swearing. All children should be involved in an acceptable game or activity. Failure to follow the rules may result in loss of playground privileges, detention, or suspension.

Progress Reports

At approximately the middle of each trimester, progress reports will be sent home. If your child is having academic problems, parents should contact the teacher to discuss the problem and what steps need to be taken.

Personal Equipment

If valuable personal property is brought to school, it is not the school's responsibility should it be lost or damaged. Keep that foremost in your mind if you choose to bring such property to school. Radios, cameras, laser POINTERS and tape/cd players are not allowed on the school campus at any time. Please refer to the cell phone policy in the District Calendar/Policy handbook for cell phone guidelines.

Parties

The three permitted parties are: Christmas, Valentine's Day and the last day of school. They are to be held the last thirty minutes of the day. Parents need to understand that **no homemade products may be given to Kohn students**. NO STUDENT BIRTHDAYS ARE CELEBRATED.

Report Cards

Report cards are given out at conference time at the beginning of the 2nd & 3rd trimester and are sent home with the students at the end of the year. If a parent should miss the conference, then the report card will be sent home with the student. **At the end of the year, report cards will be held if a debt is owed.**

SCHOOL PROGRAMS

Athletic Program

The City Recreation Department offers an after school sports program for both boys and girls in the fourth and fifth grades. Boys and girls may participate in both soccer and basketball.

Library

The school library is available to all students with the understanding that material that is checked out is the responsibility of the student who checks it out. If it is lost or damaged, the student will have to pay for it. Parents may check out materials through the librarian.

Music

Our music program will be divided into classroom and instrumental music. All children will participate in classroom music as part of their curriculum. An instrumental program will be offered to fifth grade students. The parents should provide musical instruments as the district has only a limited number of instruments.

PTO

The PTO meets monthly to address projects to assist/support the school, which are truly appreciated. If interested contact the office at 685-7340.

Physical Education

Our P.E. program teaches many different skills for both boys and girls. All students that do not have a doctor's exemption are expected to participate. If a parent feels that a child is too ill to participate in P.E., a note signed by the parent will excuse the student from P.E. for a maximum of three (3) days. If an illness or an injury necessitates more than three days out of P.E., a doctor's note is required. **Bad air days will be observed with limited or no required physical activity.**

School Government

Twice each year, elections are held for student council offices. The elected students meet regularly with the faculty advisor to discuss current happenings and to plan school events. Students interested in running for student council must pick up petitions in the office. The student body officers are expected to demonstrate exemplary behavior, attendance and work habits. Failure to do so may result in removal from office.

Independent Study Program

A student may be assigned to a program of Independent Study when it appears to be in the student's best interest. Such an assignment requires the signed mutual consent and agreement of the school, the parents, or responsible adults, and the pupil. An Independent Study assignment may not include some classes in the regular school program. The program of Independent Study shall be based on the individual needs of the student. Such a program may be allowed as an alternative to suspension, a means to work with the school avoider, an alternative to home teaching, or an Extended family vacation.

Homework policy

Research studies have consistently shown that the amount of time devoted to learning is related to achievement in a subject. Homework, therefore, is important in a student's overall success in his/her academic program. The Kohn Staff recognizes the importance of homework as a vital part of the learning of essential skills taught in the classroom. One concern a teacher faces is getting students to turn in homework on time. Your child's teacher can lower the grade of any student who fails to turn in homework. The teacher would much prefer to have the homework completed.

It is the responsibility of the parents to monitor the homework of their children. Homework given at Kohn usually falls within one of the following categories:

1. **Work Not Finished In Class** – This is the most common homework assignment. A teacher has a wide range of ability levels in a classroom, so some students finish the assigned work in class while other students will need to spend some extra time at home. Also, some students like to put forth extra effort in class while others would rather work slower in class and finish the work on their own time.
2. **Long Term Assignments** – A teacher will assign a project, which is due at a later date; i.e., Science Projects, State Reports. The student is expected to do a little bit of work each night. Unfortunately, there is a tendency to put the entire project off until

The last minute, which makes it impossible for the student to learn responsibility and to structure his/her own time.

3. **Supplementary Classroom Work** – This is extra work given to supplement or reinforce what the student has learned during the daily lesson.
4. **Extra Credit Work** – When a student wants to improve his/her grade, he/she has the option of doing extra credit work. This is not a mandatory assignment; the student makes his/her choice about improving the grade. It is highly recommended for any student getting a grade below "Satisfactory".

As you can see, the amount of homework a student has depends on how hard he/she works in class, his/her ability level, his/her desire to improve the grade, etc. One important thing to remember -IF YOUR CHILD IS RECEIVING ANY GRADE BELOW "SATISFACTORY", HE/SHE DEFINITELY SHOULD BE DOING HOMEWORK. If you have any concerns regarding the amount of homework assigned contact the teacher before or after school. It is important that study patterns be developed early in the school year before the student falls behind the rest of the class.

Student Behavior and Discipline

State law says that every student will attend school punctually and regularly, obey promptly all of the directions of their teacher and others in authority; be respectful to their teacher and their schoolmates; and refrain from using profane or vulgar language. The discipline policy protects students' rights to a quality education in a safe and positive environment. Students who do not comply with the above stated will be subject to disciplinary action. The next section of the Handbook will deal with the discipline policies of Kohn Elementary School and State Education Codes that apply to Kohn Elementary School. All public schools in the State of California are required to have their own discipline policies as stated by New Education Code Section 3529.5. The following are the discipline policies for Kohn Elementary School. Also refer to the TCSD calendar handbook.

Detention

State law (California Administrative Code Title 5 Sec. 353) gives school personnel the right to detain a student after school for a maximum of one (1) hour per day. Any student who fails to follow rules may expect to be placed on detention. The student's time during after school detention is spent doing schoolwork or other worthwhile work around the school campus. Time for detention is served either in the office or in the classroom. Anyone who owes detention time may not attend school assemblies or other functions.

Restricted Recess – Education Code 44807.5

Education Code 44807.5 states that a teacher may restrict for disciplinary purposes the time a pupil under his/her supervision is allowed for recess. This law will be utilized at Kohn School.

Flag Salute

State law requires that the American Flag Salute or a patriotic exercise be held in every classroom every morning.

Parent Volunteers

In order to maintain a safe and secure learning environment, **ALL** parent volunteers must be cleared through the school office before working in the classroom or volunteering on fieldtrips. This is to ensure the safety of all children.

Tardy Policy

School begins at 8:20 each morning. Students are expected to be on time to school. It is in severe violation of school rules and state law (Education Code 48200) if a child is tardy without a note or phone call verifying a valid excuse. Tardiness is excused only for the same reasons as legal absences. If a child continues to be tardy without a valid excuse, their family will be referred to the School Attendance Review Board (S.A.R.B.) and/or Child Protective Services {C.P .S.) for investigation and possible prosecution. **Getting your child to school on time is a parent responsibility.**

Truancy

Education Code, Section 48260, states that any pupil who is absent from school without a valid excuse more than three days or tardy in excess of thirty minutes more than three days in one school year is a truant and shall be reported to the attendance supervisor of the school district. If a student does not attend school for one full day and the absence is unexcused, they may spend five (5) hours after school for the day missed. If the problem continues, the student will be referred to the S.A.R.B. The parent or guardian is obligated to compel the attendance of the pupil at school and the S.A.R.B. may refer the problem to the District Attorney for further legal action. Parents who fail to require regular attendance of their child, if found guilty, are subject to fine and/ or imprisonment. **A parent must verify all absences. Three consecutive absences or excessive absences must be verified by a doctor's note.**

Tutorial Program

An after school tutorial and an after school homework support club is offered. You may be contacted by your child's teacher regarding these services and the expectations of the students and participating parents. Please feel free to call your child's teacher for more information.



Important Reminders

Parents may not pick up students before dismissal time for convenience purposes. A valid reason must be stated before we will disrupt the class to call for a child.

Please be patient and alert when driving to and from school. Help us keep the parking lot flowing smoothly. Do not leave your vehicle unattended unless you are in a parking space.

Please refer to the district calendar/ policy handbook for all other information.

Parking Information

Most of the campuses in Tulare City School District have parking issues and Kohn has had its share at one time or another. Our school population is increasing each year, which means more and more cars vying for the same parking spaces that could lead to parking issues. To avoid these problems, I want to update you on where we would like you to park and/or drop of your students before school and after school.

In the parking lot in the front of the school office there is a drive way, which is a drop-off/pick-up passenger zone (no permanent parking area) where you can drop-off and pick-up your student. Students that are dropped off here will need to immediately enter the school gate. We would like to avoid people double-parking in our parking lot that is why we would like the drop-off/pick-up passenger zone used. If you choose to use the parking lot please park in a **designated** parking spot. There is also plenty of curb parking in front and across the street from the school on Laspina.

You cannot park next to the school on Kohn Street, west of the school gate, because that is our Bus Loading/Unloading Zone, even when busses are not parked in this zone. There is curb parking across the street from the Bus Loading/Unloading Zone on Kohn Street.

I hope this update helps you plan accordingly the dropping off and picking up of your student. Please remember Character Counts and hopefully we will not have any parking issues.

The Importance of Regular School Attendance and Punctuality

It's a fact that students who attend school regularly learn more and are more successful in school than those who do not. Children who arrive late for school miss valuable instruction and require special attention, which could be used more constructively related to instruction. Absent and tardy students develop behavior patterns that are undesirable in school and later in work. Parents who make regular school attendance a priority also are helping their children learn to accept responsibility. And that's an important lesson for a successful life.

The staff at Frank Kohn Elementary School is proud to announce our commitment to ensuring that class time is used effectively and efficiently. In that spirit, we have an adopted a new set of procedures that will begin the first day of school.

Students can arrive on campus at 7:45 am. Students are to report to the cafeteria until 8:00 am. Students are released from the cafeteria to the playground at 8:00 am. The warning bell rings at 8:15 am and students are expected to begin lining up. The tardy bell rings at 8:20 and all students are expected to be in class. Students arriving after 8:20 am need to report to the office to get a tardy slip before going to class.

Unexcused Tardy Procedures & Consequences

Tardy #	Consequence
1-5	Warning
6-11	Noon detention
12-17	After School detention
18+	Behavior contract, parent conference, SARB referral

For students that are consistently on time, these procedures ensure that tardy students will not be allowed to disrupt their educational experience.

The staff at Frank Kohn Elementary School is confident that these procedures will increase learning time for all students and will contribute to the positive and businesslike atmosphere of our school.

Frank Kohn Elementary School

The Tulare City School District's moral purpose is to raise up caring, creative and confident Children. Along with the moral purpose, our district has established three priorities. Frank Kohn Elementary School has adopted the following rules that pertain specifically to our school as they relate to the district's priorities. These rules are in addition to all district policies that are listed in the Parents' Rights Handbook. The school rules include but are not limited to the following:

