

# Lietz School Student/Parent Handbook 2023-2024



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[lietz.unionsd.org](http://lietz.unionsd.org)

[facebook.com/LietzHSC](https://facebook.com/LietzHSC)

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# Welcome Letter

Dear Families,

Members of the Lietz School Community, including staff, students and families, are proud of our school and the opportunities we offer our children. Working together is the key to success, and communication helps make that happen. For that reason, we have developed this booklet of information. Please read it carefully and keep it handy for reference throughout the school year.

Our Parent Handbook gives you useful information about telephone numbers, classroom locations, and educational opportunities. We have tried to answer the most often asked questions and provide you with helpful procedures.

Please visit <https://lietz.unionsd.org> for a copy of this handbook and links to information about Lietz Elementary. In addition, school-to-home communication is provided weekly through school and ParentSquare. In addition, look for our school newsletter, Home & School Club information, and flyers about community events and after school programs.

We look forward to working with you and counting on you as members of our school community. If you have additional questions or comments please call the school office at (408) 264-8314.

Sincerely,

Ms. Crista Leamons

# School Year Calendar



## Union School District 2023-24 Student Calendar

JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	24	26	27	28
31				

August	
16	First Day of School for Students
30	Elementary Back to School Night
31	Middle School Back to School Night

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October	
19-20	October Break
31	Halloween

OCTOBER 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

November	
7-17	Elementary Parent Conferences
10	Veterans Day Observed - No School
20-24	Thanksgiving Break

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January	
4	School Resumes
15	Martin Luther King, Jr. Day - No School
29	PD Day - No School for Students
31	100th Day of School

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024				
M	T	W	T	F
				1
4	5	7	6	7
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March	
4-12	Elementary Parent Conferences
15	PD Day - No School for Students

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May	
22	Elementary School Open House
27	Memorial Day - No School

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

June	
7	Last Day of School

 = No School

Wednesdays are "Early Dismissal Days"

180 Student School Days

Updated December 2022

# Lietz Elementary School Daily Schedule

2023 - 2024

## TK/Kindergarten

Aug. 16 - Sept. 29

8:15-11:35 M-F

Recess: 10:00-10:20 a.m.

Oct. 2 - June 7

8:15-1:40 M, T, TH and Friday

8:15-1:15 Wednesday

Recess: 10:00-10:20 a.m.

## Grades 1-5

8:15-2:40 M, T, TH and Friday

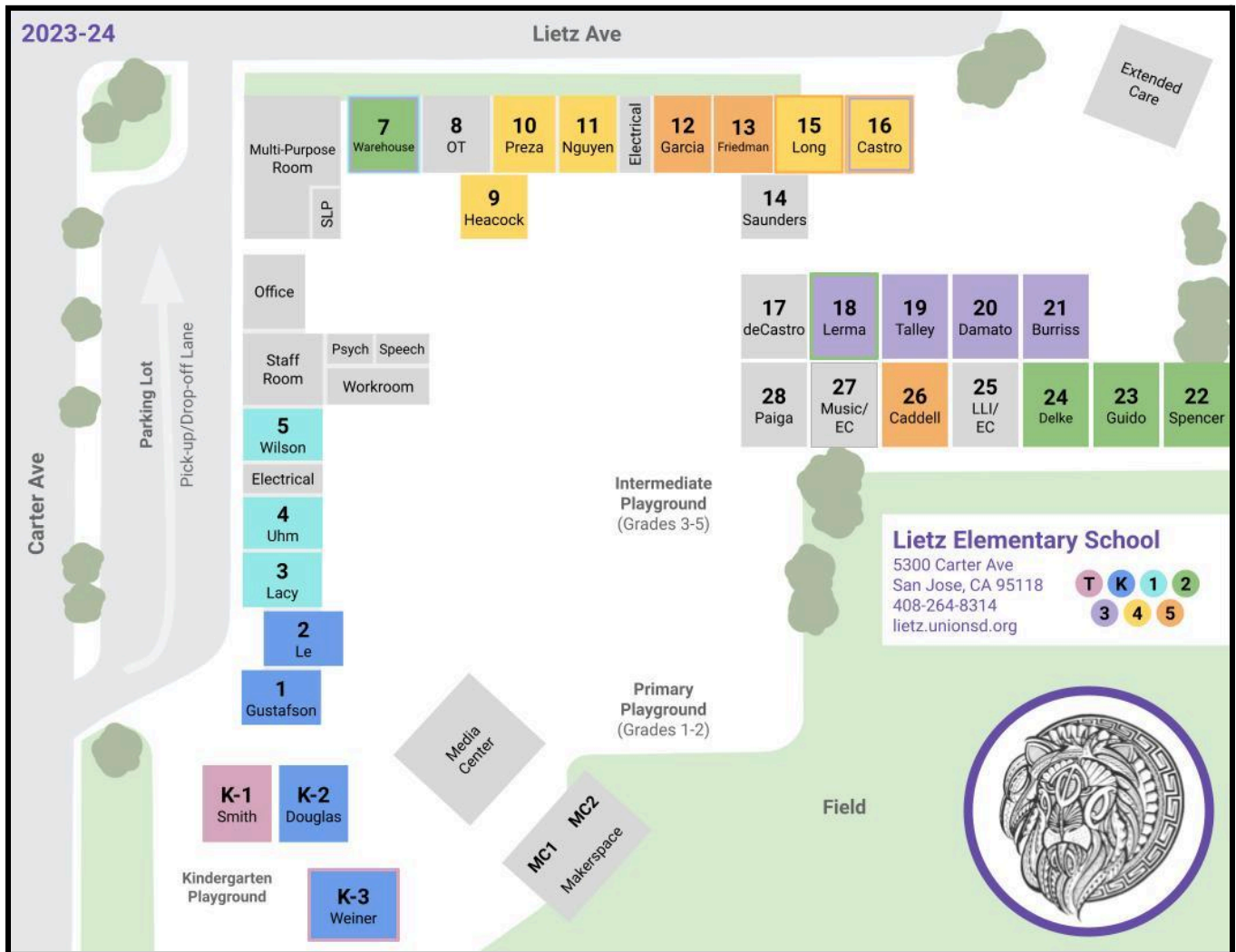
8:15-1:15 Wednesday

Recess: 10:10-10:30

### Lunch

Grade	Eating Time	Recess Time
Kindergarten	11:25 - 11:50	11:50 - 12:20
1 <sup>st</sup>	11:55 - 12:20	12:20 - 12:45
2 <sup>nd</sup>	12:00 - 12:20	12:20 - 12:45
3 <sup>rd</sup>	12:00 - 12:20	12:20 - 12:45
4 <sup>th</sup>	12:25 - 12:45	12:05 - 12:25
5 <sup>th</sup>	12:25 - 12:45	12:05 - 12:25

# Lietz School Map







## Attendance

Regular attendance is not only essential to a student's success in school but it is expected and required by law. Children cannot learn if they are not in school. We cannot stress enough the importance of your child being in school every day, on time if he/she is to achieve the greatest success in his/her work. It is impossible to completely make up for everything that is missed. A typical school day is filled with learning that is not limited to books such as group projects, discussions, and hands-on work. Paperwork can be made up, but other valuable learning opportunities cannot. We ask parents to please schedule appointments and vacations after school or during school breaks. The school year calendar is included in the handbook so that families can plan their vacations on non-school days. We love to have your children at school. Please make every effort to have them here everyday, and on time.

## Absences Line - (408)-264-8837

Should it be necessary for your child to be absent, the parent or guardian must phone the school attendance line (408)-264-8837 explaining the reason for the absence. State law requires that schools maintain records and explanations for all absences with documentation of either a phone call or a written note. Please call the office each day of your child's absence stating the reason and date of the absence. Parents have 24 hours to clear absences or it will be marked unexcused (truant). Thank you for your assistance with this responsibility by calling to report and verify absences.

Please do not send children to school with a fever or other communicable disease. If within the last 24 hours your child has vomited, had diarrhea or run a fever of 100° F or above, they should be kept home. Children should be symptom free without the use of medications for at least 24 hours before returning to school.

## School Start Time

Students may not arrive before 8:00 am as there is no adult supervision. Our gates will open at 8:05 am, and students are expected to line up by their classrooms and may not be on the playground or the playground equipment. Teacher supervision is provided from 8:05-8:15 am around our gates. School begins daily at 8:15 am. A warning bell rings at 8:12 am, and students are expected to be in their classroom lines. Students arriving after 8:20 am must report to the office for a tardy slip.

## School Dismissal

There is no supervision after school so please be sure that your child has a way home upon dismissal. Students not picked up by 2:55 p.m. will be directed to wait by the office. Students are not allowed to be on campus after school unless they are registered for a school activity.



TK and Kindergarten students are released by the teacher at the classroom door to a responsible adult. Students are not permitted to play on the playground or blacktop after school. If families wish to socialize while they wait for older siblings they are welcome to do so by the purple tables near the upper grade play structure or the grass area in front of the school.

## Modified Wednesdays

Union School District students are dismissed early on Wednesdays so that teachers can participate in grade-level planning and collaboration. On Wednesdays, all students will be dismissed at 1:15 pm. Please make arrangements for your child's early pick-up from school on modified Wednesdays.

## Independent Study Program for Extended Absence

If you are planning on an extended absence of 3 or more school days, your child can be credited with attendance through an "Independent Study Contract." This contract constitutes an agreement between the parent and the teacher that the student will complete the class work that has been missed during his/her absence and return it on the first day back to school. Independent study contracts can not be issued in the last 2 weeks of school. Please notify your child's teacher and stop by the office to sign an Independent Study contract two weeks before the planned absence.

## Tardiness

Tardiness to class is harmful to the individual student, and disruptive to classroom instruction. Instructional time is lost when students arrive late. We ask that every effort be made to have children at the classroom door by the warning/first bell. Students are marked "tardy" if they arrive at school after instruction begins at 8:15 A.M. Students who arrive after 8:20 A.M. must report to the office to receive a pass before proceeding to class. If a student develops a pattern of tardiness, the school will reach out to work with you to address the problem.

## Truancy

A child with more than 3 unexcused absences and/or three or more tardies in excess of 30 minutes in one school year is considered to be truant. (**Education Code Section 48260**) Our attendance system automatically generates truancy notification letters when a child is truant. Each subsequent unexcused absence/truancy will trigger another letter. Parents who receive a truancy letter will be asked to meet with the principal to discuss ways in which the school can support the child's regular attendance. If unexcused absences or tardies continue, the parents may be referred to the School Attendance Review Board (SARB).

## School Attendance Review Board (SARB)

The School Attendance Review Board was established by the California State Legislature to provide intensive guidance and coordinated community services to meet the needs of those children with school attendance or behavior problems. SARB is a panel of school and district personnel, as well as representatives from the county probation and police departments. This board meets with the parents of habitually truant students in an effort to monitor attendance and correct the problem.

# Safety, Emergencies, and Health Care

## Campus Safety

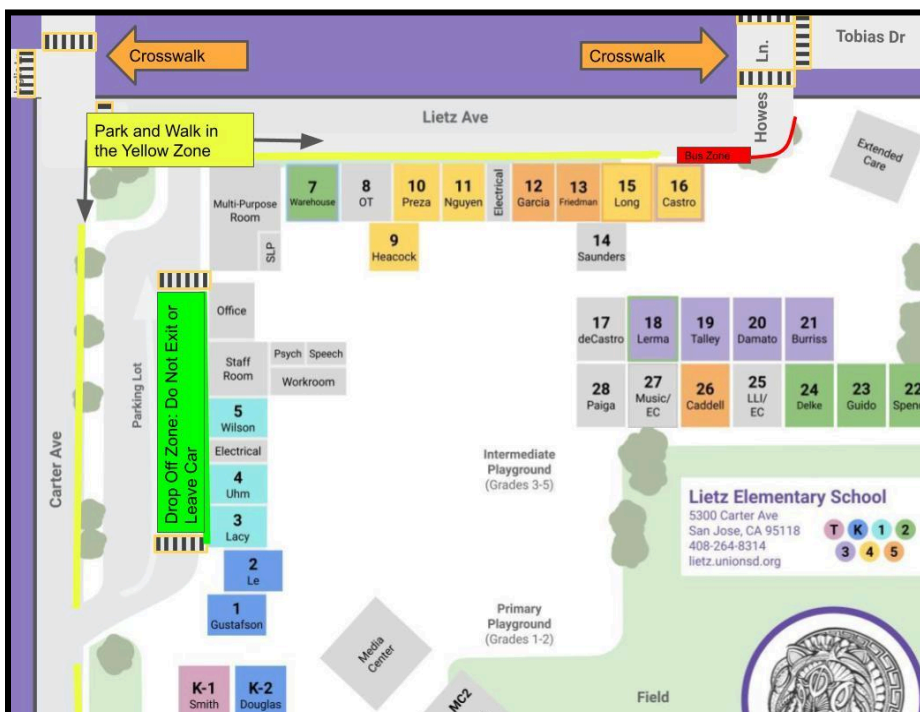
Lietz School is a safe environment for students and staff. In our effort to maintain the highest degree of campus safety, we ask for your help and support in these matters:

- Students are not to arrive any earlier than 15 minutes before the start of school when there is adequate supervision on the yard. Children must leave campus within 15 minutes of dismissal unless they are involved in a supervised after school activity or authorized day care. Students may not be on campus unsupervised.
- All visitors must check in at the office and receive a visitor's identification badge and sign out through the office when they leave.
- Keep all emergency card information current. If you change your address, telephone number, doctor, or emergency contacts, be sure to notify the school secretary. It is very important that we have up-to-date information for the protection of your child in case of an emergency or illness. Please update the office on any changes that occur during the year.

## Parking Lot and Traffic Safety

We ask for your cooperation in following our drop-off and pick-up procedures to ensure the safety of all children.

- Please refrain from using cell phones when driving.
- Please watch for pedestrians at all times while driving.
- Please do not leave your car unattended in the student drop-off zone.
- Do not exit your vehicle when stopped alongside the red fire lane curb in the school parking lot- not even for "a minute."
- Instruct your children to cross streets only in crosswalks and always follow the instructions of the crossing guards. Please do not allow your child to run across the street to or from your waiting car.
- Please respect the privacy and property of our neighbors and refrain from parking in or blocking private driveways.



All speed limits around the Lietz campus are strictly enforced by the SJPd. The legal speed limit is 25 MPH around the school and 5 MPH in the parking lots.

In accordance with the law, please ensure that your child wears a helmet when biking to school.

Please be considerate and respectful to school staff and volunteers. Our safety and grounds procedures are for our children's safety as well as yours. We appreciate your cooperation in keeping everyone safe.

## Disaster / Emergency Preparedness

In the case of an emergency, students and staff will respond according to how they have been trained and have practiced. For that reason, regular fire, earthquake and intruder drills are held. Students will learn under controlled conditions how to react quickly and safely. Lietz's comprehensive safe school plan that has been developed and is reviewed annually. A copy of this plan is available for reference in the school office.

## Emergency Procedures

In case of an emergency, families will be notified through ParentSquare, our communication and information system. In a situation where students must be released from school, students can only be released to a parent/guardian or authorized adult listed in school emergency form. The parent/guardian or authorized adult must sign the student out.

## Health Services

Lietz is staffed with a Community/Health Clerk for 6 hours a day. Students are able to come into the health office if they become ill and/or to receive first aid. If a child becomes ill or gets injured during the school day, parents will be contacted. **It is crucial that parents keep emergency contact information current at school.** Immunizations must be kept up to date or students will not be allowed to attend school.

## Student Injury or Illness

We encourage attendance, but we abide by the Union School District and Lietz School fever free policy. If within the last 24 hours your child has vomited, had diarrhea or run a fever of 100° F or above, they should be kept home. Your child must be symptom free without medication for 24 hours before returning to school. Should your child be running a fever or have symptoms of an illness, please keep him/her home. A sick child not only gets much less from instruction but often unfairly exposes others to illness.

We also have a "no nit" policy with regard to lice. Students will be sent home and not allowed to return to class until they are absolutely gnit-free. Our concern is for the health and well-being of all students.

Parents must notify the school when their child is diagnosed with a communicable disease or condition (i.e., chickenpox, lice, strep throat, pink eye, measles, fifth's disease, etc.) We will notify the families of other students in your child's classroom about the possible exposure.

## Medications at School

California Education Code 49423 indicates that any student who is required to take medication prescribed for him/her by a physician (during the regular school day) may be assisted by the school health aide or other designated school personnel if certain requirements are met. Prescribed medication may be given at school only if a Medication Request/physician's form is on file in the health office. It is the responsibility of the parent/guardian to bring the signed physician's form and medication to the school. The "Medication Request" form is available online at [unionsd.org](http://unionsd.org) and in the school office **and must be completed every school year.** The medications must be in the original container and clearly labeled with the student's name, the name of the medication, and its dosage. All medications will be kept in the health office at school. For the safety of your child and others, DO NOT put medication in lunch boxes/sacks or have the child carry medication on his/her person.

Over the counter medication cannot be dispensed at school. Unless a completed Medication Request form is on file in the Health Office, cough drops, cough syrup, Tums, throat lozenges, Tylenol, Aspirin, Benadryl, etc. cannot be brought to use at school. If students are in need of these aids, dispense them at home, before or after school, or follow the above requirements for dispensing medications at school.

If your student requires any medical assistive devices on campus, such as wheelchair, crutches or scooter, they must have a physician's note regarding this accommodation.

## Student Insurance

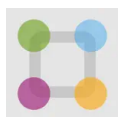
Parents have the opportunity to purchase low cost accident insurance covering school children. These insurance forms are sent home within the first days of school. If you would like to purchase this coverage, complete the application, enclose a check for the appropriate amount and mail the envelope.

## Communication

### ParentSquare

Lietz Elementary School and Union School District use ParentSquare for District and school communication. Parent/guardians are added to USD's ParentSquare using contact information in PowerSchool so that you can get important, urgent, and emergency communications.

We encourage all families to add the ParentSquare App as well. Use your phone number or email address on file with the school to sign up today. We encourage families to access their accounts so they can download the mobile app and update their preferences on when and how they are notified.



[Watch this Introductory Video \(https://bit.ly/LietzPSvideo\)](https://bit.ly/LietzPSvideo)

[Visit the ParentSquare Website \(https://www.parentsquare.com\)](https://www.parentsquare.com)

The ParentSquare App can be downloaded from the website.

### Lietz Elementary School Website

Our school website provides additional information for parents about school programs, events, meetings, organizations, staff, schedules, and emergency information. Parents can also find additional classroom and grade level information on the classroom pages, as well as flyers for after school and community activities. The school website can be found at <https://lietz.unionsd.org>

### Lietz Elementary School Newsletter

Our school newsletter, *The Lion's Roar*, is published once a week throughout the year. Please take time to review the news letter, as it is the best resource for school wide events and a window into student learning and student activities. *The Lion's Roar* is available on the school website, but it is also emailed to every parent with a valid email address.

### Thursday Envelopes

Although we share most of our school information electronically, students may bring home a "Thursday Envelope" that contains paperwork with important information from the teachers and/or school. Details about extracurricular activities provided by outside vendors can be found on the Lietz website, under After School Activities.

[Home and School Club Website \(https://www.lietzhsc.com\)](https://www.lietzhsc.com)

[Union School District Website \(www.unionsd.org\)](http://www.unionsd.org)

# Office Procedures

## Visitor Badges

A safe environment requires the identification of every person who comes onto campus. All staff will be wearing an identification photo badge. All visitors, including parents, must first come to the office and identify themselves. Any person going to areas other than the office must sign in and wear a visitor badge. Your cooperation with these practices will give the school community peace of mind.

## Early Student Release

If a student needs to leave school before dismissal for any reason, the parent/guardian must come in person and sign the child out in the office. If the student returns to school later the same day, the parent/guardian must sign them back into school.

Students will only be released to persons whom the parents have authorized on the permanent record/emergency cards in the office. This is for the protection of your child.

## Drop off Items

If you need to bring something to your child after school has started, please bring it to the office, and your child can pick it up there. Parents are asked not to take items to the class. They need to drop the item off at the office.

## Student Phone Calls

Students may only use a school phone for emergencies or with their teacher's permission. When your child leaves home for school, it is important that you let them know your daily plan. Sometimes there may be a change in plans, and you may call the school to leave a message, but the school cannot take responsibility if the message is misunderstood by your child or not delivered. Classes are not interrupted until the last 3-4 minutes of the day. Sometimes the secretary may be taken away from her desk for other duties and may not be able to deliver your message.

## Withdraw

If you are moving and need to withdraw your child from school, please notify the office in advance so that any copies of records may be sent home with your child.

# School Policies

## Volunteers

Volunteers are the heart of the Lietz community and we appreciate the time and energy of all our volunteers. All volunteers are required to sign the Union School District volunteer code of conduct agreement available at [bit.ly/Lietzvolunteer23-24](http://bit.ly/Lietzvolunteer23-24). When arriving on campus, please sign in at the front office and pick up your visitor badge.

### Preschool Siblings on Campus

Our school and all schools in Union School District greatly value parent volunteers. It is important to adhere to school safety and instructional guidelines if your little one is with you at school. To ensure that

your infant, toddler, or preschooler is safe at all times while on campus and that instruction is not interrupted for students, please follow these guidelines:

- Get pre-approval from the classroom teacher for your little one to be with you in the classroom.
- The office and workroom areas are for adults only.
- Remember that the playground and playground equipment are for school-aged children only during the instructional day.
- Little ones should not be on the playground during recess.
- Field trip supervision requires the adult chaperone's undivided attention. Younger siblings are not permitted to accompany an adult chaperone volunteer on field trips.

## Animals/Dogs on Campus

Union School District has a policy that addresses pets that visit the classroom, as well as animals that are used as part of a standards-based project. Pre-approval for standards-based projects must be obtained for all animals visiting a classroom. Animals are not allowed on school grounds during drop-off and pick-up times.

Union School District has a district-wide policy of "No Dogs On Campus." There are signs posted at all entrances, and we ask parents for their cooperation with this policy. This includes dogs that are on a leash and/or carried by their owners. While we understand the value of a community atmosphere where animals are welcome, student safety is our first concern. Our school and district cannot risk unintentional injury to a child or an adult. Additionally, many children today have allergies to animals and, in some cases, can have severe reactions when coming in contact with animal fur.

We respectfully discourage families from bringing along dogs when picking up children from school, as this creates additional concerns for safety when dogs and/or children become overly excited or frightened.

## BIRTHDAY CELEBRATIONS

We respect and value parents' desire to be creative in their approach to celebrating their child's birthday in a special way, but ask it be done outside of the school day. Our need to protect the instructional day and our required adherence to school and district policies limit how birthdays are celebrated. Therefore, please do not send balloons, gifts, or anything that may cause a disruption. Parents who would like to provide a class goodie bag on their child's birthday are welcome to do so, providing it meets the following guidelines.

- To avoid disruption to the instructional day, birthday celebrations will be handed out at the end of the school day with the advance permission of the classroom teacher.
- Arranging for entertainment, classroom parties, activities, games, etc., is not appropriate, nor permitted, during school hours, including lunchtime.
- Union School District's Wellness Policy and Lietz school policy does not allow for food items to be brought for birthday celebrations. However, non-food items can be brought to share with the class at the end of the day. The donation of a special book to your child's classroom library or the school library is a wonderful way to recognize your child's special day and contribute a lasting memory to the school.
- Personal birthday party invitations distributed in class must be given out before or after school, so no one feels left out.



## Cell Phones and Smart Watches

We understand that parents sometimes want students to have a cell phone for safety or health reasons. The Union School District Board of Education updated the policy to allow elementary students to possess cell phones at school. However, they may only be used before and after school and as long as they do not create a distraction or disturbance. Using this device to capture digital images and/or to take photographs of any kind shall be prohibited on school grounds.

It is the student's responsibility to ensure that cell phones/smart watch network abilities are turned off and out of sight during school hours. If a disruption occurs, a teacher or other staff member may confiscate the device until the end of the school day or activity and the student may be subject to disciplinary action, including confiscation and/or loss of the privilege of carrying a cell phone/smart watches at school. Information about afterschool arrangements should be left on the cell phone voicemail or arranged before arrival at school. In case of an emergency, telephone messages for students may be left with the office staff.

Students will be personally and solely responsible for the security of their cell phones/smart watch. The Union School District will not assume responsibility for theft, loss, or damage of a cell phone/smart watch.

## Dress Code

The purpose of a dress code addresses safety and helps create a safe and productive learning environment. Students should dress in a way that allows them to access all parts of their educational program. Parents may be contacted by a staff member if a student is not following the below:

Some clothing that would be appropriate for wear away from school may not be appropriate for wear at school. Although fashion changes rapidly, certain guidelines are set which are in the best interest of all students in the school:

- Any clothing with inappropriate pictures or words which makes reference to alcohol, tobacco, drugs, sex, gangs or obscene language or in any way degrades or offends any particular gender, race or religion is not allowed.
- Clothing which is see-through or exposes too much of the stomach, chest or back is not allowed.
- Extremely short shorts or skirts are not appropriate.
- Shoes that are safe and appropriate for physical education or recess activities should be worn. Examples of unsafe shoes for school are high heels, flip-flops, open-toe sandals, clogs and platform types.

Hats and hoods may be worn at lunch, recess, or PE. Hats are not to be worn inside the classrooms or school buildings, except in extenuating circumstances.

## Healthy Snacks

In keeping with the Federal Child Nutrition Act and California recommendations for healthy habits, we encourage you to consider the nutritional value of snacks sent to school for our students. We want to encourage students to make wise choices for snacks ( fruit, water, healthy crackers) so that they develop good habits early in life. In addition, Union School District has a Wellness Policy to help students make healthy fitness and food choices. It encourages students and parents to provide healthy snacks for classroom holiday parties and school functions. We request that healthy treats rather than donuts and cupcakes be considered for classroom parties and events.



# Student Progress and Assessment

The fundamental goal of Lietz School is to provide a high quality education to each and every student. This means that we strive to develop the academic, social, and physical skills of each student to their full potential.

The education of each student is a shared responsibility. We recognize that parents are the first and primary educators of their children. School staff, working in partnership with parents and community, strives to provide rich learning experiences that meet the needs of each child every day. Students, themselves, maximize their potential for learning through a positive, respectful attitude and a commitment to hard work. The shared responsibilities of school staff, students and parents are found in the Compact for Student Success:

## Title 1 Compact for Student Success

### School Staff Will:

- ✓ Provide rigorous curriculum for all students through basic, auxiliary, and supplemental services.
- ✓ Teach all the necessary concepts to your child before regular homework is assigned.
- ✓ Meet with parents to discuss curriculum and take suggestions.
- ✓ Regularly communicate with parents on students' progress through conference, phone calls, and achievement/performance test results.
- ✓ Provide opportunities for parents to learn how to help students: conferences, family academic nights, newsletters, articles, assemblies and parent education evenings.

### Students Will:

- ✓ Come to school ready to learn.
- ✓ Return completed homework on time.
- ✓ Arrive at school on time, every day.
- ✓ Work cooperatively with others.
- ✓ Be responsible for their own behavior.
- ✓ Demonstrate respect.

### Parents Will:

- ✓ Spend at least 15 minutes per day reading to/or with their child.
- ✓ Ensure that their child gets an adequate night's sleep.
- ✓ Encourage their child to complete his/her homework.
- ✓ Ensure that their child arrives at school on time, every day.
- ✓ Send their child to school ready to learn.
- ✓ Attend Back to School Night, Parent Conferences, Open House and Parent Education Evenings.

## Report Cards/Progress Reports

Report cards are issued three times a year, at the end of each trimester. Student progress will be reported against the State Standards. Parents are encouraged to contact the teacher anytime to discuss their student's progress.

## Parent – Teacher Conferences

Since both parents and teachers are deeply interested in the child and their well-being and academic progress, parent-teacher conferences are vitally important and strongly recommended. During the school year, two formal parent-teacher conferences are scheduled for each student. Fall conferences will be held in November and spring conferences are scheduled for March. It is vital that teachers prepare for these conferences and parents make necessary arrangements to attend. Additional conferences are welcomed and recommended whenever there is a concern of the parents, teachers or both. These may be scheduled with the teacher.

## Standardized Testing

All students in the state of California in grades 3-5 are expected to take a standardized test. This test measures students' accomplishments in the areas of reading, math, and language arts and science (5<sup>th</sup> grade only). The results of this test also serve as a diagnostic tool, which aids in improving instruction. Students are encouraged to do their best. Attendance is critical throughout the week of testing because it is very difficult to provide the time and recreate the testing environment for makeup testing. Parents are urged **not to schedule appointments** of any kind during this week and to ensure that their students are in attendance and on time daily.

The testing window for the '23 - '24 school year will tentatively be April 22 - May 17, 2024.

## Homework

Homework is an extension of learning that occurs in the classroom. It is meant to reinforce skills already learned in class and/or extend learning beyond the classroom. It is the student's responsibility to complete and turn in homework assignments on time. Of course, most students need the support of adults at home. Parents can help students with homework by:

- Limiting or eliminating TV, screen time, and video games on school nights
- Providing a quiet place and time for students to do homework
- Organizing the materials students need to do their assignments
- Reviewing the completed homework and signing assignment logs, if required

Approximate time to be spent on homework:

Grades 1-3: 20-30 minutes daily, Monday – Thursday

Grades 4-5: 30-45 minutes daily, Monday – Thursday

- There may be occasional weekend assignments.
- Special projects or reading assignments may exceed the general time expectations.
- All students should read (or be read to) daily, including weekends.

In addition to assigned homework, students may be expected to complete class work that was not completed during the school day. Homework provides students the opportunity to develop personal organizational skills and acquire a sense of responsibility for work assigned to them. Homework is not intended to disrupt family time nor place extra stress on children or parents. If this occurs, please work with your teacher to find a healthy balance. Any questions or concerns about homework should be directed to the teacher.

# Student Support and Services

Lietz staff is committed to the belief that every child can learn. Not all children learn in the same way at the same time, however. There are numerous support services and programs in place at Lietz to ensure that all students reach grade level standards.

- **Title I-** This Federally funded program provides instructional support to identified students in grades 1-5. Small group assistance is provided within the classroom. The primary goal of the program is to increase student achievement on grade level standards in reading, language and writing.
- **ELL-** English Language Learners receive extra support and instruction in English language acquisition. The extent of support depends on the student's current language level.

## School Lunch Program

Every California student has access to one free breakfast and one free lunch each instructional day. A combination of federal and state funds provide reimbursement to schools to support the cost of these meals. To qualify for the funding, many schools must continue to collect school meal applications to identify students who qualify for free or reduced-price meals. This form will be sent home at the beginning of the year. Please take time to fill out this form.

## Differentiated Reading Instruction

Designated reading group instruction helps all Lietz students learn language arts content at the instructional level they need. All Lietz students receive research-based instructional interventions and strategies in learning groups designed to accelerate their learning. Lietz students who benefit from additional reading intervention may participate in a "double dose" of reading instruction outside the classroom through our Leveled Literacy Intervention (LLI) and Systematic Phonics instruction groups.

## Student Support Team

The SST team meets regularly to address concerns about student progress raised by staff or parents. A SST meeting is the next step to identifying supports that can be provided to engage a student in learning opportunities that support them beyond the classroom interventions and supports. The SST Team is part of the regular education program. It is composed of teachers, the school principal, a student (if appropriate) and his/her parents. Support and special education staff may also be involved. The team will recommend appropriate interventions and continue to monitor the student. Parents are included in the SST team process, and will be invited to attend the SST meeting about their child.

## Resource Specialist Program

The Resource Specialist Program serves children who qualify for extra support in areas designated by the Individualized Education Plan (IEP). Students are identified for the resource program based on academic and psycho-educational testing. The Resource Teacher and Instructional Assistants assist students and suggest classroom strategies to meet the goals established in the IEP. The goal of the program is to work with a child on his/her specific individual needs and assist the child in developing the necessary tools for success in the general education classroom.

## Special Day Class (SDC)

Special Education students who have intensive academic needs may be placed in a classroom designed to meet their specific needs. Lietz School has SDC programs for students in grades TK-5th grade.

## Speech and Language

Qualifying children who are diagnosed with speech or language difficulties receive corrective speech or language instruction from a speech therapist, based on an IEP.

## School Programs

### Library

Lietz School maintains an adequately stocked library. Parents are asked to assist the school by encouraging the return of library books on time and in good condition. Parents are expected to pay for any lost or damaged books checked out by their child. Parent volunteers are always needed in the library. Please contact the school office if you are able to assist.

### Technology

Technology at Lietz is integrated into the curriculum throughout the day. Lietz follows the district and school technology plan that includes performance expectations at every grade level. Some of these include keyboarding, word processing, and multimedia presentation. Internet access is available in every classroom, and devices are accessible to students in all classrooms. Before any students may access the Internet at school, the student, parent and teacher must sign the District Telecommunications Policy. Teachers continue to update their training in technology so that our students will be current with all that technology has to offer as a learning tool.

### The Lietz Makerspace

Lietz is proud to have a technology working laboratory called a "Makerspace." Every school in the Union School District has one of these amazing rooms. The Makerspace is almost 3,000 ft.<sup>2</sup> and uses solar lighting, retractable skylights, and has floor-to-ceiling windows. Every class visits the Makerspace on a regular basis, and gets opportunities to learn about Science, Technology, Engineering, Art, and Mathematics (STEAM.) We have dedicated STEAM lessons that teachers can use, and experiences that allow students to problem solve and wonder (working alongside the classroom teacher), as well as a "green room" for filming.

### Visual and Performing Arts

Students have an opportunity to learn and appreciate the arts both in class and outside of the regular classroom program. The majority of our enrichment programs are generously supported and funded by our Home and School Club.

**Art Vistas-** Arti Vistas are an integrated, hands-on art curriculum provided by volunteer parent docents and sponsored by the Home & School Club. The Art Vista program culminates in a beautiful art show featuring the students' year-long projects and exhibits. This is held in the spring, and widely attended by parents and community members.

**Music-** The goal is to have all students be exposed to music and movement instruction on a weekly basis. Our teacher this year will be using the Orff methodology which utilizes beginning music theory, movement, singing, and percussion style instruments like xylophones, met allophones, drums, and other rhythmic instruments. Classes will be held in room 27.

**Clay-** Clay or ceramics is offered in school to students in grades K - 5. Volunteers are needed to teach the students how to sculpt and create with clay, maintain the clay storage area, and fire clay projects in the kiln. Having our own kiln allows for colorful creations, and volunteers are greatly appreciated for this program.

**Lietz Drama Club-** Drama Club is after school and open to 3 - 5th graders. Every year, the Lietz Drama Club performs a musical play. Students meet after school, twice a week for six months. The drama club teachers produce an outstanding performing arts experience for our students, including scripts, costumes, schedules, and t-shirts.

**Band-** The goal is to provide extracurricular opportunities to students grades 2-5. The band will have an opportunity to perform for their classmates, as well as friends and family. The program is run independently from Lietz, but is a convenient way for students to explore instrumental music. Classes will be held in the cafeteria.

## Additional Extracurricular Activities and Opportunities

**Student Council** - Lietz's Student Council consists of two representatives from each class. Elections are held in the fall for five officers. The Student Council sponsors spirit days such as Hat Day, Crazy Hair Day and Twin Day. The council also is also very active in our Friday rallies.

**Student Clubs and Extracurricular Activities** - Lietz offers many opportunities for students to explore extracurricular activities. Please review information that comes home electronically for clubs and sports your child can participate in. In addition, we desire to have opportunities for lunch time in the library. Our lunch time activities are student generated and supported by parent volunteers. Please consider sponsoring a lunch time club at Lietz.

# Positive Behavior Interventions and Supports (PBIS)

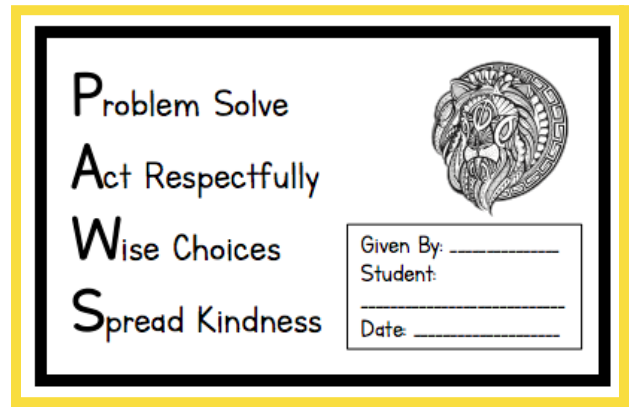
## PBIS Definitions at Lietz

**Acronym** - our acronym at Lietz is PAWS, which stands for Problem Solve, Act Respectfully, Wise choices, and Spread Kindness. We wanted our acronym to reflect the training and success our staff has had around implementing GLAD strategies, as well as Spreading Kindness, and Project Cornerstone ideas.

**The Behavior Matrix** - the behavior matrix is an organized chart of positive expectations for various areas of the school. For each area of the school, Lietz students have PAWS. Research shows that framing expectations for behavior in the positive gets better results. Staff and students can use the language from the matrix to acknowledge positive behavior, for example: "Bob, thank you for lining up with the class correctly, you're giving enough personal space." Teachers teach the matrix language to their students, and align their classroom rules to PAWS, the best they see fit.

 <b>LIETZ LIONS HAVE P.A.W.S.!!</b>								
	 Before School	 Playground (General)	 Bathroom	 Cafeteria / Lunch Tables	 Lines	 Indoor Spaces	 Hallways/ Breezeway	 After School
<b>P</b> Problem Solver	<ul style="list-style-type: none"> <li>Be on time</li> <li>Use the restroom if needed</li> </ul>	<ul style="list-style-type: none"> <li>Stop, think, do</li> <li>Find a caring adult</li> <li>Use problem solving skills to settle disagreements</li> <li>Peace Process</li> <li>rock, paper, scissors</li> </ul>	<ul style="list-style-type: none"> <li>Visit before school and during recesses</li> <li>Tell an adult if you see a problem</li> </ul>	<ul style="list-style-type: none"> <li>Look, listen, and use zero noise level signals</li> <li>Ask for permission to get up</li> <li>Make room for everyone</li> <li>Raise your hand for help</li> </ul>	Look forward when walking	Walk	Walk	<ul style="list-style-type: none"> <li>Go directly to your pick up area</li> <li>Go to the office if pick up is late</li> </ul>
<b>A</b> Act Respectfully	<ul style="list-style-type: none"> <li>Walk to your line area</li> <li>Before bell, be near your line</li> <li>After bell, stand in your line</li> </ul>	<ul style="list-style-type: none"> <li>Follow game rules</li> <li>Hands and feet to self</li> <li>Use kind words and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Use soft voices</li> <li>Give privacy</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words only</li> <li>Use talking voices</li> <li>Leave no trace (Pick up after yourself)</li> <li>Respectful of others' space</li> </ul>	<ul style="list-style-type: none"> <li>Zero noise level or quiet voices</li> <li>Give personal space</li> <li>Respectful of others' space</li> <li>Once in line, stay in place</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Take care of materials</li> </ul>	Use quiet voices	<ul style="list-style-type: none"> <li>Stay on the sidewalk</li> <li>Use crosswalks</li> <li>Walk your wheels</li> </ul>
<b>W</b> Wise Choices	<ul style="list-style-type: none"> <li>Stay on blacktop</li> <li>Hands and feet to self</li> <li>Stand and talk</li> <li>Use crosswalks when coming into campus</li> </ul>	<ul style="list-style-type: none"> <li>Use school equipment</li> <li>Recess bell:                             <ul style="list-style-type: none"> <li>Take a knee</li> <li>Listen</li> <li>Walk after whistle</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Walk in, walk out</li> <li>Go, flush, wash</li> </ul>	<ul style="list-style-type: none"> <li>Eat your own lunch</li> <li>Wait to be excused</li> <li>Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>Hold lunch boxes at your sides</li> <li>Hands to self</li> </ul>	Ask for what you need	Hands to self	<ul style="list-style-type: none"> <li>Make sure you have all of your items</li> <li>Be aware of adult directions</li> </ul>
<b>S</b> Spread Kindness	Greet classmates and adults	<ul style="list-style-type: none"> <li>Invite and include all students</li> <li>Put equipment away at carts</li> </ul>	Keep it clean	Say: <ul style="list-style-type: none"> <li>Please</li> <li>Thank you</li> <li>Excuse me</li> </ul>	<ul style="list-style-type: none"> <li>If you bump, say excuse me</li> <li>Follow the person in front of you</li> </ul>	<ul style="list-style-type: none"> <li>Greet staff kindly</li> <li>Wait your turn</li> </ul>	Go straight to your destination	Say, "Thank you" to crossing guards

**PAWS Tickets (Gotcha Tickets)** - PAWS tickets are used to recognize positive student behavior. A ticket is an excellent way to address a student directly, and to show appreciation for their positive ways. The tickets are a way to remind teachers and staff to use the verbiage in the matrix. Students should write their name on the Paw (name for the ticket) and then place it in a class bucket. Teachers select students to dump their small buckets into the Lion's Den. The Lion's Den is a big bucket that is filled with Paws tickets. When the Lion's Den is full, the whole school earns a school wide reward. Rock n' Roll Recess, is the first whole school reward, and as we increase our understanding about how the students are responding to our new SWPBIS program, we can surely add or subtract ideas. To keep up with demand, volunteers will be asked to run off, and cut PAWS tickets. They will be kept in the staff room on the shelf, if you need more.



**Ticket Drawings** - Each Wednesday, each teacher selects students to bring their PAWS bucket to the office. The office will pull one name from each bucket. The winner from each class will get a small prize (pencil, etc.) The rest of the tickets will be dumped into the Lion's Den. The student runners from each class will return to class with an empty bucket.

**Monthly Student Recognition**- Monthly, teachers will recognize students from their classes that exemplified PAWS. These students will be that month's Principal's Pride.

**Posters** - Posters are placed at every area of the school that has a place in the matrix. Each poster will display PAWS, and what the positive behavior looks like in that area. Expectations are taught directly to the students by the teachers.

**Training the staff** - Classified staff who work as yard duties at Lietz will receive training on how to give out PAWS, and how to use the language of the matrix. The matrix will be printed on laminated card stock and can be clipped onto a lanyard, and serve as a reminder to use the words on the matrix to positively recognize students. Teachers will receive the same training as well.

## Project Cornerstone

Project Cornerstone is a Santa Clara County initiative, which motivates and supports all individuals and organizations to come together to nurture and develop competent, caring and responsible children and youth. Research shows that the more assets a child has the more likely he/she is to exhibit positive attitudes and behaviors: succeeding in school, helping others, valuing diversity, maintaining good health, exhibiting leadership, resisting danger, delaying gratification, and overcoming adversity.

## Student Conduct and Discipline

Lietz's expectations and rules are enforced in order to ensure students have an optimal learning environment as well as to keep everyone safe at all times. When students disregard a behavior expectation or playground rule, steps will be taken to remediate the behavior using PBIS methods. When students continue to disregard a behavior expectation or playground rule, consequences will follow. Consequences are usually progressive, and the nature of the consequences will depend on the severity and frequency of the act. Our goal is to teach/counsel our students rather than solely administering consequences. That said, if a student is sent to the school office, they are aware that a phone call may be made to their parent/legal guardian.



For minor infractions, consequences may look like a conference with the student, reteaching expectations, redirecting behaviors, a project or assignment to “right the wrong” or or loss of privilege.

For repeated or serious infractions, consequences may include time out or away from the classroom or specific activities, community service during recess or lunch, referral to a counselor, referral to lunchtime support groups, and/or in-person conference with parents.

More serious offenses may result in referral to the principal’s office, parent notification via phone call or email, parent meeting, behavior contract and/or suspension.

## Rules and Expectations

The following are a list of specific Wise Choices and ways to Act Respectfully that are imperative to student success, safety, and school climate. Please review these with your child as they prepare to come to school.

Students are expected to:

- Show respect for themselves, other students, adults, personal and school property
- Keep their hands, feet and objects to themselves
- Follow all classroom rules
- Use only appropriate language
- Arrive to class on time before school and after recess
- Follow the dress code

Playground Rules and Procedures :

- Do not leave the school ground without permission
- Never hit, kick, push or spit on a person
- Never tackle or play fight
- Keep games open to everyone
- Throw trash in the trash cans
- Eat only in designated areas
- Play in designated areas
- Line up immediately when the bell rings
- Do not chew or bring gum to school
- Leave all toys and personal play items at home
- Never throw rocks, sand or tan bark
- Leave sticks on the ground

## Reward and Positive Recognition

Most students always obey the rules and do their best at school. Students are recognized in the monthly Recognition assemblies, outdoor lunch privileges, in-class treats, spirit days, phone calls home, certificates and other special rewards as part of our PBIS program.

## Conflict Resolution - The Peace Process

We know and use the Peace Process at Lietz Elementary. This is one way students can be better Problem Solvers. There are four steps that every teacher and staff member are expected to know, starting in kindergarten. This was adapted from Marshall Rosenberg’s book, Non-Violent Communication. Please encourage the following problem resolution steps at home and at school:

The Peace Process:

- State the facts “The fact is when you...”
- How that made you feel, “Which made me feel...”
- What do you need? “I need...”
- Make a request, “Are you able to...?”

We encourage all students, staff, and parents to use this technique to help solve conflicts.

## Suspensions and Expulsions

The goal at Lietz is to keep every child in school. The research shows that suspending a child does not teach him/her the skills to prevent future incidents or to have the opportunity to make amends with the people who were negatively affected by their actions. There are, however, times when an incident is so severe and unexpected that a student may be suspended in order to give the school team time to put additional measures and accommodations in place to ensure everyone's safety and help the student be successful. The State of California Education Code defines a list of incidents that suspension and/or expulsion may be administered. These incidents include, but are not limited to:

### Vandalism

It is against the law to cut, deface, or injure any real or personal property belonging to the school district, teachers, or students, or engage in malicious mischief (false alarms, firecrackers, setting fires in trash cans, etc.) E.C.305, 1060 Calif. Admin. Code, Title 5: Administrative Guide 1123, Civil Code 1714.1, 1714.3, P.C. 594, 4510; Fire Code 15-17, Health and Safety Code L2752.

### Theft and Forgery

Theft is a felony when the value of what is taken exceeds \$200; otherwise, it is a misdemeanor. One who finds lost property and makes no attempt to determine its true owner, and who keeps such property, is guilty of theft. Falsifying a note or excuse, or signing the name of another individual constitutes forgery. P.C. 484, 487.

### Sexual Harassment

Board Policy 5745.7 prohibits sexual harassment. Any person who engages in sexual harassment of anyone in our district is subject to disciplinary action. For students this could result in expulsion. If you are aware of any sexual harassment please inform your child's teacher or principal.

### Fighting

Fighting, provoking a fight, or intimidating other students on campus is prohibited. E.C. 10852 and 10602; C.C. 1714.1; P.C. 1161.5. (these sections are interpreted to include rock throwing.)

### Weapons and Dangerous Objects

No guns or gun replicas, knives, explosives (including caps), toy weapons of any kind, laser pens, matches or lighter of any kind will be brought to school.

For a comprehensive list of suspensions and expulsions please refer to CA Education Codes §48900 and §48915.

# Bully Prevention Policy

## Bullying & Social Conflict

Bullying occurs when a student with greater physical, social, or emotional power over another student repeatedly intimidates or harasses them through words or actions. When addressing bullying, it's important to be certain that it meets the criteria for bullying and is not a conflict, which is much more common. When resolving a conflict, students are brought together and work through their problems and propose solutions. When bullying occurs, the bully and his or her victim(s) are not brought together. Adults put measures in place that will end the bullying.

Sometimes friends will claim that they are "just joking" or "just fooling around." It is important to understand that this is never an excuse for making another student feel powerless. Conversely, a one-time, isolated occurrence is not considered bullying. The below visual may help in understanding the differences between various behaviors.

<p><b><u>Teasing</u></b></p> <ul style="list-style-type: none"><li>● Perceived that students are having fun</li><li>● Feelings are relatively not hurt</li><li>● Everyone is participating equally</li></ul>	<p><b><u>Conflict</u></b></p> <ul style="list-style-type: none"><li>● No one is having fun</li><li>● There is a possible solution to the disagreement</li><li>● Equal balance of power</li></ul>
<p><b><u>Mean Moment</u></b></p> <ul style="list-style-type: none"><li>● Someone is being hurt on purpose</li><li>● Reaction to a strong feeling or emotion</li><li>● An isolated event (does not happen regularly)</li></ul>	<p><b><u>Bullying</u></b></p> <ul style="list-style-type: none"><li>● Someone is being hurt on purpose</li><li>● Repetitive (happens regularly)</li><li>● Imbalance of power</li></ul>

There is no verbal or physical intimidation or harassment allowed at school. Such behavior includes: direct physical contact such as hitting, kicking, or shoving; verbal altercations such as teasing or name-calling; social isolation or manipulation; emotional or verbal threats; extortion; and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.

Students are expected to immediately report incidents of bullying including cyberbullying and/or any physical or verbal altercations to their teacher, yard duty, or school staff. Students will abide by classroom rules which include acting respectfully and giving their very best with all their academic work. Staff members will promptly investigate each bullying complaint and decide whether it is a matter they will handle or refer to administration.

The staff and community of Lietz Elementary believe that all students have a right to a safe and healthy school environment. The staff and community have an obligation to promote mutual respect, tolerance, and acceptance. The staff and community of Lietz Elementary will not tolerate behavior that infringes on the safety of any student.

Teachers discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

## Parent Involvement and Support

Lietz School would not be the special school that it is without the involvement and support of our parents. Parents are welcome to visit the school and the classrooms. Upon your arrival at school, it is imperative that you first stop in at the office and sign in. You will be given an identification badge so that all students and staff know that you belong at school. Adults who do not display the identification will be questioned by school staff. This is for the safety of each and every one of our children. When you finish your visit at Lietz, please stop in the office once again to sign out and return the badge. Thank you for helping keep our campus a safe place for students and staff.

There are many opportunities for parents to be involved in their children's education. Please consider the list below and join the Lietz team of volunteers:

Office Assistant	Library Assistant
Classroom Aide	Noon Duty Supervision
Art Vista Docent	Walk and Roll
Home and School Club Support	Lunch Time Activity Coordinator
Clerical Aide to Teachers	Field Trip Chaperone
School Site Council	School Safety Committee
Tutoring	Lunch Time Clubs
Computer Support	Reading to Students
Make Classroom Learning Games	Fundraising
Weekly Envelope Preparation	Garden

We encourage parents and community members to continue to give their time and talent to help maintain the quality educational programs at Lietz School. We deeply appreciate the dedication and contributions of our volunteers.

### School Site Council (SSC)

At each school, a Site Council is composed of classroom teachers, a classified school employee, the principal, and elected parents or community members, who serve in an advisory position. The Council annually reviews the Safe School Plan, Single School Plan, as well as parent survey and achievement data. It provides a venue for parents to learn more about the programs at Lietz and serve in an advisory capacity to the principal and school. All parents are welcome to attend School Site Council meetings. For more information visit our school website and click on the link for the School Site Council. These meetings are always open to parents and interested community members.

### District English Language Advisory Council (DELAC)

DELAC meetings are held several times each school year to provide parents of second language students an opportunity to learn more about the school and district programs, and services available to their children. Parent education evenings are held to assist parents with supporting their children's learning at home. At the site level the English Language Advisory Council is part of the SSC.

### Home and School Club

The Lietz Home and School Club is made up of parent volunteers, teachers and staff. The purpose of the Home and School Club is to provide support for the school community and to provide funds for these school enhancements; school assemblies, art vistas, create with clay, field trips, science camp grants, teacher grants and school activities that build community strength and spirit. You are all a part of this wonderful group.

### Where and when?

The Home and School Club meets throughout the school year, typically on Wednesdays. The meetings take place online starting at 7:00pm. Everyone is welcome to attend the meetings; it's a good place to get information about school activities and to find out how you can get involved. We also provide free babysitting during the meetings.

### You make the difference!

Lietz is a great school that is made better by involvement from parents, teachers and staff. The Home and School Club would like to invite and encourage all parents from Lietz to get involved and volunteer in some capacity. Any spare time you have will make a difference. Our goal is to fit people with what they enjoy!

### Be heard!

We welcome and rely on input from our school community. Each board member and most committee chairs have an envelope in the Home and School Club mailbox located in the school office. You can reach us by email at [lietzhscpresident@gmail.com](mailto:lietzhscpresident@gmail.com)