Mission Statement

Our mission is to prepare students academically and socially to be able to compete and contribute in a global society as highly productive citizens with strong core values as their guiding principles. To this end, Baker is committed to providing a rigorous, challenging and nurturing instructional program that aims to raise student achievement.
Dear Families of Baker School,

We are looking forward to providing your child with a fabulous year of learning. To ensure the academic success of your child, it is critical that school and parents work together as a team. To pave the way for a successful future for your child, it will take daily effort and support from all of us!

We would like you to please review the contents of this handbook, as appropriate, with your child.

Our work begins today; we have no time to lose!

Sincerely,
The Baker Staff

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About Baker

School Colors: Blue and White
School Mascot: Bobcat

School Song: (To the tune of “You’re a Grand Ol’ Flag”)

YOU’RE A GRAND OL’ SCHOOL
You’re a grand ol’ school,
You’re a high spirit school,
You’re the “best in the west” we all say “BA...KER!.
Where the kids are smart and they do their part
We’re loyal to you everyday...
Ev’ry heart beats true
for our own colors too...
We’re the best school in every way...
Should old acquaintance be forgot,
But our school is here to stay....”BA...KER!”
Every minute, every day..... it counts!
Monday - Friday............................................... 8:15 a.m. - 2:30 p.m.
Wednesday (minimum day) .............................. 8:15 a.m. - 12:15 p.m.
Kindergarten is released from the kindergarten area 10 minutes prior to the end of the school day.

Student Arrival and Departure

Students arrive at school only through the main gate located at the front of the school, between 8:00 a.m. and 8:15 a.m. each day—unless they are enrolled in PRIMETIME Before-School-Academic Programs. Supervision of students occurs fifteen minutes before and fifteen minutes after school. Please monitor the time your child leaves for school each morning as well as picking them up in a timely fashion after school. For the safety of your child do not leave them outside waiting alone.

Before the bell, students must line up at their designated room number located on the blacktop. They may not wander throughout campus. Parents are welcome to accompany their children to the blacktop in the morning. Once the bell rings and the teacher greets the class, we ask parents to exit through the main entrance so that the campus gate can be secured. We respectfully ask that parents not delay instruction by following their child into the classroom. If a parent needs to talk to the classroom teacher they may leave a note in the office, speak to the teacher before the 8:15 am school bell, after the 2:30 pm dismissal bell, or contact the teacher by e-mail. Students arriving after 8:15 need to get a tardy slip from the office.

1st -5th grade students are dismissed daily from their classrooms. At the end of the day, kindergarteners are released to the family or designated person who is to pick up their child. Kindergarten students not picked up on time will be kept in the office until the family is contacted.

The school gate is open 3 minutes prior to the dismissal bell. Although families or designees may wait for their children outside the classroom, we ask that voice levels are kept low in respect to the teaching and learning in the classroom. Again, outside supervision is only in effect fifteen minutes before and after school. Please make sure your child is picked up on time.
Every minute, every day is what is necessary for your child to receive an education to prepare him/her for a successful future. Regular attendance is REQUIRED at Baker. California Education Code mandates that students attend school daily and arrive on time. Parents play a major role in developing a strong commitment to regular attendance.

All medical or dental appointments should be made after school or during winter or spring breaks. If it is necessary for your child to be absent from school, please call our school office at 619-344-4800. Ext. 3021

Please remember that the only excused absences are:
1. illness
2. quarantine by a health officer
3. medical or dental appointment (please try to schedule late in the day)
4. attendance at the funeral of an immediate family member
5. observance of a religious holiday

All other reasons for absences are UNEXCUSED and result as a truancy on your child’s attendance record. Serious attendance issues will be referred to the School Attendance Review Board (SARB) and can eventually lead to court prosecution.

Although we discourage your child being out of school for any length of time, if this circumstance cannot be avoided, you can arrange for a Contract for Independent Study (CIS) for your child’s schoolwork. This enables your child to receive attendance credit while keeping up with schoolwork during the absence from school. Please notify the attendance office and/or your child’s teacher two weeks in advance (or as far in advance as possible) so an independent contract may be arranged for your child.
Meals at School

Free breakfast and lunch are provided for all students at Baker Elementary. Breakfast is served in the classroom, first thing in the morning. Students arriving late to school will miss the opportunity for breakfast. All students receive daily a forty-minute lunch/recess time.

Student may bring their own lunch from home if they wish. If a lunch is brought from home all items in the lunch must conform to nutritional and snack guidelines. Although we encourage excellent manners, safety regulations require that students do not share food with others.

Snacks

Students may bring a NUTRITIOUS snack to school. Nutritious snacks include vegetables, fruit or crackers. Such items as GUM, CANDY, DRY NOODLES, CHIPS, CHEETOS, AND SODA HAVE NO NUTRITIONAL VALUE and are not APPROPRIATE as a snack or lunch item. Parent supervision is important when packing a nutritious lunch or snack.

Homework

Regularly assigned homework helps students strengthen their skills and develop independence. Homework is an important part of the instructional program at Baker Elementary School. Although procedures for assigning and collecting homework may differ across grade levels, each teacher will assign homework on a daily basis. In addition, all students will be required to read nightly at home a minimum number of assigned minutes. Reading should be a daily occurrence for your child and doing it together makes it even more powerful.
Baker Elementary School students are required to wear a school uniform each day. The School Governance Team has developed the following dress code specifications: Navy blue or black bottoms – pants, skirts, jumper, shorts, skort, etc. Blue jeans are okay. White, Gray, or Navy polo shirt, blouse, or any color of Baker Tee shirt.

Dress Code Expectations:

- Pants may not sag and/or be worn low on the hips.
- Short shorts, skirts or dresses (or any immodest clothing) are not acceptable. When standing with arms straight down at your sides, length of shorts, skirts or dresses must be below the fingertips.
- Items such as doo-rags or bandana scarves may not be worn.
- Hats or Caps may be worn only during inclement weather or if required by a doctor.
- Shoes must have closed toes and backs so they are safe to run in. Flip flops, sandals, and high heels are not permitted.
- Inappropriate logos, wording or advertisements are not allowed.
- Makeup may not be worn or brought to school.
- Artificial nails are not permitted at school.
- Jewelry should not be excessive. Hoops larger than a nickel or dangling earrings longer than a nickel are not permitted.
- Shirts should cover the entire torso. Halter tops, spaghetti straps, tank tops and bare midriff tops are not allowed.

Note: Students who dress inappropriately for school may be sent home to change or parents may be contacted to bring a change of clothes to school for their child. Offensive articles, makeup, excessive jewelry or ANY item which causes a distraction to the instructional program will be held in the office for parent pick up. If not claimed by a parent within 30 days they will be discarded. In the event an adult cannot be reached to provide appropriate clothing, alternate clothing will be loaned from the Health Office. Frequent violations of the Baker School Dress Code will require a parent conference.
Students may not bring valuables, large sums of money, personal listening devices (i.e. ipods), toys, games, sports equipment, trading cards, etc. to school. The school cannot be responsible for loss of these items. Any such items brought to school will be confiscated and held in the office for parent pick up.

Although students may bring cell phones to school they may not be used during school hours. District Policy states that students must keep cell phones off and out of sight during school hours. School officials will remove a cell phone from a student if the student uses the telephone during school hours.

Please mark your child’s name on clothing and backpacks. Articles found on the school site are placed in the “Lost and Found” cart in the Health Office. It is the student’s responsibility to check for lost items. Unclaimed items will be donated to charity at the end of each semester.

Students are expected to remain on school grounds during school hours. As we say, “Every minute counts!” Parents are highly discouraged from taking their child out of school during their learning time. When the situation is unavoidable, only a person authorized by the family, whose name appears on the registration card, can pick up the student. A family member or designated person must come to the office and produce identification to acquire an early release permission slip for the student. As family situations may change, please update the registration card as needed throughout the school year.

In order to protect students and staff, California State Law requires ALL visitors (including parents) to check in at the office before coming on to the school grounds. Visitors will be asked to sign-in and obtain a visitor’s identification pass to wear while at school.

Volunteers must be processed by the district. Volunteers must sign in and out everyday and wear a visitor pass at all times when on campus.
A Nurse and a health technician will be working at our school part-time. When children are ill at school, parents will be notified and requested to pick up the child at the health office as quickly as possible. In case the parents cannot be contacted, the emergency number on the registration card will be called. **IT IS VERY IMPORTANT THAT YOU KEEP THE SCHOOL INFORMED OF ANY CHANGE IN YOUR HOME ADDRESS, TELEPHONE NUMBER AND EMERGENCY PHONE NUMBER. IN THE EVENT WE CANNOT REACH YOU OR AN EMERGENCY CONTACT IT MAY BE NECESSARY FOR US TO CALL 911, SCHOOL POLICE OR SAN DIEGO CITY POLICE.**

**Medications**

Any student medications must be stored and dispensed by the health office. A parent, **not a student**, needs to deliver all medication to the health office. **Students may not carry medicine.** In order for medications to be administered at school, the parent and doctor must complete the required Medication Form obtained at the school office.

**Phone Calls**

Although classrooms have telephones, no incoming phone calls are forwarded to the classrooms during school hours. Messages for teachers are placed in their mailboxes and they will return calls in a timely manner. Please continue to call the Main Office at (619) 344-4800 for regular business and information or to leave a message for your child’s teacher. Office hours are from 7:00 a.m. to 4:30 p.m. **NOTE: Children may use the office phone for emergencies.**
Yearly, Baker reviews our Comprehensive School Safety Plan. This plan includes the school’s safety plan, district plan and emergency procedures addressing disasters and criminal acts, which may threaten the safety of students and staff. In the event of an emergency, students will be released only to parents, or someone authorized by the parent on the registration card. This is why it is critical that families update registration cards as needed throughout the year.

Regular school wide security drills are conducted to help prepare students and staff for possible emergencies or disasters. We ask community members to call school police at 619-291-7678 if anything suspicious is seen or heard at the school campus during non-school hours. If you become aware of anything suspicious during school hours immediately contact the school office at 619-344-4800.

In addition to school safety you may log on to www.meganslaw.org to seek information about the safety of the Baker community in general.

**Campus Gate Security:**
For the safety of students, all gates are locked during school hours. The main entry gate is locked three minutes after the morning bell (8:15am). The gates are reopened three minutes before the afternoon dismissal bell (2:27 pm).

**Scooters, skateboards & roller blades:**
In accordance with district policy, scooters, skateboards, skate shoes and roller blades are prohibited on school grounds. For the safety of your child and other children these items should be left at home. Bicycles are only allowed as a mode of transportation to and from school. Students MUST wear a helmet and have a lock to secure the bicycle. Only students in grades four and five are permitted to ride a bike to and from school.

**Pets:**
Pets are not allowed on the school campus whether with an adult or a student. Please leave all pets at home.
Your involvement in your child’s education WILL LEAD to his/her increased success in school and is the **key to a promising future**! We invite and encourage you to become involved in your child’s schooling in one or more of the following ways:

- Participate in the school’s Family Resource Center activities in room B-13
- Volunteer to help with student supervision
- Make an appointment to visit your child’s classroom to observe.
- Stay in touch with the teacher about your child’s progress
- Attend parent meetings and workshops
- Volunteer as chaperone or driver for field trips
- Volunteer to read to students or become a tutor
- Serve on school parent/community groups
- Make donations to the school or your child’s classroom such as hand sanitizer, Kleenex, etc.
- Attend the Family Fridays, Coffee with the Principal assemblies, etc.

In order to volunteer at Baker School you must complete a Volunteer Registration form and have a current record of TB test. The forms are available in the school office. Once the requirements are met you will be issued a Baker Visitor Pass to be worn each time you sign in to volunteer on campus.

**Family Resource Center:**

The Family Resource Center is located in Room B-13. It is an informal place for parents to meet, talk, share a cup of coffee, receive important information, and/or work on projects for the teachers and school. The Baker Family Resource Center has a variety of materials for parents to assist their students to be successful in school.

**Parent/Guardian Visits:**

We welcome your visit to the school and your child’s classroom. Parents/guardians may visit their child’s classroom at any time as long as they check in at the office. If you do visit, it is important that you observe quietly without interrupting instruction. If you need to talk to the teacher, you will need to arrange for a conference at a later time. This helps keep disruptions to the instructional program to a minimum. **ALWAYS** sign in at the office and obtain a visitor’s pass before entering campus.
Communication:

Check the Baker website at [http://www.sandi.net/baker](http://www.sandi.net/baker) for event updates. Reminders to parents are frequently sent using Connect Ed messages via telephone and e-mail. Other venues for information are Family Fridays and Coffee with the Principal. Finally, please check the school marquee for current information on school activities.

Questions, concerns, or suggestions:

You may call the school office at 619-344-4800 between the hours of 7:00 a.m. and 4:30 p.m. on school days throughout the year to discuss any questions, concerns, or suggestions you may have. In addition, you may complete an “Agenda Request Form”, available in the office, to request the SGT (School Governance Team) discuss your concern or suggestion at a regularly-scheduled meeting. Parents are also invited to the monthly Family Fridays where important information is presented.

Parent/Community Groups:

Baker’s School Site Council (SSC): This group consists of staff, parents and community members. Members of this team work together to develop and monitor the Single Plan for Student Achievement (SPSA) and to provide input on such areas as budget, school improvement and the School Accountability Report Card. The members are elected to serve two-year terms.

Site Governance Team (SGT) is composed of staff and parents. The members of this team work together to provide input in areas such as scheduling, staffing, and budget. The members are elected to serve two-year terms.

English Learner Advisory Committee (ELAC) consists of interested parents of English Language Learners. This committee meets to discuss issues and elements of the Second Language Program such as budget and curriculum. This important group advises the SSC/SGT about the school’s programs for second language learners: focusing on attendance, the master plan for English Learners, the R-30 language census, and a needs assessments for English Learners.
Parent Teacher Association (P.T.A.): This group of parents and teachers holds two annual meetings for all members, as well as monthly board meetings for PTA board members. The PTA Board members serve a two-year term. At Baker, the PTA sponsors various fundraisers, which support grade level activities, occasional field trips, etc.

**SPECIAL ACTIVITIES**

**Family Fridays**

The last Friday of each month is designated as Family Friday. This community building activity is where our school community gathers together to receive information, as well as to host guest speakers to our school. We begin the morning's activities with a drawing of "Inch and Miles" Character Award recipients who will participate in monthly "Pizza with the Principal". The schedule for Family Friday is as follows:

- **8:17**: Inch and Miles Drawing
- **8:20 – 8:45**: Parents Meet with Principal in Auditorium
- **8:45 – 9:15**: Awards and activities in the Classrooms
- **9:15 – 9:45**: Reception for award winners and their parents

During this monthly assembly students are recognized and awarded for Academic Achievement and for Best Bobcat. Best Bobcats are those students who have demonstrated excellence in areas of Personal Best on the Inch and Miles Pyramid of Success. The assembly ends with parents of award winners returning to the auditorium with their children for a group picture and reception. We highly encourage families to mark their calendar and spend this time with their child
Attendance Incentives

Children with good attendance records are celebrated and appreciated at Baker Elementary. At the end of each month, children with a perfect attendance receive a perfect attendance pencil. The three classes with the best attendance receive a trophy to display in their classroom for the month. At the end of first and second trimester students with perfect attendance receive a certificate and a small prize. For each day that the classroom has perfect attendance, the class will earn a letter. When the classroom has earned enough letters to spell out “Baker Bobcat Pride”, everyone in the class receives a Perfect Attendance award tag. Students with perfect attendance for the entire school year are recognized with a medal at the End of the Year Awards Assembly.

Inch and Mile Awards

At Baker we have a character education program based on the book written by the late Coach John Wooden. Mr. Wooden was a former coach of the UCLA Bruins. During the school year the students learn about the many blocks to the character pyramid on the journey in becoming their “Personal Best”, which are also displayed in our front office. At any time Baker Bobcat Staff can “catch” students demonstrating one of these character blocks and present them with an Inch and Miles Award certificate. This certificate is placed in a jar for weekly drawings and the monthly drawing for “Pizza with the Principal”.

Birthday and Classroom Parties

Instructional time in the classroom is precious. We request that families DO NOT bring food treats to celebrate their child’s birthday during the school day. The teacher is able to recognize your child’s special day. Please be aware it is not only the instructional time that is compromised, but we also need to very seriously consider many other factors such as: family values or religious beliefs, medical conditions of children such as allergies, diabetes, etc. Our district wellness policy supports the updated National Food Law for school that outlines the nutritional values of fat and sugar content of foods offered to students during school hours. If a family would like to distribute a small gift to the class in recognition of their child’s birthday we recommend items such as pencils, stickers, etc.... These items will be distributed at the end of the day. We will respectfully request that any birthday food that is brought to school be returned home as the school cannot be responsible for students consuming them. We appreciate your cooperation.
BAKER ELEMENTARY SCHOOL

School-Wide Behavior Plan

The Baker Way

BAKER!
Behave!
Always work hard!
Knowledge is Power!
Everyday do your Best!
Respect Everyone!

All children should be safe, happy and successful at school. We have developed a school-wide behavior plan that is as firm, fair and consistent as possible. The behavior plan states that each child is responsible for the choices made. Choices result in consequences and rewards.

Bobcat Code of Conduct:

❖ Is it safe?
❖ Is it respectful?
❖ Is it responsible?
❖ Would it be right if everyone did it?

Key Points of the Behavior Plan are:

➢ Children make choices about their behavior and must accept responsibility for the consequences.

➢ The Bobcat Code Of Conduct will be posted in every classroom and in all common areas around the school.

➢ The Bobcat Code Of Conduct will be taught and applied in every part of the school.

➢ All staff members are responsible for enforcing the Bobcat Code Of Conduct and supporting the school behavior plan.

➢ School wide discipline efforts emphasize the positive behaviors of both individuals and groups.
It is vital that parents, school staff and students work together to maintain a positive atmosphere for learning. The Baker Elementary School Behavior Plan has been established for the benefit of students. Students are expected to respect the Bobcat Code of Conduct. Our expectation that each student is responsible for his or her own actions.

Consequences:

Children who choose to break the Bobcat Code Of Conduct will receive consequences that may include a verbal warning, conference with teacher, parent contact, exclusion from activities, detention, referral to administration, in-school suspension and formal suspension. Students may be sent directly to administration for serious infractions such as fighting, throwing objects, and defiance.

Zero Tolerance infractions are those that create an unsafe learning environment such as being in the possession of items that can physically hurt others and fighting. Refer to the district brochure Facts for Parents or www.sandi.net for further information about school safety and discipline.

Rewards and Positive Reinforcement:

Children who choose to follow the Bobcat Code Of Conduct are recognized and appreciated for their good behavior. Students may receive praise, awards, positive notes, special privileges, lunch with the principal, recognition at the Bobcat Award Assemblies, prizes, and field trips.
Baker Elementary School Wide Expectations

**Before School**
- I will arrive at school between 8:00 - 8:15 a.m. (Unless in the PRIMETIME program)
- I will walk ONLY on sidewalks.
- I will ONLY cross at the marked corner cross walks.
- I will ONLY enter campus through the main gate at the front of the school.
- As soon as I arrive I will LINE UP QUIETLY at my classroom line.
- I will KEEP my hands and feet to myself while in any class line.
- I will NOT PLAY on playground equipment or run during line up time.
- I may request permission, if necessary from the morning duty supervisor to walk to the bathroom and return promptly.

**During School**
- I will walk quietly and move safely through the walkways on campus.
- I will walk promptly to a destination, without running or horseplay
- I will remain on the cement sidewalks or on the blacktop walkway areas.
- I will keep my hands, feet and personal belongings to myself.
- I will step on each step when walking up/down stairs.
- I will walk in a single-file line, keeping to the right of the blue paws.

**After School**
- I will walk at all times and obey the directions of all adults.
- If I am in kindergarten, I may not leave without my teacher's permission.
- I will exit only through the main gate at the front of the school.
- If no one has come to pick me up I must stay in the school office.
- I will obey school rules as I walk home each day.
- I will go home immediately upon dismissal and check in at home.
In the Bathrooms
- I will enter quietly.
- I will attend to needs.
- I will wash and dry my hands and exit.
- I will show respect to property and others.

In the Lunch Arbor and Cafeteria
- I will respect and follow the directions of all adults.
- I will stand quietly in the lunch line, not cutting in front of others nor allowing others to cut.
- I will use a quiet and respectful voice.
- I will use good manners and language.
- I will keep my hands to myself.
- I will not throw food.
- I will raise my hand and wait to be excused.
- I will dispose of my lunch trash and stack my tray properly.
- I will not take food out to the playground.
- I will walk to the playground when I am excused from lunch.

In the Library
- I will work/read quietly and be considerate of others in the library.
- I will use my time wisely.
- I will use materials and equipment according to directions.
- I will clean up after myself.
- I will follow the directions of the adults promptly and politely.
- I will be responsible for lost books and damage to books and equipment.
**During Recess**

- I will play only at the assigned activity, and never in bathrooms.
- I will follow the rules of the games.
- I will respect others’ rights and keep hands and feet to myself.
- I will use equipment in designated areas.
- I will stay out of classrooms.
- I will not play chase or tag on the field.
- I will kick only the soccer balls.
- I will get a drink and go to the bathroom BEFORE the bell rings.
- I will freeze when the bell rings and walk immediately to my line when I hear the whistle.

**In the Classroom**

Classroom rules, consequences and rewards are sent home separately by the teacher. It is important to take time to review the classroom rules as well as this Family Handbook with your student.

**Baker's School-Wide Focus**

I will take ownership in the use of critical thinking to listen, read and solve problems and learn to speak and write proficiently using precise, clear, academic language!