



**IDA JEW
ACADEMIES**

ALAS | STEM | VAPA

2012-13

*ALAS—Academic Language Academy Spanish
STEM --Science, Technology, Engineering and Math
VAPA—Visual and Performing Arts*

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www.idajewacademies.org

OUR VISION

Ida Jew Academies' students will be academically prepared, socially responsible, and culturally aware. They will receive a personalized learning environment in order to be successful in school. They will develop the skills, values, and confidence necessary to become outstanding citizens of the 21st century.

OUR MISSION

The mission at IJA is to prepare students for lifelong learning as responsible, respectful, and well-rounded individuals in an ever-changing society by utilizing the learning communities: STEM, VAPA and ALAS. This will be achieved by:

- Providing a safe, stimulating and motivating learning environment in which students, staff, parents and community work collaboratively.
- Meeting individual needs, considering students special talents, while maintaining high expectations and performance levels.
- Promoting individuality and self-motivation.
- Implementing a relevant, coherent, differentiated and articulated quality curriculum through VAPA, STEM and Foreign Languages.
- Utilizing innovative Instructional practices, using a variety of valuable learning experiences through exposure to multiple disciplines within the academies and providing real world experiences.
- Teaching Social Responsibility and Leadership through the BEST and the PeaceBuilder's Curriculum
- Using a global perspective to teach about the interconnection of communities and their environments, allowing for a tolerance and appreciation for individual differences.
- Allowing students to maximize the ways in which they envision, represent, and impact their world.
- Creating and providing an active partnership between students, parents, community and staff. Allowing for and having volunteers, forums, and newsletters to support, assist, and receive feedback by students, parents and community.

MPESD Student & Parent Handbook

Please review the district handbook, it contains important information regarding parent and student rights and responsibilities as well as, District adopted procedures and policies. The information in the Ida Jew Academies Student & Parent Handbook is a supplemental handbook. Students are required to follow the rules and guidelines in both handbooks.

SCHOOL OFFICE

Ida Jew Academies shares the office with August Boeger. Our secretary, Mrs. Laurie Ortega and our health clerk Mrs. Michelle Mejia, will be in the Ida Jew Academies/August Boeger Office. Please go to the office if your child is late or needs to be picked up early from school. The school telephone number is 408-223-3750.

STUDENT TARDINESS

On time daily attendance is an integral part of your child's education. Valuable instructional time is lost when your child misses school. Moreover, your child's late arrival disrupts the classroom and the other students' instructional time. If the child is late he/she will need a late slip from the office. It is the responsibility of the parent/guardian to see that their child reports to school on time. If your child is late, please send a note with your child explaining the reason for being tardy and have your child report directly to the school office before going to class. Habitual tardiness will be investigated by school personnel, and a referral may be made to the School Attendance Review Board (SARB). Students in 3-8th grade may receive detention if they have been late 4 times during an attendance month.

ATTENDANCE

See District Handbook for Procedures and Policies, including Independent Studies.

EMERGENCY CARDS

Emergency cards are sent home to be updated in the fall. New parents/guardians complete the cards upon enrollment. Changes to your child(ren) card are to be reported to the office immediately (i.e. phone, work or pager/cell numbers, address, etc.). Should your child become ill or injured, we must know how to contact a responsible adult in our locality who may be reached if we cannot contact you. Remember, this information is vital to your child's safety. We recommend the names of at least two adults who may be contacted in the case of an illness or emergency if a parent/guardian cannot be reached.

ILLNESS AND ACCIDENTS

A trained health clerk is on duty daily. By law, the school staff is allowed to only render first aid. The school staff may not diagnose or prescribe in case of illness or accident. The parent/guardian, or your adult designee, will be notified whenever an illness, accident or other emergency occurs. Immediate arrangements must be made to remove your child from school and return him/her home or seek medical attention.

DROP OFF PICK-UP OF STUDENTS AT SCHOOL

Students arriving between 7:45am and 8:00am must go directly to the cafeteria. A yard duty supervisor will take students to the K playground and area behind the office to wait for the bell to ring at 8:15. Students may not arrive before 7:45 since there is no supervision.

Students are to be picked up within 15 minutes of dismissal time. Unless your child is enrolled in the MPAS program, there is no after school supervision. If a student is not picked up on time, the office staff will call parents and emergency contacts to pick up the child. If no one can be reached, Child Protective Services will be called. Please make arrangements regarding when and who will pick up your child before coming to school. The office staff will try to get last minute messages to students, but it is not always possible. **It is also important that your child knows your contact phone numbers, home, cell and work numbers.** If your student is walking home, please send a letter stating that he/she has permission to walk home.

For the safety of your child(ren), please enter the school from the south end of the parking lot on Flint Ave and follow the cones. To avoid traffic congestion, drop child(ren) off by the last orange cone. Proceed forward to exit the parking area.

Students need to be picked up safely from the sidewalk. They will not be allowed to cross through parked cars or cross the parking lot to go to a parent in a car. *Do not park in driveway, red zones, crosswalks or fire hydrant areas. San Jose Police will cite vehicles.* Please refrain from parking in any of the bus loading zones and pay careful attention when children are present.

BREAKFAST/LUNCH PROGRAM

The Mt. Pleasant School District takes part in the National School Lunch and Breakfast programs. Meals are served every school day. Students may purchase lunch for \$2.50 and breakfast for \$1.25. Eligible students may receive meals for free or at a reduced price of \$0.40 for lunch and \$0.30 for breakfast. Students may buy milk for \$.35. *Breakfast is served only from 7:45 to 8:05 am.*

There may be only 3 charges for meals. Parents will be notified in writing of charges and are expected to settle the bill. Students will be given a "courtesy meal" if they have more than three (3) charges. All cafeteria bills must be paid by May 1st or student will not be allowed to participate in any end of the year activities.

Applications for Free and Reduced Meal will be sent home in the Registration/Back to School packets on the first day of school. Applications are also available at the District Office Food Service Department if you prefer to pick on up. Only **One Application** per family/household is needed. Please complete, sign, and return the application **ASAP** to the cafeteria manager.

More detailed information on how to apply and the eligibility guidelines will be attached to the application. If you have any questions, please feel free to contact Sally Chavez at 408-223-3713 or Mike Osicka 408-223-3749.

MPAS AFTER-SCHOOL PROGRAM

Daniel Patton is coordinating our program and can be reached at 408-314-6406. The After School Program provides daily homework time and enrichment activities for students. Information is available in the school office.

CROSSING GUARD

There is a city crossing guard and a district crossing guard assigned to Ida Jew Academies School. All students must cross at the designated crosswalks and obey all directions given to them by the crossing guard.

RAINY DAYS

It is helpful to make rainy day student drop-off and pick-up arrangements in advance of inclement weather, as it is not possible or reasonable for all students to call home when it rains. On rainy days, students will line up in the cafeteria.

PARENT COMMUNICATION

For students in K-5th grade, work envelopes containing representative samples of each student's work will be sent home every Wednesday. The envelope is to be signed and returned with your child on Thursday. Please visit our website www.idajewacademies.org at least weekly to keep updated on our current events. If you wish to receive electronic copies of weekly fliers, please e-mail Ms. Herrera at bherrera@mpesd.org and include your child or children's names and teacher names. You may also follow us on Twitter @idajewacademies to receive updates on events. Please include your child or children's names and teacher names.

The teachers and principal are available to meet with parents/guardians to discuss any concerns or problems. Please call the school to make an appointment. Parents/guardians are encouraged to maintain regular communication with the school.

REPORTING PERIODS FOR STUDENT PROGRESS

Academic progress will be reported at least three times per year. Parent/teacher conferences are scheduled twice a year. Report cards are presented to students and parents/guardians at the end of each trimester. Students in grades 1-8th will be receiving Standards Based Report Cards. Progress notes will be sent home in the middle of each trimester to notify parents/guardians of their child's progress. Parents/guardians are requested to sign the progress note and return it to the school. Awards assemblies will be held at the end of each trimester for students in grades 1st.-8th.

HOMEWORK

The purpose of homework is to provide an opportunity for the student to practice and review concepts that have already been taught in the classroom. The time required for homework will increase from grade to grade. Board of Education policy #6340 states the following:

- Grades K, 1, 2 30– 40 minutes
- Grades 3 60 minutes
- Grades 4-8 70–80 minutes

Students should read or be read to at least 20 minutes a day. Students in grades 1st.-8th should keep a reading log. Please call the office if your child continually says that he/she does not have homework.

MAKE-UP WORK

If your child is ill and must stay at home, please remind him/her to get their make-up work when they return to school. This is the sole responsibility of the student. If it appears that the illness will be more than 2 days, please arrange to have the work picked up by a sibling or yourself. The teacher will need 24 hours notice in order to prepare the work. Please call the office and leave a message before you come to make sure that it is ready. Refer to the District Handbook for Independent Studies.

TOYS/TRADING CARDS/SPORTS EQUIPMENT/ELECTRONIC DEVICES

Students are not allowed to bring sporting items such as footballs, soccer balls, baseball gloves or other items such as trading cards and toys to school. iPods, CD Players, Gameboys and PSP2, and other electronic devices may not be brought to school. The only exception to this rule is an item to be shared in the class. This should be brought in a bag or box and kept in the classroom until it is taken home. All other items are prohibited unless authorized by the teacher. All other items will be taken away from the student and either returned at the end of the day or the parent/guardian will be asked to pick them up. *We encourage all students to keep valuables and unnecessary money at home. The school will not be responsible for lost, stolen and/or damaged items.*

PETS

To safeguard students against possible injury or allergies, pets may not be brought to school without permission of the teacher. When a pet is brought to school, it should be in a secure cage or container and taken home as soon as possible after sharing it with the class. Pets are not to be taken on the school bus or left overnight at school.

LOST AND FOUND

Clothing and lost articles found on campus should be turned into the school office. All unclaimed articles will be given to a worthy charity on behalf of the school and district in December and May.

TELEPHONE USE

Student use of the telephone is limited to emergency situations only. Forgetting homework, lunch, instruments, etc. is not an emergency. Students may not use cellular phones during school hours; cellular phones must be turned off during school hours. Students must have a Cellular Phone Use Agreement signed by parents to have one at school. *The school is not responsible for cell phones being lost or stolen.*

TEXTBOOKS

Student textbooks are on loan from the school. Parent/guardians are financially responsible for all lost and/or damaged textbooks.

PARENT INVOLVEMENT

Parent participation is important for the education of our children; such participation is an integral component of the Ida Jew Academies. Each family is to volunteer at least three (3) hours per month or five (5) hours total for families with more than one child. These hours may not be accumulated. Parents/guardians are also expected to attend all Parent Academy sessions. In order to maintain a safe and healthy school environment volunteers will submit TB verification prior to participating. Parents who volunteer and any other adult on campus not employed by MPESD, needs to register with the front office and receive a "visitor badge/pass".

In addition to volunteering please consider joining one or more of our parent groups. These groups include the School Site Council (SSC); the English Language Acquisition Committee (ELAC), Parent Teacher Association (PTA); and Migrant Education Parent Group. Parents who volunteer and any other adult on campus not employed by MPESD, needs to register with the front office and receive a "visitor badge/pass".

SCIENCE CAMP

All 5th grade students have the opportunity to attend the Walden West camp experience and students in 6th grade have the opportunity to attend Camp SeaLab. Since the camp is costly, the school provides fund raising events to enable each child to earn money to offset the cost of camp. Payment plans are available to families. Final payments for camp must be made on or before April 1st in order for students to gain clearance for end of year activities. We will also begin fundraising for the 8th grade Washington DC/New York trip in 2012-2013. For more information see Mrs. Alvarez.

CONCERNS, QUESTIONS, PROBLEMS

Please call the office at 233-3750 if you have a problem, concern or question about your child or his/her program. If the teacher or principal is not immediately available, your call will be returned as soon as possible. If you would like to conference with the teacher, principal or staff member, call the school office to make an appointment. You can also email the principal at laknin@mpesd.org

ACTIVITIES FOR STUDENTS

Student Council

Ida Jew Academies School has an active Student Council. Each class sends representatives to the bimonthly meetings. The purpose of this organization is to build leadership qualities in young adults and provide experience in the democratic process. These leaders take an active role in school activities and represent the school in the community.

Library Technicians

Students learn an enormous amount when they participate as assistants. Library techs assist the librarian with classroom book check out and return. They learn how to operate the library program on the computer.

Mouse Squad

A team of students is in charge of maintenance and management of technology equipment on campus. Ongoing training and advanced computer concept classes are offered to students throughout the year. Students meet during school and after school.

Family Events

Throughout the year there will be many family events: Back to School Night, International Dinner, Day of the Child, *Showcases, Science Fair, Fiesta de Artes, etc.*

SCHOOL POLICIES

Library Compact

All students visit the library weekly. To help build responsibility, each child is required to complete and sign a "Library Use Agreement" form. This agreement makes students responsible for their books. Parents are financially responsible for all lost or damaged books. All lost/damaged books must be paid for by May 25 or students will lose end of year privileges.

Computer Compact

All students visit the computer lab at least weekly. Each student is required to complete and sign a "Computer Compact" form. This compact makes students responsible for appropriate use and care of the computer. This means using the Internet appropriately, as designated by staff, and proper use and care of the computer equipment. Parents are financially responsible if students damage the computers. A copy of the Mt. Pleasant School District Board Policy (BP6163.4(a)) is available in the school office.

DISCIPLINE PROCEDURES

The students at Ida Jew Academies are learning to be PeaceBuilders. Being a PeaceBuilder reveals our students' character by showing how they act when they think no one else is looking. A PeaceBuilder is what a person is inside. Incorporating the PeaceBuilder's principles allows our staff and students to treat each other well. Being a PeaceBuilder helps us develop good ethical values, learning to distinguish right from wrong, and teaches our students to do what is right, even when it is inconvenient. Our school is a safer place and our students more engaged in learning. By being a PeaceBuilder site, our school community is a nicer place to learn and play.

Peaceful Heart

- Students will be courteous, cooperative, and support the school rules.
- Students will be respectful of the schools and other student's property.
- Students will eat healthy snacks and lunches.
- Students will remain on the school grounds and not trespass on the neighboring property.

Peaceful Feet

- Students will walk on the sidewalks, blacktop and in the parking lot.

Peaceful Hands

- Students will play without pretend fighting or rough play.
- Students will keep their hands to themselves.

Peaceful Mouths

- Students will use appropriate language: no foul language, and no put downs; no abusive language will be tolerated!
- Students also will be quiet at the appropriate time. Peaceful Mouths means to be quiet. The Peace Sign and a countdown remind the students to quiet.

PEACEBUILDER PRINCIPLES

All students and staff are part of the PeaceBuilder community as we pledge to praise people, give up put downs, seek wise people as advisors and friends, notice hurts we have caused and make amends, right wrongs and help others. By following these principles on a daily basis, we build peace each day at school, at home and in our communities. We are also committed to saying "NO" to bully behavior. In order to grow and learn here at school, students must feel safe. To that end we say, "If you see something, hear something, or feel something that is against the PeaceBuilders ideals, you must say something!" As the parents and guardians of our students we ask you to join us as PeaceBuilders!

To Praise People—Be Respectful

Students will give and receive Praise Notes for demonstrating the PeaceBuilder principles or for doing good work. All people like to receive praise—it is a wonderful motivator! If your child brings home a Praise Note take time to read it and let your child know you too are proud of them!

To Give Up Put-Downs—Be Respectful

Teasing, bullying or harassing other students will not be tolerated. Students are to “give up put-downs”.

To Seek a Wise Person—Be Responsible

Students are responsible to seek a wise person, a yard duty supervisor, teachers, and other staff member to solve a problem. Physical violence in order to “solve a problem” will not be tolerated.

Parents, if your child shares a concern they have at school please feel free to contact the teacher or administration. By sharing with you, they are “seeking a wise person”, you, to help them solve their problem.

To Notice And Speak Up About Hurts I Have Caused—Be Respectful

Students will use apology notes and Peace Treaties to help them “right their wrongs”.

To Right Wrongs—Be Respectful

Students will learn to determine what they have done wrong and how they can “right their wrongs”. Students will use apology notes and Peace Treaties to help them “right their wrongs” or make amends.

To Help Others—Be Responsible

- Students will be respectful of the schools and other student’s property. Students will help keep our school and our things in good condition for all to use.
- Students will maintain a clean campus, helping Mr. Kyle and Mr. Frank keeping our school clean.
- Students will use the restrooms in an appropriate manner—keeping them clean and safe. No graffiti or excessive trash.

Be Respectful-Be Responsible and Be Safe

Our students are expected to know the school expectations so that they may choose their behavior in a responsible manner. The student handbook and classroom rules are sent home at the beginning of each school year.

Rewards for following the school rules:

- BEST Bucks
- PeaceBuilder/Best Behavior Student of the Month Awards
- PeaceBuilders/Best Behavior Award of the Trimester
- Participate in School wide events

Consequences for not following school rules:

- Warning
- Missing recess time—in the classroom or on the bench
- Reflection time—in the classroom or in another class
- Students that have office detention may do a Right Your Wrong Note
- Note sent home for parent signature

- Phone call home from the teacher or administration
- In House Suspension—working in the office instead of classroom
- Suspension from school

Playground Supervision

- Teachers and staff will be assigned playground supervision.
- Before School—certificated 7:55 – 8:15
- During Recess—certificated staff – during the assigned recess (K-3rd 20 min. and 4-6th 15 minutes)
- After school—parents are to pick-up their students on time

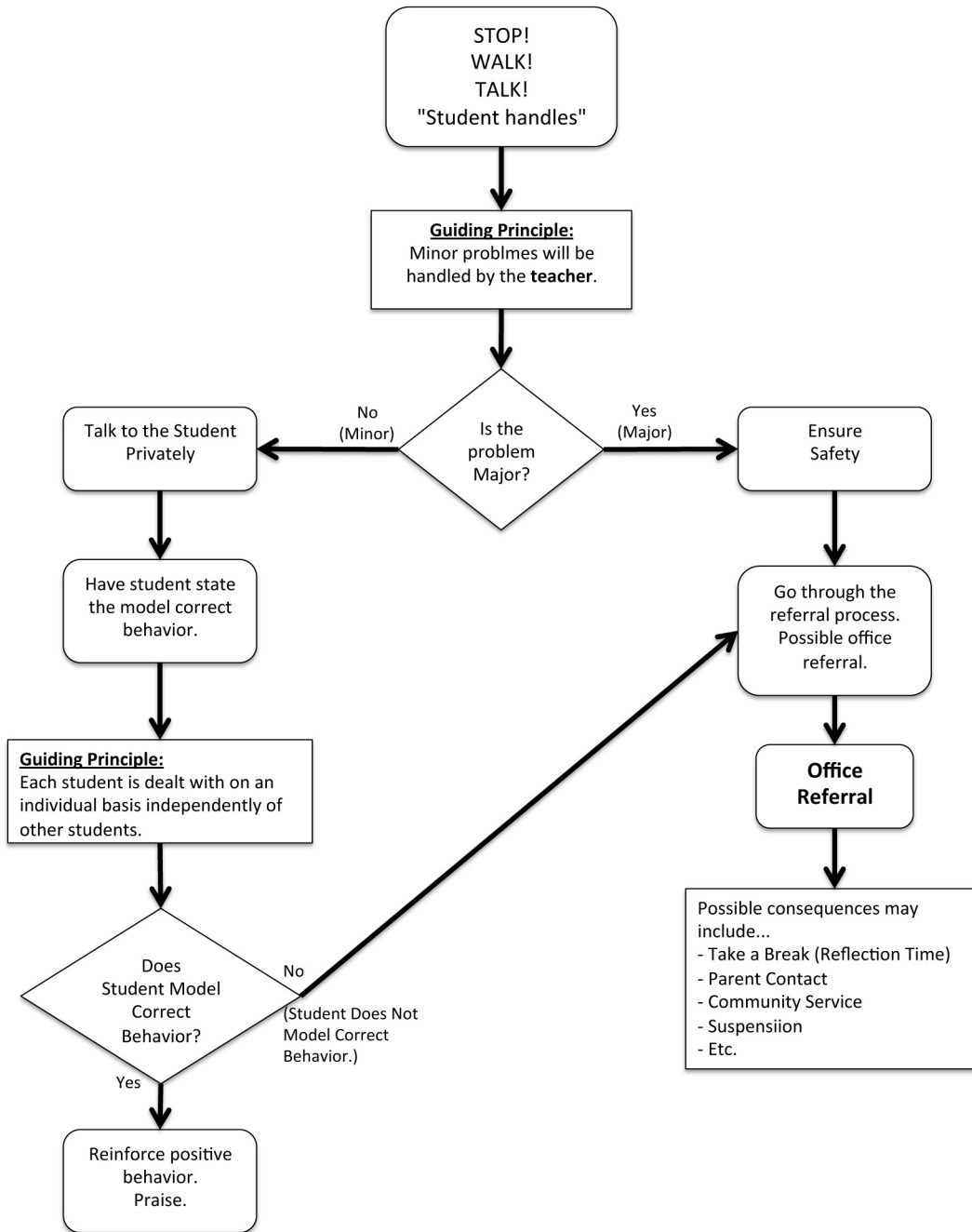
Common Definitions of Minor and Major Behavior Problems

Common Definitions

In order to provide clear and consistent consequences for violations in behavior at Ida Jew Academies, we have developed common definitions for identifying behaviors.

Minor Behavior Problem	Major Behavior Problem
Inappropriate Language: Student engages in inappropriate language not directed at an individual or group	Abusive Language: Student directs inappropriate or abusive language at an individual or group.
Physical Contact: Student engages in non-serious, but inappropriate physical contact such as bumping in line, pushing, shoving, etc.	Fighting/Aggression: Actions involving serious physical contact where injury may occur such as hitting, punching, hitting with an object, kicking, hair pulling, etc.
Defiance: Student engages in brief or low-intensity failure to respond to multiple adult requests.	Overt Defiance: Refusal to comply after 3 requests (refuses to comply with stated consequences - see flow chart)
Disruption: Student engages in low-intensity, but inappropriate disruption.	
Harassment / Bullying: Student delivers disrespectful message (teasing, put-downs) to another person.	Harassment / Bullying: Student delivers disrespectful message (verbal or gesture) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. Disrespectful message includes negative comments based on race, religion, gender, age, and/or national origin; may or may not be sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.
Dress Code: Student wears clothing that is not within the dress code guidelines defined by our school or district. This is a parent concern for Grades K-4th.	Dress Code: Student is unable to comply with dress code guidelines defined by our school or district without family intervention. This is a student concern for Grades 5-8th.
Property Misuse: Student engages in low-intensity misuse of property.	Property Abuse: Student participates in an activity that results in destruction or disfigurement of property.
Technology Violation: Student engages in non-serious but inappropriate use of cell phone, pager, music or video players, camera, computer, etc.	Technology Violation: Student engages in inappropriate, intentional use of cell phone, pager, music or video players, camera, computer, etc.

Problem Behavior Flow Chart



"Stop, Walk, & Talk" Problem Solving Strategy

Student says "Stop" (**STOP**)

If the other student does not comply, student walks away (**WALK**)

If problem continues, student seeks adult assistance (**TALK**)

Violations and Consequences

IJA Dress Code

The parents of the Mt. Pleasant School District students overwhelmingly voted for a uniform policy. They did this for several reasons. Among them, to alleviate fights related to wearing “gang colors” and arguments/fights because someone did or did not wear a specific brand name. Yes, we still have our arguments and fights, but they are not about “gangs” or “specific brand name clothing”. The Education Code states wearing a uniform is a choice. It also stated that schools could have a uniform policy if related to safety issues. It is the choice of the parent as to whether or not the child wears the school uniform. The school does not tolerate harassment of students who do or do not wear uniforms. If you have any questions or concerns, see the principal.

Uniform: Clothes must be clean, neat, hemmed and size appropriate.

- White or Hunter Green polo shirt, long or short sleeve.
- White Peter Pan blouse with a collar.
- White or Hunter Green turtleneck shirt
- Hunter Green or Navy Blue sweatshirt with or without school logo.
- Navy Blue shorts or skirt, length must be no shorter than your fingertips when your arms are at your side and not below your knees.
- Navy Blue jumper.
- These items may be purchased at various stores throughout the community, including Target, Kohl’s, Deen’s Uniforms, Sears, and J.C. Penneys. Please make sure they are “uniform style”, no denim or corduroy.

Hair: Hair must be clean, combed and not in the eyes.

Shoes: **Solid colored shoes: black, brown, white, or gray.** No red, fluorescent, sparkles, cleated, spiked, platform, high heels, open toed sandals, flip-flops, clogs, high heeled boots, or steel toed boots.

Cosmetics: Make up is not appropriate to be worn at the elementary level.
Middle School students: soft natural looking makeup may be worn. Spray deodorant and perfume may not be worn. Cosmetics, mirrors, lip- gloss, or combs/brushes may not be used in class.

Jewelry: Earrings that hang below the earlobe can be hazardous and are not acceptable for school.

Tattoos: Tattoos of any type are not acceptable in school.

Hats, Bandanas: Headwear of any type is not allowed.

LOSS OF PRIVILIGES

At Ida Jew Academies School we have many activities throughout the year. Students that have consistently failed to follow the school rules may lose privileges. The administration will keep track of students’ referrals to the office, in house suspension and suspension. End of the year activities such as the fifth grade trip to Raging Waters, fourth grade trip to San Juan Bautista, field days and activities are some of the privileges students may lose if they cannot consistently follow the school rules. The administration will notify the students and parents if they are to miss a school-wide event.

EXPECTATIONS FOR CONTINUED ATTENDANCE AT IJA

Ida Jew Academies is a charter school. Any student in grade K-2 may attend our school; students in grades 3-8th are invited to attend based on selection criteria. However, families and students must meet the following school expectations:

- Attendance—students must attend school daily and on time. Students with chronic attendance problems may be asked to return to the student’s resident school.
- Behavior—students must meet the school’s behavioral expectations. Frequent misconduct notices or suspensions may result in being asked to return to the student’s resident school.
- Parent Involvement—families that are not able to meet the parent involvement criteria may be asked to return to the student’s resident school.
- Academics—due to the nature of the IJA, students that are struggling academically may be asked to return to the student’s resident school. Student Study Team will determine if the IJA is the appropriate placement for the student academically.

If a student is asked to return to their resident school, the parent has the right to appeal this decision.