

ISADOR COHEN
ELEMENTARY SCHOOL



PARENT-STUDENT
HANDBOOK
2018-2019

Isador Cohen Elementary School

PARENT-STUDENT HANDBOOK

2018-2019

Isador Cohen Elementary School
9025 Salmon Falls Drive
Sacramento, CA. 95826
Office: (916) 228-5840
Fax: (916) 228-5818

Building Excellent Academics and Responsibility in Students

Welcome to Isador Cohen Elementary School! The information in this handbook has been compiled to help students succeed at Isador Cohen. The entire staff is here to assist you with your child's education. We look forward to sharing a vision of excellence in education with you.

VISION

Isador Cohen is an all-inclusive community that promotes good citizenship and life-long learning, while providing an academically challenging curriculum.

MISSION

Through high expectations, we will provide students access to a student-centered rigorous, standards-based curriculum. We will inspire students to take pride in their school, their learning, and their personal growth and integrity. A partnership will be developed with families and community members to establish a safe school environment that creates life-long learners.

COMMITTMENTS

Our teachers are committed to:

- Teaching rich, standards-based curriculum that includes: Language Arts, Math, Social Studies, Science, Art, Character and Physical Education.
- Planning with grade level colleagues and within segments to reflect on current practices.
- Having appropriate and consistent behavior expectations for our students, creating a community where all students belong to all teachers.
- Involving our parents and community in events and decision-making committees to support students.
- Encouraging Cohen families and the community to volunteer at our school.

Our office staff is committed to:

- Providing friendly service to all who enter our community.
- Knowing students by name and connecting with families as needed to report attendance issues, health concerns and injuries, and providing school-related information.

Our principal is committed to:

- Holding high expectation for self, students, families and staff. These expectations support life-long learning, ethical and responsible behavior, along with overall school-safety.
- Supporting teachers through professional development opportunities and collaboration time so personal goals can be achieved regularly.
- Involving parents and the community in Cohen events and meetings in order to strengthen the school and surrounding community.

SCHOOL PRIDE

School Mascot: The Cougar

School Colors: Blue and White

Isador Cohen Elementary School Administration & Office Staff

Belinda Bridgewater, Principal

Wendy Bell, Office Manager

Kathy McDonald, Parent Liaison & Office Clerk

(916) 228-5840, School Phone Number

GENERAL INFORMATION ABOUT OUR SCHOOL

OFFICE HOURS

The Isador Cohen Elementary School office opens at 7:30 a.m. each morning and closes at 4:00 p.m.

CAMPUS ARRIVAL AND DISMISSAL

Arrival: Parents who drop-off or pick-up their student (s) before or after school, please drive with the utmost caution when nearing the school. We encourage all parents to use safety precautions to bring students to and from school. Parents may only drop off students at the front of our school starting at **8:30 a.m.** Breakfast will be served daily from **8:30 a.m. until 8:55 a.m.** For those students not eating breakfast, the gate to the playground opens daily at **8:45 a.m.** and yard duty supervision begins. Teachers meet students on the yard lined up on their classroom numbers at **9:00 a.m.** Our warning bell rings at **8:58 a.m.**, so please arrive by **8:55 a.m.** to allow time for your child to get in line. Classes start promptly at **9:00 a.m.** Students who arrive after **9:00 a.m.** are considered tardy. Students **should not** arrive to school prior to **8:30 a.m.**, as there is **NO** supervision. **Exception:** Students enrolled in our MASTERS morning program which begins at **7:30 a.m.**

Dismissal: At the end of the instructional day, teachers will walk students to the dismissal gate. If primary students are not picked up within 10 minutes of dismissal (see school schedule attached), they will be taken to the office to call home. Parents who routinely pick up their children late will receive a letter and possibly a referral to an outside agency. Students are not allowed to be on campus after dismissal **UNLESS** they are enrolled in an after school activity.

SCHOOL SCHEDULES

Continued for the 2018-19 school year: To improve our service to families and students, we are giving teachers dedicated time every week to work together. Research shows that educators who collaboratively discuss, review student work and plan for positive outcomes for students are more effective in the classroom.

To accommodate this collaborative time, we will be adjusting bell schedules (see school schedule attached) for the fall and releasing students early on Thursdays. All other days, students will stay in school a little longer.

Weekly teacher collaborative sessions are vital to helping our schools maximize their full potential to support students. Teachers will be better supported, too, and students will benefit from this collective approach to learning.

PARENT INVOLVEMENT

Parents are an important part of student success in school. Parents and family members are welcome to participate in activities we have on our campus. Isador Cohen has an active Parent Teacher Organization (PTO) that is always looking for parent/guardian volunteers to help with fundraisers and support students and teachers. The PTO is located in the Parent Resource Room, #13.

VISITORS TO SCHOOL

All parents and visitors to Isador Cohen Elementary School **MUST** report directly to the front office to sign in and obtain a visitor's sticker. Visitors must sign-out at the end of the visit. No one will be allowed to visit classrooms unless he/she has checked with the principal for clearance.

PARENT TEACHER COMMUNICATION AND CONFERENCES

It is important that home and school work together as a team. Parent/Teacher conferences are scheduled to occur twice during the school year. Additionally, parents and guardians are welcome to schedule an appointment to meet with their child's teacher at any time during the school year to ask questions or discuss concerns relating to their child's education. If you have questions/concerns regarding instruction, student progress, student behavior, please send a note to your child's teacher or call the school at 228-5840 to make an appointment with the classroom teacher or school administrator. Also, during parent-teacher conferences, students first through sixth grade will be dismissed at 2:00 p.m. Kindergarten schedule remains the same.

HOME/SCHOOL COMMUNICATION

Throughout the year we will use a variety of methods to communicate with parents and family, to include flyers, occasional letters and our Connect-Ed automated phone system. Students, parents, and the community can stay connected to Isador Cohen Elementary School by visiting our Facebook page, Isador Cohen Elementary and our school website at: www.isadorcohen.com

Both sites are informative and are updated frequently. We welcome suggestions you may have for improvement to our site.

PARENT TEACHER HOME VISIT PROJECT

Isador Cohen is a participant in the Parent Teacher Home Visit Project. This project works on the belief that when educators and families are collaborating together as equal, trusting partners, students succeed. Teachers reach out to parents to establish positive relationships outside of school by visiting homes, with permission.

STUDENT ATTENDANCE

Student attendance is mandatory. Attending school regularly helps children feel better about school and themselves. Good attendance will help children do well in elementary school, middle school, high school, college, and at work. Please make sure your student comes to school on time, every day and remain in school the whole day. If your child is absent, you may write a note and send it to school with your child. You may also call the front office to report your child's absence (916)228-5840. **Our Motto: Rain or Shine, Isador Cohen Scholars come to school on time.**

TRUANCY

Truancies are absences that do not have valid excuses. If a student has 3 or more unexcused absences or 3 tardies of 30 minutes or more, he/she is considered truant AND will begin to receive truancy letters from the school district. Students and parents will enter into an attendance agreement called a SART Contract after the receiving the 3rd truancy letter, followed by a SARB referral to the school district if a SART contract is broken. SCUSD's truancy program includes a partnership with the District Attorney, Sacramento Police, Juvenile Probation, City of Sacramento and several judges. It is our goal to make sure every student has the opportunity to receive a quality education so we will do everything possible prior to a hearing to improve attendance. However, if attendance concerns continue the District is prepared to implement the SARB process to the fullest extent.

EMERGENCY CARDS

State law requires that every parent or guardian fully complete and sign emergency information cards at the beginning of each school year. Only adults that are on the student's emergency card will be allowed to pick up the children with proof of a picture identification. Parents must sign the medical release statement. Without this parent/guardian signature, doctors and hospitals can refuse to provide emergency treatment. A parent/guardian should contact the school office immediately with any changes to update emergency information, especially contact phone numbers. Phone numbers and e-mail addresses are used to contact parents with Connect Ed outreach and other emergency notifications.

HEALTH MATTERS AND MEDICATION

Education Code 49423 states that designated office personnel may give out medication prescribed by a doctor if the school receives:

1. A written statement from the physician detailing the method, amount and time schedule by which the medication is to be taken (Forms are available in the front office).
2. A written statement from the parent or guardian of the student indicating that the school may give out the medication.
3. Medication must be sent to the school in the prescription bottle or original container.

Forms are available in the office for you and your physician if your child must have medication during the school day. Students are not allowed to bring over the counter medicine (aspirin, allergy medicine, etc.) Parents must make arrangements for over the counter medicine distribution with school nurse ahead of time.

BEFORE AND AFTER SCHOOL PROGRAM

The Center for Fathers for Families is our provider for before and after school educational services. The name of their program is MASTERS (Making After School Time Enriching, Rewarding and Successful). They offer

enrichment activities, recreation, literacy training and homework assistance from 7:30 am – 8:30 am for the morning program and dismissal (see dismissal times attached) till 6:00 pm for the afternoon program. Families wishing to participate in either program must fill out an application and get approval from the principal to attend. There is no charge for the service.

STUDENT SUPPORT CENTER

The Student Support Center promotes learning by supporting the health and well-being of all students. A variety of mental health and social services support is available to students experiencing social or emotional difficulties that impact their health and school success. The center provides confidential services to students and their families. They are located in Room #9 and can be reached by phone at 228-5837.

AWARDS

Awards and recognition are important at Isador Cohen Elementary School. Recognition of student excellence in academics, citizenship and attendance occur monthly throughout the school year during a morning assembly. Parents are welcome and encouraged to attend.

The following are some of the ways we celebrate kids that are taking positive steps to improve their academic achievement, citizenship and attendance: cougar cash, assemblies, special privileges, class parties, special teacher and principal recognitions.

ACADEMIC COMPETITIONS

Isador Cohen provides opportunities during the year for students to demonstrate academic achievements. Our scholars have participated in Spelling Bees, Science Fairs, Math Competitions, Robotics, and Young Authors.

GIFTED AND TALENTED EDUCATION (GATE)

Isador Cohen is a GATE Center that serves students in grades 2-6. The GATE program offers highly challenging learning opportunities that follow the Common Core State Standards in depth, breadth, and pace of instruction designed to meet the needs of advanced learners. Adaptations are made to the curriculum in order to provide an appropriate level of challenge for gifted and advanced learners with an emphasis on critical and creative thinking, problem solving, and logical reasoning.

CREST

Isador Cohen is proud to be part of the CREST (**formerly called MESA**) program. The CREST program is designed to help elementary students excel in math and science and become competitively eligible for academically rigorous colleges and universities. CREST students meet weekly with a teacher advisor from October to April. Our students have successfully competed in the CREST Math Competition and the Elementary CREST Day Competition. This program is open to students in grades 1 – 6.

ELECTRONIC DEVICES/CELL PHONES

Portable stereos, mp3 players, cameras, video cameras, any image-capturing device, and other such electronic devices can impede the learning experience. Such devices **are not** permitted on campus. If a student is found with an electronic device she/he will receive a citation, and the device will be confiscated, regardless of the student's reason or explanation. The confiscated items will be returned only to a parent/guardian. If these items are not picked up by the end of the school year, they will be donated to charity.

Cell phones are permitted on campus; however, students can only use their personal phone after school or after participating in an after school activity, whichever is later. Otherwise, phones are to be turned off and stored away during school hours and during after school activities, unless authorized by a teacher for classroom instruction. Cell phones will be confiscated if they are seen or heard. Failure to meet the guidelines will result in phone confiscation and parent contact. Parents/Guardians will need to pick up the phone at the school. If a cell phone is not picked up by the end of the school year, it will be donated to charity.

Your child will be allowed to use the front office phone for emergencies only. This will be done through the classroom teacher. During recess and/or lunch, your child will need a pass from his/her teacher in order to use the front office phone. NO cell phones can be used during school hours or school related activities, unless authorized by a staff member for instructional or emergency purposes.

BICYCLES, SKATEBOARDS, SCOOTERS, SKATES, AND ETC.

All forms of transportation may be ridden to and from school by students and used in a safe manner. Students should obey the laws when riding to and from school. Bikes, skateboards and scooters are to be walked on school grounds. Care must be taken to secure them in the bike rack or other designated area. Bicycles, skateboards, scooters, skates, etc. may not be carried around school before, during, or after school hours. The school is not responsible for stolen or damaged bikes, skateboards, rollerblades, scooters, etc... Children must wear a helmet when riding to school. Riders must wear a helmet (State Law). Students that abuse this policy may have their wheels taken away for a period of time, up to the rest of the school year.

HANDS FREE...NO TAG/PLAYFIGHTING/PUSHING/PHYSICAL CONTACT

We are a “hands free” school. Students...please keep your hands and feet to yourself. At no time is tag, play fighting, pushing, or aggressive physical contact acceptable even between friends or siblings. This is for everyone’s safety. “Just kidding,” or “We’re friends,” or other such excuses for inappropriately touching another student is unacceptable.

Anti-Bullying Policy

Isador Cohen is committed to each student’s success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Acts of bullying students at Isador Cohen is strictly prohibited. The school administration will promptly and fully investigate all acts of bullying. Students have the right to attend a bully-free school, and Isador Cohen will work diligently and collaboratively with all stakeholders in the community to prevent all types of bullying of Isador Cohen Students.

Definition of Bullying

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly over time and has an imbalance of power. Bullying behaviors normally fall into three categories, physical, emotional, and verbal; and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying

BULLYING IS:

- Intent to do harm
- Repeated over time
- Imbalance of power

SCOPE

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on or off school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school and district staff, students, parents and volunteers. (GLSEN, 2014)

PREVENTITIVE MEASURES

1. Student Instruction/Awareness

Bullying will not be tolerated and all acts of bullying are strictly prohibited. Students will do the following to ensure that all acts of bullying never occur at Isador Cohen:

Student Rules about Bullying

- We will not bully others
- We will try to help others who are bullied
- We will include students who are left out
- If we know someone that is being bullied, we will promptly tell an adult at school and at home

2. Staff Awareness/Action

Staff at Isador Cohen will engage in the following activities and actions in order to prevent bullying and maintain a safe environment for students:

- Closely supervise children in all areas of the school and playground
- Monitor for signs of bullying
- Address bullying when it happens
- Model appropriate behavior for students
- Additionally the school will follow all SCUSD regulations and Education Code guidelines in order to prevent bullying. Isador Cohen will raise bullying awareness and create opportunities for response training to bullying for staff.

3. Student/Parent Action

Isador Cohen encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a school administrator for further investigation. Students who retaliate against those who report bullying shall also be subject to investigation and disciplinary action.

GENERAL RULES OF CONDUCT

- I will listen and follow adult directions
- I will keep my hands, feet and objects to myself
- I will be kind, courteous and respectful at all times
- I will only say good things about others
- I will do my best work

Isador Cohen Elementary School Behavior Expectations Matrix

	Be Responsible	Be Respectful	Be Safe
Hallways	<ul style="list-style-type: none"> • Must have a hall pass 	<ul style="list-style-type: none"> • Use soft voices • Be respectful of all wall displays 	<ul style="list-style-type: none"> • Walk facing forward • Keep hands, feet and objects to yourself
Cafeteria	<ul style="list-style-type: none"> • Clean up after yourself • Keep food to self 	<ul style="list-style-type: none"> • Use soft voices • Use “please”, “thank you”, and “excuse me” 	<ul style="list-style-type: none"> • Walk • Sit down and eat • Wait to be excused
Bathroom	<ul style="list-style-type: none"> • Go, flush, wash, exit • All trash in can 	<ul style="list-style-type: none"> • Wait your turn • Respect personal space 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Walk in and out of the bathroom
Recess Area: Playground, Blacktop, Turf	<ul style="list-style-type: none"> • Use equipment properly • Line up on time • Stay in designated areas 	<ul style="list-style-type: none"> • Allow others to join • Follow game rules • Be a good sport 	<ul style="list-style-type: none"> • Walk out to and from playground • Keep hands, feet and objects to yourself
Library/Computer Lab	<ul style="list-style-type: none"> • Quiet Voices • Treat books and computers with care. 	<ul style="list-style-type: none"> • Bring books back on time • Raise hand for help 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Walk in and out of Library
Classroom	<ul style="list-style-type: none"> • Follow directions the first time • Be on time and ready to learn 	<ul style="list-style-type: none"> • Be kind, courteous and respectful • Only say good things about others 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Walk in and out of the classroom

DISCIPLINE

Isador Cohen Elementary School recognizes that to maximize the learning potential of each student the school environment must be safe, secure, and peaceful. However, natural consequences will follow if students do not follow the rules and behavior expectations listed above. All classroom teachers, staff, and administrators expect students to follow the rules and behavior expectations and will enforce it. The district behavior handbook will be sent home to support you in learning our district policy.

The following may be issued for inappropriate student behaviors. The principal and teacher will consider the age, intent, and prior offenses of the student in determining appropriate consequences (not listed in particular order):

Warning---Time out---Citation---Conflict Mediation—Projects on Campus—Detention ---Counseling---Referral to Student Study Team for Academic/Behavior Support---Exclusion from School Activities ---Parent Supervise Student in Class---Class Meeting with Administrator---SART/SARB Meeting--- In School Suspension---Behavior Support Plan, Etc...

Home/School communication is critical to our students' success. Therefore, most interventions, shall include parent contact by phone and/or conference. We want our families to be partners in education at all times.

DRESS CODE

- All garments must fit and worn in a manner in which they are designed.
- Clothes shall conceal undergarments at all times. See through or fishnet fabrics, halter tops, tank tops, low-cut tops, torn off sleeves, are prohibited.
- Clothing or personal items (backpacks, water bottles, gym bags, etc...) shall be free of any writing OR drawings that disrupt the classroom, learning, or school rules.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet and/or disrupts the educational process.
- Shoes must cover feet and be suitable for running and playing in the playground area. Flip flops, open or backless sandals are not allowed. If your child wears open toed shoes, flip flops or backless sandals, for their safety, they will be asked to call home to get another pair and/or they will be asked to sit in a safe area for their recess.
- No hats are permitted. Caps are permitted to keep heads warm during winter months. Head gear may only be worn outside (unless the instructor has adjusted his/her classroom expectations).
- Students' pants may not sag. Students must wear a belt. Students that do not wear a belt will be given yarn to hold their pants up during the school day.
- Jewelry is not permitted due to the danger of getting it snagged during play activity. Staff members have the authority to ask the child to put their jewelry in a sealed envelope to be held in the office until the end of the school day for the student's safety.
- Gang affiliated dress will not be permitted (ex: red shoes, shoe laces, billed hats, pants, shirts, sweaters, etc.)

Students who don't follow the dress code may be sent to the office to call home for a change of clothing.

Isador Cohen (2018-2019)

Daily Schedule K – 6

8:30 – 8:55	Breakfast
8:45 – 9:00	Teacher Yard Duty
*8:58	Warning Bell
*9:00	Classes begin
10:10 – *10:25	Primary Recess (15 min)
10:45 – *10:55	Intermediate Recess (10 min)
11:15 – 11:55	Kinder Lunch (25 min lunch/15 min recess)
11:30 – *12:10	Primary Lunch (40 min)
12:20 – *1:00	Intermediate Lunch (40 min)
1:00	Kinder Dismissal
1:45 – *2:00	Primary Recess (15 min)
*3:07	Primary/Intermediate Dismissal
*2:07	Thursday Primary/Intermediate Dismissal

*Bell will ring at that time.

MASTERS – begins directly after school.

Isador Cohen (2018-2019)

Shortened Day Schedule – November 30th; December 7th – 14th; March 15th – 22nd; June 13th

8:30 – 8:55	Breakfast
8:45 – 9:00	Teacher Yard Duty
*8:58	Warning Bell
*9:00	Classes Begin
10:10 – *10:25	Primary Recess (15 min)
10:45 – *10:55	Intermediate Recess (10 min)
11:15 – 11:55	Kinder Lunch (25 min lunch/15 min recess)
11:30 – *12:10	Primary Lunch (40 min)
12:20 – *1:01	Intermediate Lunch (41 min)
1:00	Kinder Dismissal
1:45 – *1:55	Primary Recess (10 min)
*2:00	Primary/Intermediate Dismissal

*Bell will ring at that time

MASTERS – begins directly after school.

ISADOR COHEN ELEMENTARY SCHOOL

2018-2019 PARENT – STUDENT HANDBOOK

PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT

STUDENT NAME: _____

GRADE: _____

PARENT/GUARDIAN NAME: _____

By signing and returning this portion of the Parent-Student Handbook, I acknowledge that I have received and reviewed the information provided. I also understand that my student and I are accountable to the school, district, and state policies outlined in this handbook.

Parent/Guardian Signature

Student Signature

Date

PLEASE DETACH FROM THE HANDBOOK AND RETURN TO YOUR CHILD'S TEACHER