

**New Traditions Creative Arts Elementary School
2049 Grove Street
San Francisco, CA 94117**

**2018-2019
Family Handbook**

School Vision

At New Traditions, we strive to be a place where every child is supported in their learning and where every child is treated with respect and care. In order to provide the best possible education, our community comes together to provide students with skills to become lifelong learners through a well balanced curriculum. We will continue to create an environment and culture that is both student centered and solution based.

We take pride in ourselves as a community that focuses on creative, meaningful, and rigorous instruction. We consistently prioritize the Arts and we recognize the positive effects of a well rounded education. Our parent community is actively involved and invested in the development of our students' academic and social skills.

At New Traditions, we view each incident of conflict as an opportunity for learning. Our Positive Behavior System asks our students to examine their own actions and evaluate how those actions affect others in our community. We begin every school day with a morning circle that emphasizes our promises to **Be Safe, Be Responsible, and Be Respectful**.

Schoolwide ABCs

Attendance

Good attendance and ontime arrival are crucial to your child's success at school. Students are expected to attend school every day from 9:30 am - 3:30 pm. If your child is going to miss school for any reason, please call the school: (415) 750-8490, and leave message as needed. When your child returns to school, please provide a note of explanation.

*Please do not schedule family trips during the [2018-2019 SFUSD School Calendar](#). We lose precious school funding from the state and, more importantly, your student misses critical instruction!

Absences

Student absences are excused for the following reasons: illness, medical and dental appointments, and family funerals. The [SFUSD Student Handbook](#) provides more details as well as the actions that are required of each school for truancy interventions.

Tardies

When students arrive to school after 9:30am, they are tardy, and must report to the front office before going to class. Please make sure that all tardy students check in at the front desk before going to class. Otherwise, they will likely be marked "absent."

Early Sign-out

If you need to pick up your student before 3:30pm, please report to the front office and sign your child out. No child is to leave the school for any reason before the close of school. Please inform the students that once they enter school grounds, they are not allowed to leave the school for any reason without a parent/guardian sign-out.

***Back to School Night: Thursday, September 27, 6:00 pm.**

The purpose of the evening is to share curriculum, standards, classroom expectations, communication, etc. and to set a positive tone for the year.

Before School: Supervision on the Yard

In order to provide a safe environment for our students, our yard supervision begins promptly at 9:15am. Every day, we will begin our day together with a community circle at approximately 9:27am. When it's raining, students will congregate in the cafeteria as early as 9:15 am.

Please note, there is no supervision for students that arrive to school before 9:15am. If you need early drop off/childcare, please inquire with the YMCA regarding morning care.

Birthdays and Class Celebrations

New Traditions' classrooms will be celebrating birthdays once a month for all students with a birthday in the respective month. This will ensure that all students are honored during their birthday month. Teachers will decide on this respective day. Other, organized birthday parties are not to be part of the school instructional day. For parties in celebration of birthdays or other special events; all snacks should meet the SFUSD wellness policies.

Calls to the Classrooms

In order to protect our learning environment, direct phone calls to the classroom are discouraged. If your child's dismissal plans are to change or you need to get a message to your child for any reason, please call the school before 12:00 pm. This will allow school staff to deliver the message without disrupting the classroom.

Cell Phones, toys, and other distractions

OFF and AWAY: Student cell phones should be turned off and kept in a bag, out of sight. We highly encourage students to turn phones into front office. This will protect the phone from being lost, stolen, or broken. If student uses phone during class, teacher will hold phone for remainder of the day. If student repeatedly uses phone during instructional time, the phone will be held in office and must be picked up by an adult.

Students should keep all toys, games, electronics at home. If a student brings toys to school, they teacher will give them back at the end of the school day.

Classroom configurations:

At New Traditions, class configurations (or class lists) are thoughtfully created by the staff. When preparing classroom placements, our faculty carefully considers the match of student and teacher, the blend of students within a room, and the balance of both classes academically, socially, culturally, and by gender. Special considerations must also be made for the placement of English language learners and students with special needs. As a staff, it is our responsibility to create the best learning situation for all of our children.

Communication Systems

Keeping in touch with your child's teacher about his/her progress is the most important connection you can establish with school. Don't wait until conference time if you have questions or need additional information about your child's progress. Email is often an excellent and convenient way to communicate. Please realize, however, that teachers are busy in the classroom most of the day and may not respond immediately.

- **Problem Solving**
 1. Discuss the problem with your child's teacher.
 2. Review your child's needs and create a plan of support with classroom teacher
 3. If there is no resolution, and problem persists, then discuss the problem with the school principal
- **Meetings with Principal**

The New Traditions Principal, Julie Alderete, welcomes all parents who wish to meet with her. To be assured of an appointment, please email directly to alderetej@sfusd.edu "Drop-in" conferences certainly do occur, but there is no guarantee that the principal will be available. In the event of a problem, please contact your child's teacher first. The principal will enter the problem solving process if the parent and teacher are unable to reach a mutually agreeable solution.
- **Principal's Coffee**: Every month, you are invited to enjoy coffee, share some snacks, and discuss relevant topics to your child's education. Based on feedback, these sessions will be more of an open forum. We will share parent concerns, exchange stories, and more!
- **FreshSchools** is our main portal to provide information and updates at New Traditions. You can register to receive email notifications for the Dragon's Den, communicate with class families, and easily send emails to staff members. You can also expect to receive "Notes from the Principal" every month. Please make sure to register at: <http://newtraditionssf.com/roster> .
- **Dragon's Den** is our community newsletter that is posted every Thursday on via FreshSchools portal. The Dragon's Den contains information about upcoming events, volunteer activities, and more! In keeping with our "green" practices, we only publish paper copies twice a month. Dragon's Den also includes information like the school calendar, reminders of school schedule changes, and more.

Digital Citizenship and Classroom Technology

New Traditions understands and values the use of technology, including computers and video materials. Many academic programs utilize technology to support learning. All teachers will select and use materials in a responsible manner that enhances and contributes positively to the advancement of instructional objectives.

At New Traditions, we believe that digital citizenship skills have become essential for students in the 21st century, especially in schools like ours that are using technology to transform learning. That's why we are committed to teaching our students how to think critically, behave safely, and participate responsibly. New Traditions has been approved as a *Common Sense School*, an honor that recognizes our efforts in teaching digital citizenship to young people and engaging the entire school community in this important discussion.

Dress Code

Students shall dress appropriately for daily attendance at school. Examples of inappropriate dress may include, but are not limited to:

- Hats, caps, headgear inside the building
- Garments where torso is exposed, i.e., tube tops, halters, and shirts with < 1” wide straps.
- Any reference to obscene/suggestive, alcohol/drug related slogans, words or pictures
- Clothing related to gangs or gang activity.
- Clothing depicting messages of violence or weapons.
- Pants worn below the hips (sagging).
- Flip flops, open toe shoes, sandals with exposed toes, high heels, shoes with wheels,
- Fake nails or long nails (for safety)
- Garments where the entire thigh is exposed, such as micro minis, or short shorts

Emergency Preparedness

Every year as a staff, we update and practice our Site Emergency Plan and Procedures. This plan supports our school site to respond and recover from an emergency, disaster, or event resulting in the disruption of normal school operations. Here is an overview of our planned [Emergency Drills](#) for the first 6 months of school:

August	Fire Drill
September	Fire Drill (with a missing person to challenge our procedures)
October	Fire Drill + Earthquake Drill
November	Fire Drill + Lock Out Drill
December	Fire Drill (during an inconvenient time to challenge our systems)
January	Fire Drill + Lock Down Drill

If an emergency does occur at a school, we will notify parents as quickly as possible using a variety of means including text, email and phone calls. **In order to receive messages, we must have your current contact information.** To receive emergency text notifications, text “YES” to 67587 from your mobile phone. Please note, this will only work if your mobile number is entered correctly in the district’s system already. More information about SFUSD’s safety and emergency plans can be found here: <http://www.sfusd.edu/en/safety-and-emergency-plan/overview.html>

Expected Behavior in Common Areas

As a community, we promise to **Be Safe, Be Respectful, and Be Responsible** at all times. Consistency is the key to student success, so we will support student behavior with clear expectations through the use of common language. As a staff, we explicitly teach, re-teach, and provide feedback for expected vs. unexpected behaviors. Please review these [Expected Behaviors](#) with your children.

Field Trips

All Field trips are considered to be an extension of the classroom learning environment. They serve as a great opportunity for children to apply their classroom knowledge in real world

situations. A signed permission slip from the parent/guardian is required for any student to attend any field trip; this includes ASP and YMCA programs that leave campus.

Grades and Report Cards

Report cards are issued 3 times a year, per district guidelines. Students' evaluations are based on the demonstration of performance skills in relation to grade level standards for each of the curriculum areas. Parents and guardians are encouraged to attend the parent/teacher conferences in the Fall and Winter.

Healthy School Policies**

Healthy Hydration: We encourage students and staff to carry refillable water bottles***

Nutritious Nourishment: We serve Breakfast and Lunch daily (and Supper for YMCA students)

Active Activities: We provide opportunities for students to be active for about 60 minutes a day

***** In an effort to reduce waste in the cafeteria, we will no longer serve water in plastic cups during lunch. Instead, we encourage students to pack a refillable water bottle.**

Homework

Homework is regularly assigned by classroom teachers to supplement class instruction, provide additional practice, or extend learning of a particular skill or concept. The objective of homework is to provide students with opportunities for independent practice.

K-3 Not to exceed 20 minutes per day

4-5 Not to exceed 30 minutes per day

If your child is struggling to complete homework please communicate with your classroom teacher. Rest and family time are also very important parts of the student's day.

Medicine:

It is important for you to be aware that school personnel may not administer any medications, pills, or antiseptic salves to your child. If we have the necessary paperwork completed by the parent AND the child's doctor, we may keep medicines and/or inhalers available in our main office medical cabinet. Please remember that only you or your child may administer any medicine. Detailed instructions must accompany any medications left in the office. Please contact the school secretary at the beginning of each school year to establish, in writing, all special medical accommodations required.

Parent/Guardian/Teacher Conferences

Parent/Teacher conferences are held twice a year after the first and second grading periods. School is dismissed one hour early, at 2:30 pm, on each of these conference days. During these conferences, teachers review the academic and social progress of each child and discuss any concerns or questions the student or the parent/guardian may have. You may also request a conference with the teacher at a mutually convenient time.

Parent Involvement and Leadership Opportunities

We know that families are the first and most influential teachers, and consistent family involvement helps all of our children do better in school. We are immensely grateful for your support!

School Site Council (SSC)

SSC meets once a month to oversee program improvements, set annual and long term goals, and oversee the school budget. We will address many of the concerns listed on Family, Teacher, and Student Surveys from the previous school year. The council is made up of equal numbers of representatives from the school staff and parent community. All parents/guardians are invited! This is where we can make decisions in relation to our goals, priorities, and community concerns.

Parent Teacher Association (PTA)

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

- To improve the quality of education for our children by supporting the school
- To support, educate and empower families
- To provide experiences for children that goes beyond the scope of the school curriculum

Classroom Parent

Works closely with classroom teacher to communicate with families, organize class celebrations, etc. See your classroom teacher if you are interested.

Recess Support

Recess is important! Studies have shown that the free-play that comes with recess is crucial to a child's cognitive, social and emotional development. Yes, we have yard duty on staff - but we can ALWAYS use more support! If you have 20 minutes in your day, please think about supporting our kids during lunch recess. Yard Duty FAQs [here!](#)

Morning Drop Off Support: Drop and Roll

"Drop & Roll" is a courtesy program, staffed by parent volunteers, that allows families to drop off and pick up their children in the Hayes Street parking lot.

Parking

Due to space limitations, the smaller parking lot is for employee parking only. The larger parking lot is opened at 7:30am. If you choose to park your car in the morning, please remember to move your car promptly after our Community Circle. We use that yard to host daily PE classes with our kids.

Also, our neighbors need 100% access to their driveways at all times. Please do not double park and/or block the street. This poses frustration for our neighbors AND dangers for our kids as they try to walk around the cars. Morning Drop off is on Hayes Street for all students. PM Pick up of students is respective of students' classroom and grade level:

- K/1 Families pick up students directly from their classrooms
- 2/3 Families meet teachers and students on the middle yard
- 4/5 Families meet teachers and students on the upper yard (Grove Street)

Play structure

For safety reasons, school supervision begins at 9:15am on a daily basis. In order to set the tone of a safe, productive, learning day, no balls/equipment will be used before school. After

school, with the prior consent of the YMCA AND **if parents are present to actively monitor student safety, kids may use yard until approximately 4:00 pm.**

Positive Behavior Support Program (PBIS)

At New Traditions we believe that the most effective way to support a positive school climate is through proactive prevention. “PBIS is a highly effective, research-based, behavioral framework that is defined within SFUSD as the Response to Intervention (RTI) framework for teaching and reinforcing students’ social, emotional, and academic learning skills.” Restorative Practices are integrated into the PBIS framework at all levels and engages staff and students in creating safe spaces for developing supportive relationships and establishing class and school community agreements. Examples of some **positive behavior supports**:

<ul style="list-style-type: none">- Daily community circles in classrooms- Peace Tables in all classrooms- Social Skills Groups- Growth Mindset Activities- Class goals with incentives- Monthly Student Awards	<ul style="list-style-type: none">- Individual Behavior Support Plans- Student Leadership Opportunities- Class Buddy System- Restorative Practices- Mindfulness Practices- Conflict Management Tools- School-wide Assemblies
--	--

Support for Unexpected Behaviors

Minor infractions will be determined and handled by the classroom teacher. Major infractions will be handled by the principal or the designee. Progressive discipline will be applied based upon severity of infraction and whether behavior is repeated. Severe or repeated misbehavior can result in the student being sent immediately to the office.

Skateboards/Roller Blades/Bicycles/Scooters/Wheelies

For safety reasons, skateboard/roller blades may not be used anywhere on school grounds during the school day. Students may store their skateboards in the front office upon arrival to school.

Student Success Team (SST)

An individualized SST is formed for students with academic, behavior, attendance, or health concerns. The SST includes the student’s parents/caregivers along with school staff and support services providers, to ensure that the family’s perspective is included when creating academic and behavior support plans.

Visitors

Per SFUSD safety guidelines, all visitors must enter the school through the front door (closest to the main office). For the safety of our students, all visitors must sign in at the office and wear a visitor’s badge/sticker. Anyone who comes to a classroom without a badge will be redirected to visit the main office. Classroom observations should be no longer than 30 minutes in length and should be coordinated with the classroom teacher at least 24 hours in advance.

Volunteers

As a PBIS school, New Traditions employs positive behavior support systems and each classroom has its own established behavior supports. Please speak with the teacher to see how you can fit into and support their positive behavior support program. When issues arise concerning appropriate student behavior, as a volunteer, your responsibility is to call such matters to the attention of the teacher or other supervising school personnel. You can best support students by encouraging them to make good choices and demonstrate appropriate behavior.

As you work with staff and students, remember that the problems, abilities, and confidences of students, their parents, and staff should never be discussed with anyone other than a professional staff member of our school district. We appreciate all of your efforts and help.

As a volunteer, your commitment shall remain professional at all times. While you are on campus you are a role model for students. Please see the list below of things you should and should not do while volunteering. If you have any questions, please contact the principal.

<p>Positive ways a volunteer can help:</p> <ul style="list-style-type: none">● Room parent● Clerical help● Listen to students read● Read to students● Help students with math activities● Help students with computer activities● Publish student's work● Process book orders● Help with school activities● Recess/ Lunch supervision● Help with special classroom events● Chaperone field trips● And many more.....	<p>Volunteers should never...</p> <ul style="list-style-type: none">● Administer discipline. Behavior problems should be addressed by teachers and administrators only.● Initiate physical contact with students. Never put your hands on a student, especially when you are upset/angry.● Correct staff members. See the principal with any concerns relating to staff members.
---	---

YMCA

Due to the generosity of our PTA, we are able to provide a seamless program of support at our school. During the regular school day, our YMCA Coordinator supports our students during lunch recess on a daily basis. Also, many of our other YMCA teachers work with our students during lunch recess; thus enabling our students to create stronger, more trusting relationships with our staff.

- YMCA before school care is available from 7:30 am-9:30 am
- YMCA after school care is available from from 3:30 pm - 6:00 pm
- YMCA is no longer able to accept "Drop-Ins" before or after school.
- Financial aid, and full/partial scholarships, is available for qualifying families. Please see Charlie, our YMCA coordinator for more information.

ASP or After School Programs

Our ASP is coordinated and supported by PTA parent volunteers. ASP classes are only offered to current New Traditions students. ASP can not offer any classes to students outside of New Traditions. PTA volunteers take on the task of creating the schedule, managing contracts and permits with SFUSD, and organizing the registration for all ASP classes. Registration reminders are provided through Dragon's Den and FreshSchools.

It is parent's responsibility to sign up their child (ren) for any interested classes, but there is no guarantee that a spot will be available. If your child is wait-listed for a particular class, every effort will be made to give them priority registration for the following trimester.

***Limited scholarships are available for qualifying families. If your family is in need of a scholarship, please provide 1st and 2nd choices for desired class.