



Hong Kingston/Valenzuela
**Parent/Student
Handbook**



**Let Me
Hear You
ROAR!!!**

2024-2025

Hong Kingston Elementary

Valenzuela Dual Immersion Program

Mission

We are committed to partnering with the community to provide rigorous instructional programs reflecting high expectations for all learners. We empower our students to become successful 21st century citizens and life-long learners.

Vision

We are committed to providing our students with a safe environment where they will receive equitable learning experiences and become lifelong learners who are college and career ready.

Dragon PRIDE :

Hong Kingston Dragons:

Pride

Respectful

Involved

Determined

Excellent

2024-2025 Dragon Traits

August—**Guidelines for Success**

(PBIS/P.R.I.D.E.)

September— **Caring**

October— **Respect**

November— **Tolerance**

December— **Citizenship**

January— **Responsibility**

February— **Kindness**

March— **Self- Control/Effort**

April— **Trustworthiness**

May— **Fairness**



Bullying/Cyber Bullying

Cyber Bullying is prohibited and defined as: "Prohibited student conduct includes, but is not limited to: Harassment of students or staff, including bullying, 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

Cyber bullying 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 person's account and assuming that person's identity in order to damage that person's reputation or friendships."

Any and all types of bullying will not be tolerated. Each incident of bullying will be investigated and dealt with, consequences could include, but are not limited to: loss of recess, lunch recess, detention, and suspension. Consequences will be assigned according to the specific details of the incident.

School Office Hours

The front office will be open from 8:30am-4:00pm. If you have any questions or concerns regarding your child, or would like to meet their teacher, please contact the school at (209) 933-7493, to make an appointment.

School Hours: 9:05am-3:18pm

Grades TK-8:

School gates open at 8:30am

Breakfast is served from 8:30 -9:00am.

School begins at 9:05am

School ends at 3:00pm

All students are expected to be on time everyday.

Tuesday- Minimum Day School Hours: 9:05am-1:33pm

Please remember that minimizing disruptions to instruction is a priority so deliveries of items that a student may have forgotten (backpack, homework, etc.) will be delivered if/when possible.

Arrangements should be made with the teacher when bringing items for classroom events. ALL items need to be taken to the classroom by the student when they arrive in the morning and not delivered to the office.

Student Pick-up Policy

- If it is necessary for a child to leave prior to the end of the school day, parents must sign the child out in the school office. **For your child's protection, it is the school policy to ask for I.D. before releasing a child to anyone.**
- If any other person, other than the parent, picks-up the student, they **must** be on the emergency card. **The office will not release students without an ID and if the authorized adult is not on the emergency card.**
- Students will not be called from the classroom until the parent or authorized adult picking them up is physically in the office and has signed them out. This is for your child's safety.
- **Students will NOT be released after 2:30pm**

Attendance

Being on time and daily attendance is essential to student success. If a child arrives after the bell rings at 9:05 they are considered tardy. The student must first check in with the office and receive a tardy slip. This will allow them to be admitted to the classroom.

The following will result for tardies:

- 3 thirty minute tardies will result in a 1 day absence
- 9 or more thirty minute tardies will result in a truancy letter being sent to the parent by SUSD.
- 3 unexcused absences = 1st truancy letter.
6 unexcused absences = 2nd truancy letter.
9 unexcused absences = 3rd truancy letter

To continue to promote attendance:

- Attendance incentives will be given to the classes and students with best and perfect attendance.
- **Perfect Attendance-** Students with NO tardies or absences, excused or unexcused.

When you know your child will be absent, please call the attendance line at 209-933-7493 and leave a message with your child's name, your name, the teacher's name, and the reason for the absence.

You may also use the QR Code on Dojo to report your child's absence.

Parent Involvement Expectations

Hong Kingston School staff believe parent involvement is a crucial part of student success. Parents are expected to ensure their child/children attend school daily, on time, and participate in related school activities throughout the year. Parents will ensure their child/children comply with school policies, including but not limited to: dress code, homework, class assignments, electronics policy, and behavior/school conduct.

Food Services/Lunch

Students have lunch time daily in the cafeteria. A nutritious lunch is provided. Foods brought from home for lunchtime are not to include soda/sugary drinks, energy drinks, or snacks like Hot Cheetos or Taki's. **Outside food is not allowed to be delivered for lunch (fast food, etc.) and will remain in the office until the end of the day for student pickup.**

Classroom parties/birthday celebrations/holiday treats

Parents must check with their student's teacher to determine what celebrations are being held in class. Additionally treats must be store-bought, sealed, and allergen-free. Any treats brought, need to be sent with the student to the classroom in the morning. Please email teachers if you are planning to send treats with your student. **Deliveries are not able to be made from the office during the school day.**

English Language Advisory Committee (ELAC)

The English Language Advisory Committee is a committee of parents whose children are English language learners. The group meets throughout the year to discuss the English language acquisition program, advice for working with our children, and provides input to the site administration about school and program needs. Please contact the office for more information (209)933-7493.

School Site Council (SSC)

We receive funds from various sources. All federal funds are coordinated by the school site council. Composed of equal numbers of parents and staff, the school site council identifies school needs and writes a yearly plan to address those needs. Meetings are held monthly.

Please contact the office for more information (209)933-7493.

Emergency Information

All families are given emergency forms at the beginning of the year. It is extremely important to return the forms and that this information be current and updated if there are changes in home, work phone or address, or a change in the person(s) to be contacted if parents are unavailable. It is vital that each child's emergency information contain the name of a local contact that we could release the child to. Blank forms are available in the school office.

In the event of a custody concern or court order, please provide the legal documentation to the office immediately. If any changes are made throughout the year, please provide the office with the most current legal documents.

Parent Involvement Expectations cont.

Parents are also expected to be part of the school culture by participating during the school year in events such as:

- Back-to-School Night
- Open House
- Parent -Teacher conferences
- SST's, / IEP's
- Annual Community Fair
- School Site Council (SSC)
- English Language Advisory Committee (ELAC)
- District English Language Advisory Committee (DELAC)

Just to name a few.....Thank you for your support!

Parent Volunteer Process

If you are interested in becoming a volunteer, you will need to visit the Be A Mentor (BAM) website: <http://beamentor.org/stockton>. Here you will need to enter your personal information and select the school site(s) and/or program(s) you would like to volunteer with. Your information will then be forwarded to the selected school(s)/program(s) (e.g., PYA, Stagg, Preschool). The BAM coordinator from the site/program will review and approve your application to volunteer. Once you are approved by the site/program, you will be referred to the Police Department for a background check, ID badge, and possible fingerprinting (depending on the volunteer position). If you have more questions, please call the office at 209-933-7493.

Dress Code

Students are to adhere to the California Education Code and Stockton Unified School District Student Conduct Code regarding inappropriate dress. Clothes worn to school should be appropriate for playground activities as well as the classroom. Clothing that is determined unsafe for school activities and could cause school distraction or disruption, will not be permitted. Examples of appropriate clothing may include:

- Shirts, blouses, and tops shall be long enough to tuck into the waistband. All shirts **must** have sleeves (No spaghetti straps or tube tops!).
- Pants shall fit at the natural waist and be properly fastened at all times. Pants shall not "sag" to reveal undergarments or uncovered skin.
- Shorts, skirts, and dresses should be three (3) inches above the knee or longer.
- All undergarments **must** be worn and covered at all times.
- Earrings must be not bigger than one (1) inch long or one (1) inch in diameter (No Spikes!).
- Shoes must be worn at all times. They must be safe and appropriate for P.E. Lace-up shoes must be worn with the laces in place and securely tied. Skate shoes are also not allowed at school; the wheels will be taken. **NO open-toed shoes, sandals, or sports slippers shall be worn.**
- Clothing or accessories that have vulgar, profane, sexually suggestive insignias, or advocate alcohol or drugs of any kind are NOT allowed.
- **One clothing article of RED or BLUE is allowed- including shoes and shoestrings.**

Dress Code Consequences:

Students who wear inappropriate clothing to school will be sent to the office and referred to the counselor. In the event there is nothing for the student to change into, parents will be called to bring/send appropriate clothing. Consequences will be followed as suggested in the Student Conduct Code for repeated violations. Students who are repeatedly out of dress code compliance are subject to:

- Detention,
- In- School- Suspensions (ISS)
- Out- of School- Suspensions.

8th Grade Promotion Policy

In order to participate in promotional activities, all students must have a 2.0 **cumulative** GPA and no suspensions within the last month of the trimester. A suspension or a **cumulative** GPA below 2.0 disqualifies that student from participating in any promotion activity (Field trip and promotion ceremony).

HEALTH Medications

The California Education Code has specific guidelines for all public schools regarding the administration of medications for both prescription and over the counter medications. Health forms are available in your school office. A physician's statement must be completed each school year for students receiving either **prescription** and/or **over-the-counter medications** during school and all school sponsored events and activities. This form must be updated annually. Additionally, this form must be resubmitted as needed to reflect any medication/ dosage changes.

All prescription and over-the-counter medications must be delivered to school in its original labeled container. The school will not accept medications not delivered in its original container. It is also the responsibility of the parents to check expiration dates on all medications. An adult must deliver all medications to the school. Medications must be picked up on or before the last day of school. Any medications left after the last day will be disposed of. No medications will be kept over the summer.

Homework

It is important for your child to reinforce the skills taught in school, at home, and on a daily basis. Each teacher has an individual homework policy in place. Students are expected to read EVERY-DAY! Please check with your child's teacher regarding their homework policy.

Progress Reports

Progress reports are sent home during each trimester. These reports are a summary of how your child is doing, in class with others, and at meeting the grade level standards as determined by the State of California. We ask that you sign and return the report, acknowledging communication between the home and school. If you have questions regarding the progress reports please contact your child's teacher.

Report Cards

Report cards are sent home with students at the end of every trimester. An original is kept in the student file. We ask that you sign and return the envelope, if applicable, acknowledging communication between the home and school. If you have questions regarding the report card, please contact your child's teacher.

Parent Conferences

Parent conferences will be held every year. You will receive information from your child's teacher notifying you of the conference day and time. Conferences are very important times to discuss your child's progress, however, don't wait to speak with your child's teacher if you have concerns or questions.

Students who are repeatedly **out of compliance** with the dress code policy due to **financial hardship** need to be referred to the counselor for assistance.

Student Behavior Expectations

Hong Kingston staff have high expectations for all our students. Students are expected to:

- Respect and follow each teachers' individual classroom management system.
- Wear the appropriate clothing, daily.
- Come to school on time, ready to learn, and participate in school activities.
- Behave in a way that is respectful to all adults and students on campus to help prepare them to become successful citizens of society.

Behavior Management

General School-Wide Expectations

- Be safe at all times
- Walk and play in the designated areas.
- Be on time
- Respect others
- Keep our school free of litter

Hong Kingston Valenzuela Discipline Consequences

Office Referrals/Detention may be given for repeated infractions of (but not limited to):

Using profanity or vulgar gestures

Being in an unauthorized area

Spitting

Loitering/playing in the restroom

Hong Kingston Elementary Discipline Consequences Cont.

- Play fighting
 - Unsafe use of playground equipment
 - Aggressive behavior
 - Playing tag
 - Littering
 - Throwing objects
 - Being in unauthorized areas
- **Discipline may be in the form of (but not limited to):**
 - Campus beautification
 - Sitting in a classroom with a designated person completing work
 - Reflections and/or Think sheets
 - Not having lunch recess
 - Afterschool (requires phone call home)
 - **Suspensions may be given for (but not limited to):**
 - Sexual harassment
 - Fighting (engaging in, threatening, or attempting)
 - Using profanity directed to a teacher/staff member
 - Defacing school property (ex. graffiti)
 - Exhausting the classroom management system with documented evidence
 - **Immediate Suspension and/or expulsion may result for (but not limited to):**
 - Possession of weapons
 - Possession of drugs
 - Sexual contact
 - Gang related activities
 - Battery
 - Mutual Fighting

Cell Phone Policy

Board Policy 3.7: Use of a cellular/digital telephone, pager, or other mobile communications device at school.

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any time directed by a district employee. ***Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.***

Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion or transfer to alternative programs in accordance with Board policy and administrative regulation.

The rules will apply for all electronic devices.

- Students may use cell phones **ONLY** before school and after school when off campus.
- Students are to turn off cell phones (not on vibrate) and keep them out of sight during instructional time.

Administrators, teachers, and support staff will confiscate electronics phones when necessary.

Consequences are as follows:

- 1st-** Warning/Student pick up from office
- 2nd-** Parent pick up from office
- 3rd-** Parent pick up from office-parent receives board policy paperwork
- 4th-** After school detention (to be held on Friday's)
- 5th-** In-School-Suspension
- 6th-** Out of school suspension (Starting with one-day)