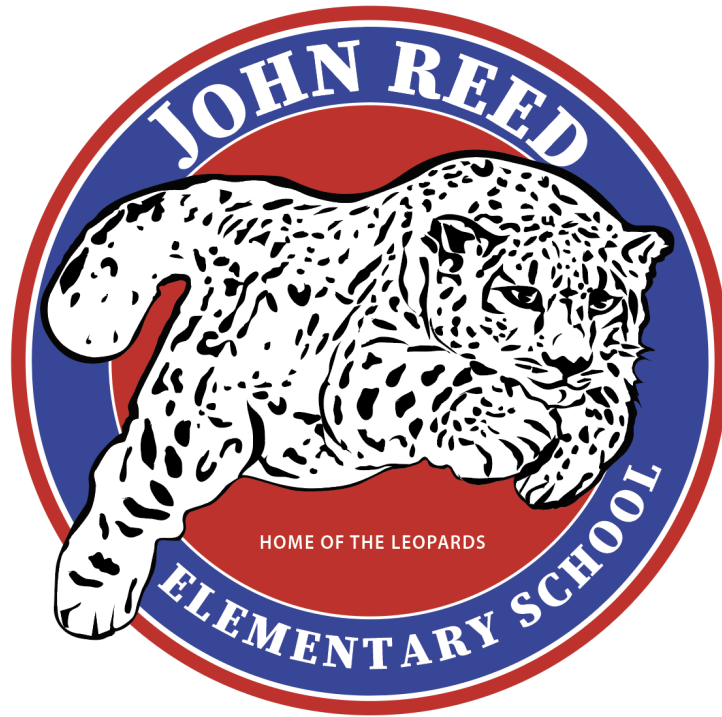


John Reed  
Elementary School



Parent / Student Handbook  
2024-2025

**John Reed Elementary School**  
390 Arlen Drive, Rohnert Park, CA 94928

---

**Student and Parent Handbook**

**Cotati-Rohnert Park Unified School District**  
7165 Burton Avenue, Rohnert Park, CA 94928

**John Reed Website:** <https://jrs.crpUSD.org>

**School Administration Contacts & Hours**

District Superintendent: Maite Iturri

Principal: Kristy Corbett / Email: [kristy\\_corbett@crpusd.org](mailto:kristy_corbett@crpusd.org)

Office: 792-4845 / FAX 792-4517

Office Manager: Brandy Tibbetts / Email [Brandy\\_Tibbetts@crpusd.org](mailto:Brandy_Tibbetts@crpusd.org)

Office Hours: 8:00 AM – 3:30 PM • PTA President: Nikki Boccaleoni

**Please Follow the John Reed Events Calendar or visit our webpage for important dates.**

**John Reed Vision & Mission Statements**

Be Kind, Be Safe, Be Responsible, Be Ready to Learn

John Reed School values the safety, happiness, and success of each student. Parents, families, students, staff, teachers and administrators work together to create a school culture that strives for equity and academic excellence in a safe environment. Equitable access empowers students to learn and grow.

John Reed Elementary School will ensure the safety, the happiness, the individuality and the success of each student by following a PBIS framework that all students and staff are trained in. This is supplemented with anti-bullying assemblies and Toolbox curriculum. Parents, families, students, staff, teachers and administrators work together to create a school culture that strives for equity and academic excellence in a safe environment. In order to achieve this, the school will provide state adopted curriculum that is equitable and rigorous. Equitable access empowers students to learn and grow.

---

*John Reed School*

# ***BELL SCHEDULE***

## ***2024 / 2025***

**Monday • Tuesday • Thursday • Friday**

8:17 AM Morning warning bell  
8:20 AM School Begins Grades TK-5

### **MORNING RECESS and SNACK**

TK/ K - Recess - 9:15 - 9:25	Snack - 9:25 - 9:40
1st/2nd/ 3rd - Recess 9:30 - 9:40	Snack - 9:45 - 9:55
4th/5th - Recess - 9:45 - 9:55	Snack - 10:00 - 10:10

### **LUNCH**

TK/K/ - Recess 11:30 - 11:55	Lunch 11:55 - 12:15
1st/2nd/3rd - Recess 12:00 - 12:25	Lunch 12:25 - 12:45
4th/5th - Recess 12:30 - 12:55	Lunch 12:55 - 1:15

2:00 PM Dismissal TK / Kindergarten  
3:00 PM Dismissal Grades 1-5

### **Wednesdays and *Minimum Days***

#### **TK/Kindergarten – 5th Grade**

8:20 AM School begins Grades TK-5  
11:35 AM Dismissal Grades TK-5

## John Reed Pledge



I respect myself and others.  
I am kind, safe, and responsible.  
I am ready to learn!



### **Morning Walk-A-Bout**

Morning walk begins at 8:05 am. Students who arrive between 8:05 am and 8:17 am are expected to walk under the eaves until the warning bell rings. Students are expected to be lined up at their classroom door when the 8:17 am bell rings. Students are admitted to class at 8:20 am. On Mondays, students will line up on the blacktop for morning assembly.

*The morning walk is a great way for students to start the day, and enjoy time with friends, teachers, and administrators. Any student not accompanied by an adult must join in the morning walk.*

### **John Reed School Song** (to the tune of I'm a Yankee Doodle Dandy)

We, the Leopards of John Reed School  
Proudly wear red, white and blue.  
We work hard every day and learn a lot,  
We're safe and responsible, too.  
We set goals high and work to reach them,  
Always focused on our goals.  
Kindness, effort, perseverance  
Build our education,  
We're the John Reed Leopards, hear us roar!

### **Field Trips**

Field trips or special off-campus activities are designed to support in-class instruction, build team spirit, improve social skills, and foster positive relationships between students and adults. Parents who drive on field trips need to supply the required driver forms. They should drive directly to and from the destination, with no stops along the way (such as gas stops.) Non-school age children are not allowed on field trips. All parent volunteers are required to submit fingerprints and fill out the volunteer application which can be found on our website and school newsletter. All parent volunteers must be fingerprinted.

## **Homework**

At John Reed, we feel that the most important homework students can do is to practice their reading skills. Every teacher has this expectation for homework. In addition, there may be assignments in other subjects to support the work learned in class. Please refer to your classroom teacher's specific homework policy.

## **Report Cards**

The school year at John Reed is divided into trimesters. Report cards are sent home with students during the school year. Individual teachers may choose to send home more frequent grade reports. Students with IEPs will receive their progress reports at this time as well.

## **Curriculum and Assessment**

CRPUSD has adopted the Benchmark English Language Arts curriculum in 2022. The adopted math curriculum is the Eureka math program. Starting this year, the adopted Science curriculum is McGraw-Hill. Students in grades 3 - 5 will take the CAASPP Smarter Balanced Assessment, and all students designated as English Learners will take the ELPAC at the end of the year, and new students will also take the test at the beginning of the year.

# **ATTENDANCE POLICIES**

---

**Attendance plays a key role in student achievement. When students miss school, they miss valuable learning.** John Reed School follows state and CRPUSD District attendance policies. When your student is absent, you must call the attendance line (**707-792-4845**) and notify the office of your child's absence. All absences must be cleared within 72 hours after a student returns to school. The following is a shortened version of the attendance policy and is offered as a guideline.

**If your child's attendance becomes a concern a conference with the principal will be scheduled.**

When your child is absent, please call the school at 792-4845 and leave a message with your child's name, teacher's name, and reason for the absence any time day or night

***INDEPENDENT STUDY CONTRACT:*** If a student is going to be absent for more than five days, parents should request an Independent Study Contract. The office staff handles such requests. Students must complete the assignments in the contract and return the completed work to their teacher the day they return to school. Independent Study Contracts will not be available at the end of the school year.

## **Tardy Policy**

**Arriving at school on time is extremely important. 8:20 am is our final morning bell, if your child arrives after 8:20 am they are tardy.** Please send your child directly to class if they arrive between 8:20 am - 8:30 am. Your child's teacher will mark them tardy in class during that time period. If your child arrives after 8:30 am, they will need to check in at the office first to get a pass to class.

As a general policy, the only legitimate excuses for lateness or absence are sickness, doctor or dental appointments, death of a family member, court appearances, or family emergencies. We also make allowances for late buses. You will receive letters if your child is experiencing several days of tardiness.

**When a child arrives at school late or needs to leave school early, the parent or guardian must sign them in/out through the school office.**

## **Important Note:**

Children will only be released to people listed on the emergency card, unless written permission is presented to release your child to someone else. Please keep the office updated with any changes to address, telephone numbers and emergency contacts.

### **Truancy**

**3 OR MORE UNEXCUSED ABSENCES:** Any student who has 3 unexcused absences in a given school year, or who is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, is legally truant. A truancy letter is sent home alerting the family to the problem.

**ILLNESS DAY LIMITS:** If a student is absent 14 or more days due to illness during the school year, a doctor's note will be required for any subsequent absence. If a doctor's note is not turned in, the absence may be unexcused.

**TRUANCY:** By state law, three unexcused absences result in a student being declared a truant.

**TRUANCY LETTERS:** Truancy letters are sent out for any student who accrues 3 or more unexcused absences. Each additional unexcused absence, after the third, results in a truancy letter being sent. After the second truancy letter, parents/guardians are required to meet with school administration. A third truancy letter culminates in a School Attendance Review Board (SARB) hearing at the district level, with possible referral to the District Attorney.

## **BEHAVIOR & DISCIPLINE**

---

### **PBIS (Positive Behavior Interventions and Support)**

Cotati-Rohnert Park USD and John Reed School follow guidelines for Positive Behavior Intervention Supports while maintaining the discipline required by California Education Code. Steps to manage elementary school behavior must be predictable, consistent, positive and safe.

### **School-Wide Rewards**

- ❑ **Positive Office Referrals:** Students who are consistently safe, kind, responsible, and ready to learn will receive a “Positive Office Referral” which will be signed by an administrator.
- ❑ **Leopard Spots:** Students who are being safe, kind, and responsible will earn a “Leopard Spot.” They will turn their spots in for a chance to win a prize at our monthly assembly.
- ❑ **Student Achievement Award:** Students showing consistent academic effort and appropriate behavior will be recognized at trimester awards assemblies.

**Assemblies:** Assemblies will be held on Mondays at 8:20 am to recognize students for their outstanding achievements.

### **Behavior Expectations**

John Reed students are expected to demonstrate positive behavior-to and from school- and during the school day. Elementary school is the time to learn how to solve conflicts with others, to discover the power of repairing harms and hurt feelings, and to learn how to manage impulsive behaviors that impact the learning of other students.

- Students involved in minor behavior incidents will have a Restorative Conference with a teacher or an administrator in an attempt to correct their behavior with problem solving strategies.
- Students that have had restorative conferences but continue with unexpected behaviors will meet with

administrators. Parents will be notified of the behavior via a phone call or a Behavior Referral Form. Parents are expected to work with the school to help their student be accountable for kind, safe and respectful school behavior.

- Administrators will follow the *Cotati-Rohnert Park Unified School District Discipline Guide* when students violate California Education Code. Parents will be contacted.

### **Bullying / Intervention Procedures**

Bullying is defined as **unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time.** Verbal bullying is saying or writing mean things. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Physical bullying involves hurting a person's body or possessions.

It is vitally important that our students report any instance of bullying to a staff member. Bullies rarely stop on their own; some do not realize that they are engaged in bullying. Due to this fact, it is essential that these issues get reported before they start impacting the bullied victim's life. **Reporting bullying works.**

### **Steps taken to correct/ intervene with bullying:**

Restorative Conferencing with the Principal, and /or School Counselor.

Official warning to the student engaging in bullying behavior and parents will be contacted.

If the bullying continues, then the student engaging in bullying behavior may be referred to district office administrative staff.

### **Seth's Law - Bullying and Harassment**

CRPUSD abides by Seth's Law that prohibits discrimination, harassment, intimidation, or bullying on the basis of race, color ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression. The reporting and investigation procedures are posted in the school office.

The definition of bullying according to Dora Dome Law is:

A severe or pervasive physical or verbal act, or conduct including communications made in writing, or by means of an electronic act, and including one or more of the following:

Sexual Harassment (48900.2)

Hate Violence (48900.3)

Threats, harassment, intimidation (48900.2)

If 1-3 has occurred, then one of the four points below must also have occurred for bullying to have taken place.

Reasonable pupil in fear of harm to person or property

Reasonable pupil to experience substantially detrimental effects to physical or mental health.

Reasonable pupil to experience substantial interference with academic performance.

Reasonable pupil to experience substantial interference with ability to participate in or benefit from services, activities, or privileges provided by the school (Like athletics).

### **Cyberbullying / Bullying Board Policy 5131 (a,b,c)**

Bullying/harassment of other students or staff, including intimidation, so-called "cyberbullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is strictly forbidden.

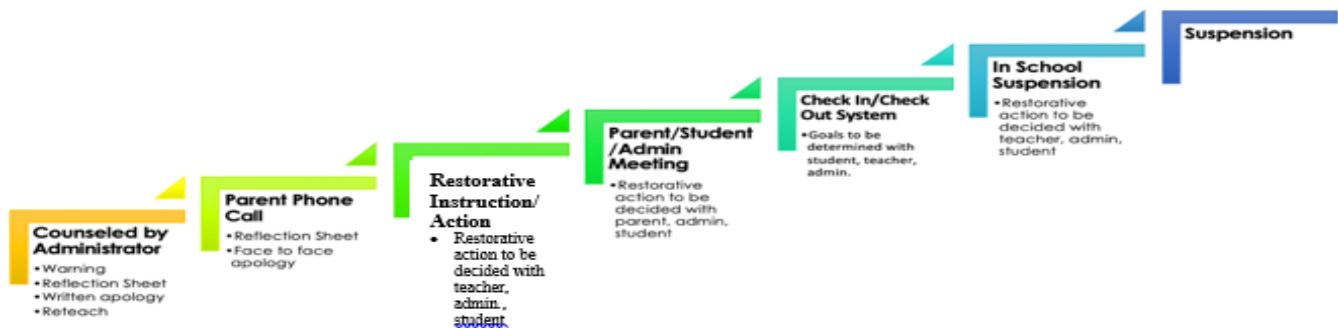
*Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another student's account and assuming that person's identity in or to damage that person's reputation or friendships.* In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. A student who violates this policy may be prohibited from possessing a personal electronic device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

## BEHAVIOR INTERVENTIONS

- **Informal Talk with Faculty or Staff:** In most situations, this is the first step to correct an inappropriate behavior.
- **Time Out:** Teachers and staff may remove students from an activity or lesson to refocus the student upon return.
- **Conference with Student:** Student meets formally with an administrator or counselor to discuss offenses and solutions.
- **Conference with Parent:** A formal meeting is held between the parent, the student, and appropriate school staff where the inappropriate behavior is defined, previous efforts to correct the behavior are reviewed, and future strategies to change the behavior are discussed and agreed upon. Often a contract is developed to summarize these findings.
- **Referrals to Office:** Staff may refer students to the office for repeated or more substantial offenses.
- **Conflict Resolution:** Administrators and counselors often hold conflict resolution meetings to develop student skills in de-escalating conflicts and finding resolution. Conflict Resolution does not preclude the possibility of disciplinary action.
- **Class Suspension:** Teachers, campus supervisors or other authorized staff members may remove a student from a classroom. Students may be sent out of the classroom on a 'referral' to the office. A conference must be held with the teacher and the parent.
- **Restorative Action Plans:** Students who have wronged others will have an opportunity to be part of an accountability process.
- **Suspension:** Suspension shall be imposed for violations of the education code as outlined above and in board policy. A student may be suspended from attending school and school activities for a period of time from one to five school days. Both the student and parents are informed (by phone, letter, and/or conference) of the reasons and terms of the suspension. Students are expected to keep up with their class work while on suspension. Students on suspension must stay away from all school campuses and events during the suspension.
- **Expulsion:** Expulsion is an action taken by the governing board for severe or prolonged breaches of discipline by a student. Expulsion, except for single acts of a grave nature, is usually reserved for situations where there is a history of misconduct and where other forms of discipline, including suspension have failed. Students may be recommended for expulsion for having over 10 days of suspension in a school year.

## Administrative Progressive Discipline

*These steps are listed in recommended order, however, administration will use prior knowledge of the student and professional judgement to decide what steps to use and in what order.*



## School Wide Behavior Matrix

The following matrix was developed to help students and parents understand what behaviors are expected at school. Every location on the school campus has an expected set of behaviors that help John Reed students be kind, safe, responsible and ready to learn. Each area is reviewed with teachers and staff at the beginning of the year and the expectations are also reviewed throughout the year.

## Cell Phones & Other Electronics

**Students are required to keep their cell phones in their book bags/backpacks during the school day.** Students may not call or text parents from their phones or watches. Students that need to contact parents will call from the front office so that school personnel are aware of the communication. Smart watches



may not be used to text parents during the school day or worn during testing. It is recommended that these expensive devices remain at home.

**Any student that violates this policy will have their phone collected for pick up in the office at the end of the day.**

### **Dress Code**

**The dress code is designed to prevent disruptions to the classroom learning environment. Please help us by ensuring that your children come to school dressed and ready to learn.**

1. Clothing that advertises the use of tobacco, alcohol, drugs, violence and/or inappropriate slogans and pictures may not be worn.
2. Appropriate footwear must be worn at all times. Tennis shoes are the suggested appropriate footwear. Sandals should have a backstrap for student safety.
3. Shorts and dresses may be worn provided that they are the appropriate length. Shorts and dresses must be mid-thigh length.
4. Shirts must be waist length.
5. Hats and hoods can be worn in outdoor areas but taken off when inside.

Any item not listed which poses a threat to student safety or to a positive educational environment may be disallowed at the discretion of the administration. **If your child is dressed inappropriately, a telephone call will be made and a change of attire will be requested.**

## **MEDICAL CARE AND SCHOOL EMERGENCIES**

---

### **Emergency Contact & Release**

In cases of emergency, the school will attempt to contact parents. It is essential that emergency data be updated annually for each enrolled student. **Students and parents must notify the office of any changes in place of residence, home phone number, or parents' cell and/or business phone number. No student will be released to a person not listed on the student's emergency list.** Please enter your child's emergency information in the PowerSchool system now and as changes occur. If you provide us with an email address, you will receive email contact as well as a phone call when we send out announcements. In case of emergency, students will be dismissed directly from the blacktop. Parents will sign out their student via our Lanyard Emergency Release System.

### **Injury or Illness at School**

All injured/ill students are sent to the office. For any student who bumps their head, a phone call home will be made to inform parents. In case of serious accident or injury, emergency services will be called to administer medical aid and parents will be notified. A district nurse is available part-time to supervise hearing and vision tests, maintain records and other matters. We do not have a full-time nurse at John Reed, but a district nurse is on-call at all times.

### **Student Medication**

A physician and parent note must be on file in the office before any medication can be given. All medication (prescription or over-the-counter) needed by students must be in its original container and given to office staff to dispense as the doctor prescribes.

### **Emergency Closing of School**

In the event of severe winter storms or floods, tune your radio to KSRO 1350 AM or KZST 100.1 FM. These stations will announce if any District school has been closed due to weather conditions. We will communicate to John Reed families to the best of our ability using the Parent Square system in the event of an emergency.

## **FOOD SERVICES**

---

### **Food Allergies**

Several students have food allergies such as peanuts, tree nuts, strawberries, etc. For this reason students are not allowed to share food at any time. If you have any questions, please contact the office.

All Meals in the 2024 - 2025 school year are free.

## **PARENT & COMMUNITY INVOLVEMENT**

---

### **John Reed Visitors and Volunteers**

ALL visitors/volunteers must sign in and out through the office and wear a visitor's tag while on campus.

### **ELAC (English Language Advisory Council)**

Our English Language Advisory Council (ELAC) meets four to six times per year to address the needs of students who are English learners as well as parents' concerns in helping to improve their child's academic achievement. These meetings are conducted in both English and Spanish. All parents of students who are English learners are encouraged to attend.

### **PTA (Parent Teacher Association)**

**Join our PTA! It costs \$6.00, for the year, to join as a family.**

The PTA is a dedicated group of parents and teachers who work together to provide community events and experiences for families and students alike. The goal of the PTA is to create a feeling of community involvement. Look out for our Family Fun nights throughout the school year. Fundraisers provide needed funds for school assemblies, teacher supplies, and Family Fun Night activities. It takes parents and community members to make this all possible.

### **SSC (School Site Council)**

The School Site Council is a dedicated group of parents and teachers who meet several times during the school year. Their work includes approval of the School Safety Plan and the Single Plan for Student Achievement and reviewing school-wide goals. All parents are welcome to attend. Look for the dates in our online calendar.

### **Title I**

The Title I meeting is an informational meeting to notify you about various programs we have at school to assist your child. The school/parent partnership compact is discussed as well as the Title I services that are available at the school. These include, but are not limited to After School tutoring and enrichment programs, parent engagement and training classes.

## **TRANSPORTATION**

---

Transportation to and from school is the responsibility of the student/parent. Due to frequent congestion in school parking areas, especially on rainy days, alternative means of transportation are encouraged (i.e., car pools, buses, bicycles, skateboards, scooters, walking, etc.).

### Traffic Safety

The safety of your child/children while attending John Reed School is our priority.

- **The front turn-around is a drop and go area. Please do NOT park there for any reason.**
- You may pull in the turn around and stop by an adult who will assist the child to exit/enter your vehicle.
- If you want to park to walk your child in, or to pick them up, parking is available in our lot, on Arlen Drive, Adrian Drive and the “A” Park parking lot.  
**Please drive slowly near the school campus!**

### Bicycles, Scooters and Alternative Vehicles

Bicycles, skateboards, and scooters must be kept in the school bicycle area during the day. Students must walk their transportation into the bike area and secure it with a lock. For after-school safety, students are to walk their bikes, scooters or skateboards off campus to the city sidewalk- then they may ride these items. **We require students riding any alternative transportation to school to wear helmets. Note that state law requires a protective bike helmet.**

## **MISCELLANEOUS**

---

### Spanish Translation

All school information, such as newsletters and reminders go home in both English and Spanish. This is a federal requirement through the Office of Civil Rights (OCR). If you receive parental information without both languages, please contact the school office so we can rectify the problem. Parents can arrange to have a translator for scheduled conferences. Please contact the office for further information.

### Lost & Found

Students must assume responsibility for loss or damage to any personal property left in a classroom or on campus. The school is not responsible for personal property. Found articles should be taken to the office and placed in the lost and found. Students should write their names on all books, backpacks, jackets and other personal belongings. Students should not bring valuables or large amounts of money to school.

### Birthday Party Celebrations

*The district discourages parents from bringing classroom snacks.* Please do not bring cupcakes or other sugary treats. As an alternative, parents and teachers can work collaboratively with food services coordinator/director to provide food that meets California nutritional standards for special events and celebrations and/or bring non-food items such as pencils, erasers, etc. for celebrations and recognitions. Snacks are not allowed that have been prepared at home.

### Student Use of School Phone

Our school office is a place of business. *Only in case of an emergency* may students use the office telephone. Students will be called over the intercom system during break and lunch to pick up any item that has been brought in. Students may not use their cell phones during school hours, or call home from classroom phones.

## **DISTRICT BOARD POLICIES**

---

<p style="text-align: center;"><b>Student Attendance / Student Conduct Policies and Regulations</b></p> <p>We encourage our parents and students to familiarize themselves with these important District</p>	<p style="text-align: center;"><b><i>Políticas y normas acerca de la asistencia/conducta de estudiantes</i></b></p> <p style="text-align: center;"><i>Rogamos a los padres y estudiantes que se familiaricen con estas importantes políticas y</i></p>
--	--

policies and regulations regarding student attendance and conduct. These will be posted on our District website at <a href="http://www.crpused.org">www.crpused.org</a> . For a hard copy, please see your school's office manager.		<i>normas acerca de la asistencia y conducta de estudiantes. Éstas estarán disponibles en el sitio Web del Distrito en <a href="http://www.crpused.org">www.crpused.org</a>. Para una copia impresa, hablar con la gerente de oficina de su escuela.</i>
Absences and Excuses	<i>Ausencias y excusas</i>	BP 5113 / AR 5113
Chronic Absence and Truancy	<i>Ausentismo crónico y habitual</i>	AR 5113.1
Alcohol and Other Drugs	<i>Alcohol y otras drogas</i>	BP 5131.6 / AR 5131.6
Bullying	<i>Intimidación/acoso</i>	BP 5131.2
Conduct	<i>Conducta</i>	BP 5131
Discipline	<i>Disciplina</i>	BP 5144 / AR 5144
Gangs	<i>Pandillas</i>	BP 5136 / AR 5136
Nondiscrimination / Harassment	<i>No discriminación / hostigamiento</i>	BP 5145.3
Sexual Harassment	<i>Acoso sexual</i>	BP 5145.7 / AR 5147.7
Suspension and Expulsion / Due Process	<i>Suspensión y expulsión / proceso debido de ley</i>	BP 5144.1 / AR5144.1 and AR 5144.2
Use of Technology	<i>Uso de tecnología</i>	BP 6163.4 / AR 6163.4
Weapons and Dangerous Instruments	<i>Armas e instrumentos peligrosos</i>	BP 5131.7 / AR 5131.7
Work Permits	<i>Permiso de trabajo</i>	BP 5113.2 / AR 5113.2

## **JOHN REED HANDBOOK**

---

If you have any questions, please contact the school office at 707-792-4845.