

Crown Point Junior Music Academy



PARENT/STUDENT HANDBOOK

SCHOOL YEAR
2020-2021

Dear Crown Point Junior Music Academy Families,

Welcome to Crown Point Junior Music Academy! My name is Armando Lopez and I am honored to be your child's principal. Together, we can work to create an effective school atmosphere that focuses on our children. At Crown Point Junior Music Academy we believe that music makes the world a better place and strive to cultivate students who appreciate the visual and performing arts while providing a motivating and rigorous academic environment. With your help we can ensure all children succeed and are supported!

Communication from home to school is critical! CPJMA is dedicated to giving you the most up to date information. Every Wednesday, you will receive flyers with important information from the school. Every Sunday evening at 6:00 PM you will receive a phone and/or email message using the district's automated calling system reminding you of the events for the upcoming week. You can also sign-up to receive an electronic weekly newsletter from Friends of Crown Point Junior Music Academy, Inc. (PTO) that can be emailed to you keeping you posted on the latest news and information. If you have any questions about upcoming events, please do not hesitate to contact our office.

Interested in becoming more involved at CPJMA? We can use your help! Our staff welcomes volunteers to assist us with special projects/tasks and regular classroom support. Please consider offering your services and talents by volunteering in your child's classroom on a regular or occasional basis. Please ask your child's teacher what you might do from home to better support classroom instruction. Additionally, we look forward to your active participation with our Parent Teacher Organization (PTO): Friends of Crown Point Junior Music Academy, Inc., English Learner Advisory Committee (ELAC), or School Site Council (SSC). Your collaboration with our staff supports teaching and learning.

Sincerely,

Armando Lopez, Principal

CPJMA DAILY SCHEDULE 2020-21

Office Hours:	7:00 AM – 3:30 PM
Breakfast:	7:15 AM – 7:35 AM
Running Club	7:27 AM - 7:37 AM
Bell Rings (Students line up)	<u>7:37AM</u>
School Begins:	<u>7:40 AM</u>
Recess TK/K/1 st /2 nd :	9:45 AM – 10:00 AM
Recess 3 rd /4 th /5 th :	10:05 AM-10:20 AM

Lunch on Monday, Tuesday, Thursday, Friday:

Preschool	11:00 AM – 11:30 PM
TK/Kinder – 2 nd grade	11:40 AM - 12:20 PM
Grades 3 - 5	12:00 PM – 12:40 PM

Lunch Wednesday and all minimum days (Fall/Winter report card conferences):

Preschool	10:40 AM – 11:00 AM
TK, Kindergarten, 1st grade	11:00 AM – 11:20 AM
2 nd and 3 rd grade	11:25 AM – 11:45 AM
4 th and 5 th Grade	11:50 AM – 12:10 PM

Dismissal on Monday, Tuesday, Thursday, Friday:

2:10 PM

Dismissal on Wednesday and all minimum days:

12:15 PM

HOLIDAYS AND MODIFIED DAYS

https://crownpoint.sandiegounified.org/about/daily_schedule_and_holidays

STUDENT SAFETY

One of our most important concerns is the safety of your children. We need your help to make sure children are safe as they come to and from school. Below is a list of safety precautions that need to be followed by both students and parents.

Students walking to school need to do the following:

- Take the same route to and from school every day.
- Use streetlights and crosswalks, making sure all traffic has stopped.
- Walk on sidewalks only, not on curbs, bushes, or flowers.
- Do NOT walk thru the parking lot use the walk-in sidewalk.

Students riding bicycles to school (4th and 5th graders only):

- Wear a helmet.
- Use streetlights and crosswalks, making sure all traffic has stopped.
- Lock bike at the rack located on the playground.

Parents who drive their child(ren) to school need to do the following:

- Drop child(ren) off at the edge of the curb only or at the turnaround in the staff parking lot on Jewell Street.
- Pick child(ren) up at the same drop off location.

- Have children enter and exit out of the car on the sidewalk side. Do not send your child walking across the middle of any street as not only is this not safe, but it reinforces inappropriate safety practices.
- Except for handicapped, there is no onsite parent parking.

ALL VISITORS/VOLUNTEERS DURING THE SCHOOL DAY MUST DO THE FOLLOWING:

- Sign in at the front office and get a volunteer/visitor pass.
- Sign out at the front office when leaving the campus.
- Please note that anyone other than a CPJMA student or employee is considered a visitor.

ARRIVAL AND DISMISSAL

The school day begins at 7:40 AM and ends at 2:10 PM on Monday, Tuesday, Thursday and Friday. On Wednesdays and minimum days, school hours are from 7:40 AM to 12:15 PM. Students should not arrive or be dropped off at school before 7:15 AM when the school is officially open and students are supervised.

The gates on Jewel St. are opened at 6:00 AM for student drop off at Primetime only. The gate on Ingraham St. will open at 7:15 AM. Students are to report to the lunch arbor when entering the school grounds in the morning. ALL students are to stay in the lunch arbor to eat breakfast and to then wait for the 7:25 bell that signals the start of running club. Students will be asked to walk or run until the bell rings for students to line-up in their classroom lines. After the morning bell rings, all gates will be locked for student safety. Please use ONLY the main entrance on Ingraham St. to enter or exit. If you choose to come after school has already started, please sign in at the office to get a visitor/volunteer badge. All gates will be unlocked at 2:05 PM on regular days and at 12:05 PM on minimum days.

ABSENCES, ATTENDANCE, VACATIONS

Crown Point Junior Music Academy staff believes that regular attendance plays a vital role in a student's success or failure in school. We appreciate your cooperation by scheduling physician and dental appointments AFTER school, when possible, and by planning your vacations during the school vacation time. It is a State Law that each absence be verified. If your child is ill, or must be absent, please telephone the office at 858-987-5500 on the first day he/she is absent giving the specific reason for the absence, or send a note to school when the child returns. If your child will be absent due to reasons other than illness, please let the office know in advance, if possible. If you would like to receive homework for any day your child has missed, please contact the office. The teacher will send homework to the office for you to pick up after school or the next morning after your request has been received.

SHORT-TERM CONTRACT FOR INDEPENDENT STUDY

If your child must be absent for an illness, medical appointment or funeral of an immediate member of the family, you may contact the school to arrange a Contract for Independent Study. A contract may be arranged for absences of more than 5 days. Parents must come into the office and sign the contract two weeks before the student is absent. The teacher will prepare work to be completed during the absence. After the absence the work will be turned in to the teacher. In this way, your child will be able to receive credit and grade.

TARDIES AND LATE PICK-UPS

Tardiness is very disruptive to the classroom instructional program. Students are expected to arrive at school by 7:37 AM. Arriving late or leaving early by thirty minutes or more is considered truancy and is documented by our attendance office. Please assist your child to develop positive habits by encouraging punctuality.

Be aware that if you are late to pick-up your TK, Kindergarten or any student, they will wait in the office until you sign them out on the Late Pick-up Log. Do not tell your child to wait for you on the sidewalk parking lot.

LEAVING EARLY

We strongly discourage children leaving school early as they miss out on instruction; however, we understand that sometimes it is unavoidable. We will require the person picking up your child be listed on your child's emergency contact form and that they show picture identification prior to releasing the child. Please do not call and ask that your child wait for you in the office as they miss out on valuable instructional time; plan to arrive early enough to sign your child out in the office before walking to pick them up in their classroom; we will not honor requests to have your child wait in the office.

BREAKFAST AND LUNCH PROGRAM

The breakfast and lunch program is offered to our students daily. Breakfast is served each morning at 7:15 AM. For lunch, students have the option of purchasing a lunch or bringing their own. A second chance breakfast is served during morning recess. It is a school policy not to keep money in the cafeteria; therefore, sending correct change with students will be appreciated. If paying by check, please write the child's first and last names along with their room number on the check. Make checks payable to Crown Point Cafeteria. Parents may also place money into their child's account online at

https://www.sandiegounified.org/departments/food_and_nutrition_services/overview

The cost of breakfast is \$1.50 and lunch is \$2.50.

All students will receive an application for free and reduced lunch. We ask that ALL parents fill out the application and return it to the office as soon as possible. All students who were on free or reduced lunch last year will continue to receive this service for the first two weeks of school. All new students will need to pay full price for breakfast and lunch until the application is received and approved. The Point of Sales or P.O.S. system is used by our district to track a child's lunch account. Each student receives a PIN number to access their lunch accounts. The computer will know whether a child receives free lunch or pays full price. All returning CPJMA students will use their current PIN number and new students will receive new numbers. You can help by practicing the PIN numbers with your child and reassuring him/her how easy it will be.

EVERY child must have lunch every day. Please be sure that your child has a sack lunch, lunch money, or money in their lunch account before coming to school each day. This will help make for a happier and more beneficial day for your child. If your child brings a lunch box, please write their name inside. We have many students who purchase the same lunch box.

RUNNING CLUB

Running Club is every day starting at 7:27 am and continuing to 7:37. We highly encourage all students (and parents) to run or walk the running club course.

SNACKS

If you send snacks with your child, please send only nutritional snacks such as sandwiches, fruits, pretzels, cheese, etc. No candy, hot Cheetos, takis or soda please. Students will be able to eat their snacks at recess time in the lunch court.

BIRTHDAY CELEBRATIONS AND CLASSROOM PARTIES

Classroom parties interfere with our instructional program, and some of our children have food allergies and cannot eat certain foods. Teachers are more than happy to celebrate with non-food items. Please talk to your child's teacher before bringing anything to school. No food items will be allowed.

REGISTRATION CARDS – IMPORTANT!!!

Each child **MUST** have a registration card on file in the office. If your child is injured or becomes ill while at school, it is our policy to notify you immediately. For this reason it is essential that we have accurate, up-to-date information on file concerning your **address, home, work, and cell phone numbers** and the name and telephone number of someone to contact in case it is impossible to reach you at any time. Each year, all students returning to CPJMA are required to have a new registration card. Please update the card as needed, keeping the office informed of any change of address or telephone number.

ILLNESS INSTRUCTIONS

DO NOT SEND YOUR CHILD TO SCHOOL WHEN THE FOLLOWING SYMPTOMS ARE PRESENT:

- a. temperature 100° or higher (can return to school after 24 hours of being fever free).
- b. persistent vomiting and/or diarrhea
- c. scabies (until treated by doctor)
- d. lice (unless shampooed and treated). Children who have live lice will be excluded for treatment. Child must return to school the next day to be checked in the office before returning to class.
- e. undiagnosed skin rash
- f. strep throat (until 24 hrs. after starting medicine from doctor)

ACCIDENTS AT SCHOOL

While statistics indicate that more accidents occur away from home than at school, children nevertheless do injure themselves from time to time while at school. All staff members are trained in simple first aid and will usually take care of all minor injuries at school. In most cases, students will be treated and returned to class. In the event of a more serious injury, parents are always notified and requested to come to the school for the child. Emergency names and phone numbers of those persons who are legally empowered to take charge of an injured child must be listed on the registration card in the event that the parent cannot be reached. If you would like more information about Voluntary Student Accident Insurance, visit the website at www.studentinsuranceusa.com

STUDENT INSURANCE

The Board of Education has authorized the distribution of insurance materials describing a plan of low-cost accident insurance for students. The plan is voluntary. It is underwritten by Guarantee Trust Life Insurance Company. If you are interested in purchasing one of the insurance types, visit the website at www.studentinsuranceusa.com

MEDICINE

It is district policy that students may not carry medication with them. This includes aspirin, acetaminophen, and ibuprofen. District policy states; “Nonprescription medicines may not be administered by school personnel unless ordered by a physician on a regular medication form”. **BY LAW, WE MAY NOT DISPENSE MEDICATION TO ILL STUDENTS UNLESS SO DIRECTED BY A DOCTOR.** All medicines must be sent to school in a labeled prescription bottle registered in the office and must include a Physician’s Authorization Form. Please remind your child of the importance of coming to the office at the correct time to take their medication. Also, inform the teacher of the time to send them to the office.

CONFERENCES AND SCHOOL VISITATIONS

The school welcomes conferences with parents as a means of communicating the student’s educational needs. Teachers may also contact you for special conferences. If you are interested in having a conference, contact the teacher by telephone or note at least one or two days in advance so the conference time may be confirmed. In case of an urgent need, please call the office and every effort will be made to arrange an appointment with the teacher and/or principal. Please note that calls will not be transferred to the classroom during instructional time;

the office staff will take a message. While we encourage parents to support in classrooms and stay in communication with their child's teacher, we ask that you not visit your child's classroom unless prior arrangements have been made with the classroom teacher at least 24 hours in advance. Also, it is necessary for all visitors to report to the office, sign in and get a visitor's pass before entering the school campus. Mandatory parent/teacher conferences are scheduled each year in November and March. Your child's teacher will communicate your exact date and time with you.

SCHOOL HOMEWORK PLAN

District Procedure number 4720 states that homework is designed to "help students become self-directed, independent learners and improve their academic achievement." The procedure further states that the amount of time usually required to complete homework assignments should gradually increase throughout the grades. CPJMA staff supports the district policy and expects every student to complete his/her homework on a daily basis. Expect that your child will have to read, write, and complete math at home on a daily basis. Your child's teacher will be sending you a letter about specific homework procedures in his/her classroom. We believe that homework is important as it is a time to reinforce and practice what students are learning throughout the day; we expect that every student will complete their homework every day and turn it in when due. We also know that we need parents to work with us to ensure students are completing their assignments. Please help us by establishing a daily routine for homework completion, provide a quiet, clean place to work, help your child understand the directions, and review your child's homework to ensure completion and accuracy.

PARENT INVOLVEMENT

CPJMA values our volunteers! We have very engaged parents and if you're not already involved, we encourage you to participate and contribute your talents, skills, and experiences for the benefit of the children. Our volunteers help in classrooms, participate in committees (School Site Council, English Learner Advisory Committee, Friends of Crown Point Junior Music Academy, etc.), plan events, help at fundraisers, support our music programs, and countless other ways. If interested we will need a copy of your driver's license, TB test, and process you per the district procedure. Please visit our new parent room located next to the main office.

PARENT TEACHER ORGANIZATION (PTO)

The PTO at CPJMA prides itself with having the finest parent/teacher involvement. The main purpose of the PTO is to bring closer relation to the home and the school so that together we can intelligently promote the highest quality public education for each child. A few other important roles of our PTO are to raise the standards of home life and create opportunities for parents to be involved in their child's education. All of our goals and projects are created to positively support the learning environment at CPJMA and the safety and welfare of our students and families. We look forward to having your entire family join our PTO this year in order to continue to support our students and families at Crown Point.

STUDENT RECOGNITION

It is our desire to recognize and celebrate students who work hard to achieve academic and behavioral excellence. We will have at least three awards assemblies throughout the year to recognize students who meet the criteria of:

- Advanced level of proficiency in reading, writing, or math (or progressed an entire proficiency level from the previous reporting period) per classroom assessments.
- Consistent homework completion.
- Positive behavior as demonstrated by having no negative referrals.
- Meeting the expectations of or demonstrating the positive characteristics of our Character Counts Program.

SCHOOL TELEPHONE

School rules do not allow our school to communicate where students need to go after the school day. Arrangements of this kind must be made before the child comes to school. Only in the case of an emergency will messages be delivered to children or teachers. Telephone calls will not be transferred to the classroom during

instructional time. STUDENTS WILL NOT BE PERMITTED TO USE OFFICE PHONES. The office telephones are for business use only.

DISCIPLINE

We believe that developing self-control is an important part of growing up. We all believe that every child on our campus has a right to a safe and secure learning environment. We must have standards in place for a productive learning environment. It is imperative that we work together on discipline as our common purpose is to prepare our children to be contributing citizens to society.

STUDENT MONITORS

Students in the upper grades are selected for various monitor responsibilities, such as tutors, kindergarten monitors, Peace Patrol and office monitors. These responsibilities are given to students who show responsibility and good citizenship.

DRESS CODE

The Crown Point Dress Code is in place to ensure that our students are not distracted from the important job of learning. Therefore, students should wear comfortable clothing. Bare midriffs, baggy pants, really short shorts or skirts are not to be worn. The straps of tank tops and dresses must be at least 2 inches wide or covered with another piece of clothing. A limited amount of safe jewelry and appropriate hats are permissible; hats and/or hoods are not to be worn indoors. T-shirts with drug or alcohol labels and/or gang related symbols are not acceptable. Makeup is also not appropriate for the elementary school environment. We expect that our students dress in sturdy, comfortable shoes for the rigors of play. Inappropriate footwear can cause serious foot injuries. Shoes that are open at the toes and/or have high heels are not appropriate. Parents will be contacted to bring a change of clothes/shoes if inappropriate attire is worn to school. This school year uniforms are optional.

STUDENT CELL PHONE USE

Board of Education Policy H-6980 indicates students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. However, these devices must be kept out of sight in students' backpacks and turned off during the day. Unauthorized use of such devices disrupts the instructional program and detracts from the learning environment. Therefore, any student who uses a cell phone in class or on the playground during the school day is in violation of the District cell phone use policy. In the event that a student disregards the cell phone use policy, a teacher or school official is authorized to take the cell phone away from the students. Repeated unauthorized use of such devices may lead to disciplinary action.

OTHER ELECTRONIC DEVICES

Students should not bring valuable items such as iPods, iPads, or hand held games or tablets to school. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, the same rules apply, as per the cell phone use policy described above.

LOST OR DAMAGED TEXTBOOKS

In recent years, the school and school district has experienced financial problems and reductions while the cost of textbooks and instructional materials have increased. Parents and students are urged to assist the school in protecting our texts. The cost of lost or damaged textbooks will be billed to students and parents in accordance with district procedures.

TRANSPORTATION

It is important that all students who are eligible for transportation and their families understand the privilege of riding the bus. If a child is uncooperative in riding the bus either to or from school, or at the bus stop, the bus drivers will report such incidents to the school. Reports will be reviewed to determine consequences and possible

suspension from receiving bus services to the school site and it will be the parent's responsibility to provide transportation both to and from school. Parents also need to know if a student MISSES the bus in the morning, and transportation service is not at fault, NO SHUTTLE SERVICE WILL BE PROVIDED. It will be the responsibility of the parent to bring the student to school. Parents who need to transport their children home instead of having them take the bus MUST notify the school in WRITING. No child will be left behind without written notification.

IDENTIFICATION PLEASE!

Clearly mark all coats, sweaters, jackets, rain gear, lunch pails, lunch bags, etc. with your child's first name, last name, and room number. By doing so, most "lost" items can be returned to their owners promptly. All unclaimed articles remaining at the end of the school year are donated.

MUSIC PROGRAMS

All of our students participate in the Orff music program once a week in grades TK – 2nd grade. In grade 3 they will participate in recorder instruction. In grades 4 and 5, they will participate in Exploratory Music. In addition, Suzuki Violin instruction is available for those who choose to make the commitment. We also offer free after school programs. The programs vary by grade, but include Guitar Music Club (TK-5th), Recorder Club (3rd-5th), and Choir (3rd-5th). More information regarding the guidelines and requirements for each music program will be sent home.

Parent Student Handbook Signature Page

After reading the handbook, please sign-off below indicating that you have reviewed the information with your child and understand the content in the handbook. You will need to return the signature portion of this page to your child's teacher. If you have any questions, please contact our office at 858-987-5500.



2020-21 Parent/Student Handbook Signature Page

I have read and reviewed the CPJMA Parent/Student Handbook with my child.

(student signature)

(additional child)

(parent signature and date)

Teachers Name _____ Room # _____

Teacher Name #2 _____ Room # _____