



SCHOLAR & FAMILY HANDBOOK 2024 - 2025

Where Learning Is Natural!



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New Joseph Bonnheim Community Charter School

Mission Statement

We aim to develop responsible, respectful, and proactive citizens who will become our community, state, country, and planet caretakers. This begins with our concept for the New Joseph Bonnheim (NJB), which is centered on agriculture and the very community it serves.

Vision Statement

“Our NJB vision is to create a quality education program through various learning intelligences to prepare scholars for the 21st Century.”

1. Improve academic outcomes and well-being of students through ethical practices.
2. Create a school culture that reflects social and educational responsibility and involves parents, scholars, and staff.
3. Foster communication and positive relationships between school personnel, scholars, parents, and the community.
4. All persons will take personal responsibility and accountability for their actions and the actions of others.

Standards

1. **Commitment:** uphold a commitment to high academic and social expectations for all scholars. We will encourage a positive school climate and a strong sense of community.
2. **Duty:** work diligently with school personnel, parents, and scholars to reinforce our vision. We will report improper conduct with procedural fairness and due process.
3. **Equity:** strive for fairness and equity.
4. **Integrity:** Remind those facing an ethical decision about the impact of its outcome while giving them the courage and support to make difficult decisions.
5. **Ethical Responsibility:** models appropriate ethical behavior(s) that will impact the lives of others.
6. **Respect:** Recognize and acknowledge the worth of our school community members and remember to value them through what we say and do.

2024 - 2025 Bell Schedule

Time	TK/Kinder	Primary (1st - 3rd)	Intermediate (4th-6th)
Class Begins	8:15	8:15	8:15
Morning Recess	9:30 - 9:45	9:45 - 10:00	10:05 - 10:15
Lunch/Recess	11:00 - 11:20	11:15 - 11:55	12:00 - 12:40
Afternoon Recess	11:45 - 12:00	1:05 - 1:15	
Dismissal	12:00	2:17	2:22

Early Release Thursdays

Time	TK/Kinder	Primary (1st - 3rd)	Intermediate (4th-6th)
Class Begins	8:15	8:15	8:15
Morning Recess	9:30 - 9:45	9:45 - 10:00	10:05 - 10:15
Lunch/Recess	11:00 - 11:20	11:15 - 11:55	12:00 - 12:40
Afternoon Recess	11:45 - 12:00	1:05 - 1:15	
Dismissal	12:00	1:17	1:22

Shortened Day (Minimum Days)

Time	TK/Kinder	Primary (1st - 3rd)	Intermediate (4th-6th)
Class Begins	8:15	8:15	8:15
Morning Recess	9:30 - 9:45	9:45 - 10:00	10:05 - 10:15
Lunch/Recess	11:00 - 11:20	11:00 - 11:30	11:35 - 12:05
Afternoon Recess	11:45 - 12:00		
Dismissal	12:00	12:55	1:04

Arrival and Departure Guidelines

“Here Everyday, Ready to Learn on Time.”

General Guidelines:

1. **Safety First:** Follow all traffic and safety guidelines.
2. **Communication:** Please notify the school of any changes to pick-up or drop-off routines.
3. **Courtesy:** Respect school neighbors by adhering to designated parking areas and traffic rules. Do not park in handicapped parking areas or the red zone.

Arrival Procedures:

1. **Drop-off Times:** School is open by 7:45 AM.
2. **Late Arrival:** If arriving after 8:15 AM, report to the main office for a late pass before proceeding to class.

Departure Procedures:

1. **Early Departure:** Parents/guardians must sign out students at the main office for early dismissals. An excused absence requires a doctor’s note.
2. **Late Pick-up:** Students must be picked up within 15 minutes of dismissal to be taken to the designated late pick-up area.

Emergency Cards

Scholars must maintain a **current and complete emergency card** on file in the front office. Updates to contact information should be recorded immediately. The emergency card is vital in the event of an urgent situation. Scholars are only released to individuals authorized on their emergency cards. Scholars must have an up-to-date emergency card to participate in field trips.

Cell Phone and Electronic Devices Policy

NJB follows SCUSD’s “Use of Electronic Signaling Device” policy. The policy says:

- Students shall be permitted to keep electronic signaling devices, such as cell phones, turned off in their backpacks.
- Such devices shall not be turned on or used from the time school starts until the end of school, including non-instructional time and extracurricular activities, unless authorized by the site administration.

- Site administration shall use a progressive consequence plan when students use cell phones during school hours.

Technology Loan and Use Agreement

When you use school computers, you agree to:

1. Be responsible for the care of computers.
2. Obey the rules of any computer network you access.
3. Use school computers for school-related education and research only.
4. Not to use school computers and networks for personal or commercial activities (gaming or Email).
5. Do not change any settings or software.
6. Only download programs if instructed by a teacher or school district.
7. Return the computer and charging chord undamaged.

The use of school computers and access to the Internet is a privilege.

1. There will be consequences, and you will lose your computer privileges if you do not follow the rules.
2. Lost, stolen, or broken computers are the responsibility of the student/family to replace.

Protect your password

1. Do not allow anyone else to use your password, and do not use anyone else's password.

Attendance and Absences

Be here every day and ready to learn!

Excused Absences

- Verified illness
- Quarantine under the direction of the healthcare provider
- Personal medical or dental appointment (with note)
- Attending a funeral service of a parent, sibling, grandparent, or any relative living in the child's immediate household. (limited to 1 day in and 3 days out of state).

Unexcused Absences

- Vacations

- Oversleeping
- Babysitting or taking care of other family members
- Personal reasons
- Attending a sporting event
- Shopping
- Going to a concert

Tardies and Early Dismissal

Students who arrive late must obtain a tardy slip from the office before class. Students are considered truant if they are tardy by 30 minutes or more on three or more occasions.

If students arrive late due to a doctor's appointment, they must present a note from the doctor or clinic to be admitted without being marked as truant.

Students may only leave school early if they are picked up by a parent/guardian or another person on the emergency contact card. Parents/guardians must come to the front office to sign out their child.

For safety reasons, identification may be checked before a student is released to anyone unfamiliar with the front office staff.

Dress Code Policy

The dress code ensures students are dressed appropriately, prioritizes safety, and promotes active engagement in learning and farm activities.

1. Appropriate Clothing:

- Spirit wear, including NJB PTA sweatshirts, is encouraged.
- Pants without holes and clothes that cover the shoulders and stomach are required.
- Shorts must go below the fingertips.
- Plain shirts, which can be button-up, collared, or simple t-shirts, are acceptable.
- In cooler weather, students should wear light layers to stay warm.
- No hats are allowed indoors. A plain beanie is permitted during cool weather, and a sun hat (not baseball caps) is allowed outside during sunny days.

2. Safety:

- Shoes that cover the entire foot are mandatory to ensure safety and allow students to run safely.
- Jewelry and accessories should be minimal to avoid accidents or distractions.
- Long hair should be tied back during physical activities and when working on the farm.

3. Active and Engaged Learning:

- Comfortable clothing that allows for movement is required to support active participation in classroom and outdoor activities.
- Students may not wear clothing with offensive language, images, or inappropriate graphics.
- Farm-appropriate attire, such as durable pants and long sleeves, is encouraged to protect against the elements and potential hazards.

By adhering to this dress code, students will be better prepared to learn, play, and participate in all school activities safely and comfortably. Thank you for your cooperation in maintaining a conducive learning environment at New Joseph Bonnheim.

Medication and Health Matters

NJB has a part-time nurse at our school. We cannot dispense medications. The school is equipped to treat minor injuries with basic first aid, ice, and bandages. In cases of more severe injuries or illnesses, parents/guardians will be contacted.

According to Education Code 49423, if a student requires medication during school hours:

- A written statement from the physician detailing the method, amount, and schedule for administering the medication.
- A written statement from the parent/guardian indicating their consent for the school to administer the medication as specified by the physician.

Medications are stored securely and dispensed strictly according to the physician's instructions. The dosage on the medication container must match the dosage specified in the physician's instructions. If the dosage changes, new instructions from the physician must be provided to the school.

The Office

Office hours are 7:30 AM - 3:30 PM. All visitors must check in at the office, sign the log-in book, and visibly wear a visitor's pass at all times. Visitors must enter the office through the front door, and only school personnel are permitted to enter behind the gates unless invited by office staff.

Lost and Found

Lost and found items, including clothing and oversized items, are on a rack outside the cafeteria. Smaller items such as keys, glasses, or jewelry are stored in the front office. Unclaimed items will be donated to Goodwill during the trimester. To facilitate the return of lost items, label your child's jackets, sweaters, and sweatshirts with their name.

Field Trips

Field trips are invaluable experiences for students. To facilitate smooth and safe field trips, the following protocols must be strictly adhered to:

1. **Permission Slips:** All permission slips must be turned in with complete and current parent contact information by the deadline specified on the permission slip. No late additions to the trip roster will be allowed.
2. **Chaperone Requirements:** All chaperones must have cleared the volunteer screening process. Parents/guardians may only attend if they are cleared. Siblings may not participate in field trips with a chaperone.
3. **Attendance and Supervision:** Parents may only attend field trip destinations with prior arrangements. Scholars are under the direct care and supervision of school staff and designated chaperones during field trips.
4. **Behavior Expectations:** Participation in field trips is a privilege. Scholars with poor behavior may be excluded from trips, and every child may be allowed the opportunity to attend their class or school trip.
5. **Behavior Management:** Parents may be called to pick up a child from an overnight trip if the child's behavior necessitates removal.
6. **Emergency Cards:** Scholars with missing emergency cards will be excluded from field trips for their safety and security.

Volunteers

Volunteers are essential to the success of NJB, and we greatly appreciate your support. However, ensuring the safety of every child requires that specific legal

requirements be met before volunteering at our school. The following items must be on file with the school before any volunteer project can begin:

1. **Volunteer Registration Form:** A current and completed volunteer registration form must be submitted each school year.
2. **TB Test:** A copy of a recent TB test or chest x-ray form/card indicating a negative result. TB tests are valid for four years. Please consult your healthcare provider for TB testing.
3. **Sex Offender Check Authorization Form (SOC-1):** A completed and cleared SOC-1 form renewed annually for volunteers at Levels 2 and 3. There is no charge for this clearance.
4. **Fingerprinting and Criminal Background Check Authorization Form (BC-1):** Required for Level 3 volunteers who may have unsupervised contact with scholars. Results are valid for the duration of uninterrupted volunteering in the district. Please call 643-7449 for more information regarding fingerprinting.

Volunteer Levels in SCUSD:

- **Level 1:** Off-campus volunteers with no direct contact with scholars. Only a volunteer registration form is required.
- **Level 2:** Volunteers under the direct supervision of certificated personnel. Requirements include the volunteer registration form, sex offender clearance, and TB test.
- **Level 3:** Volunteers not under direct supervision, with possible unsupervised contact with scholars. Requirements include the volunteer registration form, fingerprinting and criminal records clearance, TB test, and completion of an automobile use form if transporting scholars.

Restorative Discipline Practices

All rules and expectations at NJB are guided by the 5 B's:

- Be Safe
- Be Productive
- Be Attentive, Listen, and Follow Staff Directions
- Be Respectful and Responsible to Everyone and Their Property
- Be Kind to Others

We aim to resolve issues first in the classroom or on the playground. Only serious matters are referred to the principal. Parents are strongly encouraged to contact their child's teacher with any questions regarding disciplinary actions. If there are concerns about the resolution, parents may schedule an appointment to discuss it with the principal.

Discipline and Confidentiality

We prioritize the confidentiality of all information regarding each child. Staff members are committed to discussing a scholar's progress or actions only with their legal guardians. We kindly ask that parents refrain from inquiring about another child's academic progress, behavior, or disciplinary record.

If your child is involved in an incident with other scholars resulting in disciplinary action, staff will communicate only the actions taken with your child.

Parents and guardians are reminded not to approach another child to inquire about incidents at school. If you have concerns or issues, please contact the principal to facilitate resolution.

Bullying

NJB is committed to maintaining a bully-free zone! Bullying is a harmful behavior that creates an unsafe and hostile environment for scholars and staff. Scholars have the right to feel physically and emotionally safe and learn in a secure environment. It is the ethical responsibility of everyone in our community to address bullying.

According to our policy: "Bullying is defined as repeated negative actions toward a person over time, where the targeted individual has difficulty defending themselves." Any incidents of bullying will be addressed by the teacher and principal.

Bullying is characterized by:

- Aggressive behavior that involves unwanted and harmful actions.
- A pattern of behavior that occurs repeatedly.
- An imbalance of power or strength between the individuals involved.

Examples of bullying include:

- Verbal bullying, such as derogatory comments and name-calling.
- Social exclusion or isolation.
- Physical actions like hitting, kicking, shoving, or spitting.
- Spreading lies or false rumors.
- Theft or damage to scholars' property.
- Coercion or threats to engage in inappropriate behavior.
- Racial or ethnic bullying.
- Sexual harassment.
- Cyberbullying through cell phones or the internet.

Bullying is prohibited under the California Educational Code and is considered a suspendable offense. It significantly impacts scholar learning and well-being. Cyberbullying can also result in legal consequences enforced by law enforcement agencies.