

OUR VISION

At Juana Briones, teachers, parents, staff and students are dedicated to academic excellence. We are a community where diversity is a strength and where we build on the gifts of all students in developing active, life-long learners. We want Briones students to:

- work with determination to stretch their minds;
- acquire a solid academic foundation;
- solve problems and make decisions;
- communicate effectively;
- develop confidence in their own abilities;
- Care about other human beings and respect individual differences.

All of us share in the decisions, the responsibility, and the commitment to this vision of excellence. We are confident *each one* of us has something significant to contribute to our school – and the world.

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JUANA BRIONES STAFF 2007-2008

Mike O'Neill Principal Ext. 202
María Eichler Secretary Ext. 200
Sharon Fisher Clerk Ext. 201
Betty Malca..... O H Clerk Ext. 209

Janice Brethauer Kindergarten Room 1 ... Ext. 101
Jill Dinneen Kindergarten Room 2 ... Ext. 102
Nannette Jolicoeur &
Kristine Berg KindergartenRoom 4 ... Ext. 104
Anna Rempel First..... Room 6 ... Ext. 106
Tanya Meyers FirstRoom 7 ... Ext. 107
Mariellen KleinFirstRoom 5 ... Ext. 105
Susana Im..... SecondRoom 3 ... Ext. 103
Pamela Dappen SecondRoom 8 ... Ext. 108
Sue Garadis &
Susie Deutsch SecondRoom 10 ... Ext. 110
Teri Johnson..... ThirdRoom 22 ... Ext. 122
Tiffany Gore ThirdRoom 23 ... Ext. 123
Mary Goodkind &
Sarah Newman ThirdRoom 16 ... Ext. 116
Allison Fletcher..... Fourth Room 9 ... Ext. 109
Cara Stoneburner &
Susie Deutsch..... FourthRoom 12 ... Ext. 112
Halimah Van Tuyl Fourth Room 13 ... Ext. 113
Beth Mills &
Deborah Sutherland FifthRoom 17 ... Ext. 117
Laurie Levy &
Susie Deutsch..... Fifth Room 11 ... Ext. 111
Bruce Antal Fifth Room 14 ... Ext. 114

Suzanne Doi &
Althea Cardoso.....SDCRoom 18.... Ext. 118

Joanne SoraghanSDC Room 15 ... Ext. 115
 Althea Cardoso Resource SpecialistRoom 20.... Ext. 120
 Jennifer Gallardo ...Reading Specialist..... Office ext. 204
 Karen Kessler Science TBD.....
 Wendy Parry SPECTRA Art.....Room 19.... Ext. 119
 Lee Birdsey English Learners Ext. 121
 Laura Clark Psychologist Ext. 204
 Christina McIver Speech/Language Clinician Ext. 134
 Peggy Syverston Speech/Language Clinician Ext. 213
 Laura Losier Librarian Ext. 207
 Jack Younkin Custodian Ext. 208
 Marin Rodriguez Custodian Ext. 211
 Melvin Ward Custodian Ext. 208
 John Buchinsky OH Medical Therapy Coordinator 845-3000

Juana Briones Medical Therapy Unit

John Buchinsky - Coordinator

845-3000

Lisa Lore	Veronica Vazquez
Kathleen Cheng	JiYoung Kim
Jen Louie	Chris Lund
Vicki Smith	Lori Pryme
D'Evi McCauley	Anne Novick
Amy Cheung	Renee Cortise

NOTE: The above information is current as of 8/25/07. Watch for updates in the *Banner*.

DAILY SCHEDULE

School arrival time.....	8:05 a.m.
K-5 classes begin	8:15 a.m.
Morning recess (grades 1-5)	10:00 – 10:20 a.m.
Regular Day Lunch (grades 1-3)	11:45 a.m. – 12:40 p.m.
Regular Day Lunch (grades 4-5)	12:00 – 12:40 p.m.
Wednesday Lunch (grades 1-3)	11:45 a.m. – 12:30 p.m.
Wednesday Lunch (grades 4-5)	11:50 a.m. – 12:30 p.m.
Dismissal for grades 1-5:	
Monday, Tuesday, Thursday, Friday	2:40 p.m.
Wednesday dismissal	1:30 p.m.

Kindergarten dismissal August 28 – November 2 is 11:50 a.m. Beginning November 5 kindergartners will be dismissed at 11:50 a.m. and 1:30 p.m. As the November 5 date approaches, the kindergarten teachers will provide parents with a dismissal schedule for all students.

PALO ALTO UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

Barb Mitchell 550 N. California Ave., Palo Alto, CA 94301
(650)-328-6027
bmitchell@pausd.org

Dana Tom..... 1419 Hamilton Ave., Palo Alto, CA 94301
(650)-321-4506
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Mandy Lowell 1432 Hamilton Ave., Palo Alto, CA 94301
(650) 323-2742
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Gail Price 4082 Orme St., Palo Alto, CA 94306
(650) 856-6260
gprice@pausd.org

Camille Townsend 2450 W. Bayshore Road #10, Palo Alto, CA 94303
(650) 493-3410
ctownsend@pausd.org

Superintendent: Dr. Kevin Skelly
(650) 329-3737

School Board meetings are generally held on the second and fourth Tuesdays of the month at 6:30 p.m., in the Board Room at 25 Churchill Avenue.

2007-08 School Calendar

August

- 9 Office Opens
- 22 Site Orientations for New Teachers
- 23 First Teacher Work Day
- 26 Student Registration & PTA Potluck
- 27 Second Teacher Work Day
- 27 PTA Luncheon
- 28 First Day of School
- 28 Parent Coffee with the Principal

September

- 3 No School: Labor Day
- 7 Ice Cream Social & Pizza Party
- 12 Differentiation Workshop for selected teachers
- 13 School Site Council Meeting
- 17 PTA Meeting
- 18 Back-to-School Night
- 18 School Site Council Elections
- 24 ERB Writing Assessment Program

October

- 1 School Photos
- 3 Professional Development Collaborative
- 12 No School: Staff Development Day
- 15 PTA Meeting
- 19 District-Wide Disaster Drill
- 22 Book Fair Begins
- 27 Harvest Festival & Silent Auction
- 27 Book Fair Ends
- 31 Halloween Parade

November

- 5 Extended Kindergarten Day Begins
- 10 No School: Holiday
- 21-23 No School - Thanksgiving Break

December

- 5 Professional Development Collaborative
- 13 Teacher Luncheon & Cookie Exchange
- 21 Early Dismissal 1:30pm
- 22-31 Winter Break

January

- 1-6 Winter Break
- 15 No School: Holiday

February

- 11 PTA Meeting
- 15 No School: Holiday
- 18 No School: Holiday
- 19 No School: Staff Development Day

March

- 4 4th Grade STAR Writing Test
- 10 MARS
- 21 No School: Local Holiday
- 22-28 Spring Break

April

- 14 PTA Meeting
- 21 PAUSD STAR Window Opens
- 23 Professional Development Collaborative
- 25 No School: Local Holiday

May

- 3 Palo Partners in Education Town Fair
- 20 PAUSD STAR Window Closes
- 26 No School: Holiday

June

- 12 Last Day for Students
- 12 5th Grade Graduation
- 13 Last Teacher Work Day
- 13 PTA Luncheon

JUANA BRIONES SITE COUNCIL

Comprised of the principal, teachers, other school personnel, and parents, the Juana Briones School Site Council (SSC) provides a forum for members of the school's community to identify common goals for academic excellence and establish a plan to achieve them.

The Juana Briones School Site Council is comprised of 10 members, five staff members and five parents. Current parent members include Carolyn Cooper and Jenny Kiratli. Elections to fill three parent vacancies on the council will be held on Back to School Night, Tuesday, September 18. Staff members on site council will be elected shortly after school begins.

JUANA BRIONES PTA BOARD

President	Ilona Sockol	559-5676
Executive VP	Julie Williams	493-3432
Vice Presidents:		
• Ways and Means.....	OPEN	
• Community Activities	Toni Marinovich	857-1633
• Communications	Annet Dragavon	424-1626
Treasurer	Heidi Axtell.....	494-6136
Recording Secretary	Cindy Chun	858-6846
Auditor	Trang Nguyen	
Parliamentarian	OPEN	
Historian	Carolyn Cooper	947-8581
Council Reps	Pauline Navarro	948-2231
	Sandy Passell	852-0388

ABSENCES

State Law requires that all absences be verified by a note or telephone call from a parent to the school. For best results, please telephone the school early in the morning on the first day of an illness or other absence at 856-0877. *Please* keep your child at home until he or she is completely recovered from an illness and able to participate in school activities. Please send your child to school if he/she is healthy enough to attend school. Avoid unnecessary absences that disrupt your child's learning. Excessive absences and tardiness can result in formal referral to the PAUSD's School Attendance Review Board for intervention.

ACTION COMMITTEES (see Student Council)

AFTER SCHOOL ARRANGEMENTS

Student access to school telephones is available for emergencies. Arrangements for after-school play or other activities must be made before children come to school and not through school telephones.

ARRIVAL AT SCHOOL

Children must arrive at school no earlier than 8:05 a.m., when the main playground is supervised by school staff. Any child dropped off at school prior to 8:05 a.m. are assumed to be under the supervision of the child's parents.

School begins at 8:15 a.m. Children arriving after the bell at 8:15 must go to the office to sign-in as late and secure an admit slip.

ASSEMBLIES

Thanks to annual fundraising campaigns, the Juana Briones PTA strives for age-appropriate assemblies that will provide children with a wide range of enrichment experiences. The PTA has hosted assemblies featuring a professional opera company, vocalists, musicians, professional dancers, drama organizations, storytellers, authors, wildlife associations, and science institutions. Many of the assembly programs provide classroom materials to teachers and students to enhance the educational value of these special events.

ACADEMIC SUPPORT

Booster Tutoring

Booster Tutoring is a one-on-one experience for students who need help with a specific academic challenge. Students are selected for Booster Tutoring by teacher recommendation based on academic assessment data. Each child is tutored for approximately 30 minutes, two to three times per week during a four-week period. At the conclusion of the four weeks, the classroom teacher and tutor meet to decide whether services for a student should continue.

Homework

Homework is a necessary extension of the school day. Ideally, tasks a student brings home are opportunities for additional practice and reinforcement on various skills previously introduced at school. We hope that parents will provide a quiet, comfortable location in the home for students to do homework. Additionally, we would encourage parents to use homework to monitor their child's progress and to learn about what's going on in school. If you have any questions about the homework, please do not hesitate to contact the teacher.

The Academy Program

The Academy is an after-school intervention for students operating below grade level in reading or math. Academy classes are held periodically throughout the year after school hours and occasionally on Saturdays. After examining spring test scores and fall assessments, teachers will contact the parents of students who might need these interventions. The first Academy sessions begin in October.

BEHAVIORAL EXPECTATIONS

We have organized our behavioral expectations into three general categories that help us strive for a safe, peaceful, and productive campus.

Be safe

- ◆ I will play in a safe way and use my best judgment.
- ◆ I will follow school rules on the playground, in the classroom, and in all parts of the school.

Be responsible

- ◆ I will always be prepared to learn by coming to school on time with all my materials.
- ◆ I will open my mind to learn.
- ◆ I will complete my work.

Be respectful

- ◆ I will act in a kind and courteous way to other children and adults.
- ◆ I will peacefully resolve conflicts by talking calmly with and listen carefully to others.
- ◆ I will treat instructional materials, the school building, and the outdoor environment with respect and care.
- ◆ I will listen to adults who work at Juana Briones and follow their directions.

We expect students to behave appropriately. No harassment or abuse will be tolerated. Serious or persistent misbehavior will be referred to the school principal for disciplinary action. Parents will be notified as necessary.

When problems arise in the classroom, teachers seek resolution by speaking with the child individually, conferring with the parents, and/or speaking with the principal. In the event these efforts are not successful in correcting the misbehavior, other measures may be necessary and may include such sanctions as the loss of recess time, restriction from other school-related activities, suspension from school, and/or other consequences as deemed appropriate. (See also EXPULSIONS AND SUSPENSIONS.)

BICYCLES / OTHER WHEELS

Bike safety is serious business in Palo Alto. It is recommended that only appropriately trained students in grades 3, 4, and 5 be allowed to ride bicycles to school unaccompanied by an adult. All third grade children will receive basic instruction in class on safe biking procedures in the fall. However, we strongly encourage parents to determine for themselves whether their children are competent riders before permitting them to ride to school alone, regardless of age.

State law requires that all cyclists under 18 years of age wear a bicycle helmet. Bicycle licenses are required for all bicycles ridden on Palo Alto streets. Licenses are available from city fire stations from 4-5 p.m. daily.

Bicycles must be parked in designated bike racks only. A sturdy lock is strongly recommended for each bicycle or scooter. Juana Briones School and the Palo Alto Unified School District shall not be held responsible for lost or stolen bicycles or scooters.

Skateboards, scooters, rollerblades, and other wheeled conveyances may not be used on school grounds between 8:00 a.m. and 3:00 p.m. Skateboards must be stored in the student's classroom during school. Rollerblades must be exchanged for shoes and the rollerblades stored in the student's classroom. Shoes with wheels imbedded in the soles must be exchanged for appropriate footwear or configured not to roll during school hours.

BRIONES BANNER

Stay in the flow of school events by reading *The Briones Banner*, the PTA-funded school newsletter. *The Banner* is published monthly by dedicated parent volunteers.

Please contact PTA president Ilona Sockol regarding *Banner* content, becoming a *Banner* staff member, or for information on submitting articles. *Banner* deadline dates and times will be posted in the office near the staff mailboxes.

BUS SAFETY

All children who ride the bus must have a pass. For fees and applications, including requests for reduction in, or exemption from transportation fees, you should contact the Business Office. The District Transportation Department is responsible for scheduling buses, supervising drivers, and responding to problems. If you have any questions or concerns, please call the Transportation Department at 329-3747.

Bus Drivers have legal responsibility and authority for the supervision of riders. Children not conforming to bus rules may be denied the privilege of riding. No pets, animals, insects, or large or dangerous articles (including glass containers) may be carried on buses.

If your child will be taking a bus to school, please review the following information with her/him:

- Wait safely in the designated area at the bus stop.
- Be calm and orderly while getting on and off the bus.
- Stay seated, facing forward.
- Keep head, hands and feet inside the bus.
- Keep noise to a minimum.
- Follow the bus driver's directions.

Please be advised that the driver may not let any student off at a stop different from his/her regular stop without a dated note signed by the parent.

CHILD CARE

After school child care at Juana Briones is handled by Palo Alto Community Child Care (PACCC). The PACCC program runs from the close of the kindergarten school day, 11:50 a.m., until 6:00 p.m. daily, serving children in grades K-5. The limited number of spaces are filled in the order applications are received. For fees and other information about PACCC's program at Juana Briones, please contact Kristiane Turner, PACCC's School-Age Program Coordinator, at 493-2361, extension 16.

CLASSROOM ASSIGNMENTS

When Juana Briones faculty and principal assign students to classes for the school year, they try to develop balanced classes with social dynamics that will contribute to a positive classroom environment. “Sending” and “receiving” teachers consider the benefits of possible assignments for each student, as well as contributions each student and various student groupings might bring to a given class.

CLOTHING CENTER

The PTA maintains a Wardrobe at Jordan Middle School. Families or individuals interested in acquiring clean, used clothing for Palo Alto students and their families should contact the Juana Briones School Office. All clothing items are free.

For a small fee, anyone can borrow rain boots, snow clothes, costumes, and camping items that are also available. These must be returned clean within two weeks.

Clean clothing and shoes to be donated to the Wardrobe may be left when this facility is open. Tax deductible receipts are given.

CONCERNS

Briones teachers and the principal are interested in hearing about your concerns or complaints. Parents should not be reluctant to approach their child’s teacher to clarify expectations, inquire about aspects of the instructional program, or seek information about incidents or conflicts that may have occurred. Assume your child’s teacher is a reasonable human being, ready to listen and collaborate with you. If you are unable to resolve an issue with a teacher, please consult the principal.

CONFERENCES

Two-way, home-school communication is critical to a child’s education. Consequently, we encourage parents to request a conference whenever they feel one is necessary. Usually problems

can be handled more effectively when they first arise, and, unfortunately, we are not always aware that a concern or problem might exist.

By contract, the teachers and the school district have agreed to shorten each Wednesday to allow teachers an opportunity to plan with colleagues and to meet and confer with parents and students. Conferences are also held on other days, but, whatever the day, appointments arranged in advance work best.

Formal conferences to report student progress are held in October/November and February/March. (See also “Reporting Progress”)

DISASTER PLAN

Each PAUSD school site has an emergency preparedness plan that is reviewed annually with staff. Assignment of roles and responsibilities and a plan of response are discussed and practiced. A storage locker of disaster supplies is located on our playground next to the PACCC facility.

During or pursuant to an emergency or disaster, students will be closely supervised by staff and released only to adults listed on the emergency cards. Parents must make sure that the contact information provided on the yellow and the white emergency cards at the beginning of the school year are updated, especially if emergency contact information changes.

DOGS ON CAMPUS

Dogs are not allowed in classrooms, the office, the Orthopedic Center hallway, the MP Room, the library, or any other indoor spaces at our school, unless they are certified guide dogs for the blind or certified companion dogs performing the specific functions for which they were trained.

From time to time, parents and other community members walk their dogs to school. While these animals are on campus, they must be on a leash physically controlled by an adult at all times. Under no circumstances may dogs be controlled by students, left unattended on campus, or tied or leashed to campus fixtures.

ELECTRONIC DEVICES

We encourage parents to monitor what their children bring to school and to make sure that unneeded or inappropriate personal property is not brought to school. Electronic games, portable radios, recording and playing devices, digital cameras, and camera-phones are among these unwanted items.

Some parents have equipped their children with cell phones to facilitate communication, especially after school. We understand the need for such arrangements, but during school hours, students carrying cell phones must turn them off and put them away. (See also PERSONAL PROPERTY.)

EMERGENCY CARDS

A medical emergency can occur at any time, even on the first day of school. It is imperative that we have two emergency cards on at school – one for the office and one for the teacher’s emergency backpack. Students will not be allowed to attend school until appropriately completed emergency cards are on file in the office and in the teacher’s emergency backpack.

During the school year, parents must remember to visit the school and update the card if any of the information changes.

eNEWS

For important information about Juana Briones delivered directly to your email inbox every Friday, subscribe to the Briones eNews. To subscribe send an email to majordomo@plantain.pausd.palo-alto.ca.us, including the text “subscribe briones” in the body of the message. The mail list manager will send you email to let you know that you have successfully subscribed to Briones eNews and instructions on how to unsubscribe.

ENGLISH LEARNERS

Nestled in Silicon Valley and near Stanford University, Palo Alto has obvious global connections and is home to a diverse population speaking many languages. Students with little or no proficiency in English attend our school and require special support to acquire English and to access the basic curriculum. English Learners (ELs) receive instruction from a specially trained English teacher who provides small group instruction tailored to meet individual needs. Many non-English proficient students also receive support from primary language tutors that are fluent in a student’s native tongue. These tutors help students access the curriculum in the classroom.

EXPULSIONS AND SUSPENSIONS

In the case of the following issues, a child may be suspended, (in or out of school) from Juana Briones School, depending on the seriousness of the infraction. A suspension is defined as the removal of a student from ongoing instruction for disciplinary purposes. A principal or teacher will confer with parents or guardians concerning a student suspension. Expulsion, if indicated, is determined exclusively by the Palo Alto Unified School District and not by the Juana Briones administration.

A student shall not be suspended from school or recommended for expulsion unless the Superintendent or the principal of the school in which the student is enrolled determines that the student has violated California Education Code, Section 48900, as follows:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold or furnished firearm, knife, explosive or other dangerous object.
- Possessed, used, sold, furnished or been under the influence of drugs, alcohol, a controlled substance or intoxicant.
- Offered, arranged, or negotiated to sell look-alike controlled substances, alcohol or intoxicants.
- Committed or attempted to cause damage to school or private property, including electronic files and databases.
- Stole or attempted to steal school or private property.
- Possessed or used tobacco or products containing tobacco or nicotine.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Possessed, offered, arranged or negotiated to sell any drug paraphernalia.
- Knowingly received stolen school property or private property.
- Harassed, threatened or intimidated a student who is a complaining witness or a witness in a school discipline matter.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault or battery.

- Offered, arranged or negotiated to sell, or sold the prescription drug SOMA.
- Aided or abetted the infliction or attempted infliction of injury to another person.
- Committed sexual harassment.
- Participated in an act of hate violence.
- Engaged in harassment, threats or intimidation against school personnel or pupils.
- Threatened school officials and/or school property.

The actions above must relate to school activities or attendance and may take place at any time including, but not limited to, any of the following: (1) on school grounds; (2) while going to and from school; (3) during the lunch period, whether on or off campus; or (4) during or while going to or coming from, a school-sponsored activity.

Due Process Procedures:

Written documentation of serious incidents is provided. Students and parents shall have an opportunity to respond to accusations made about them.

Students and/or parents who feel that disciplinary actions have been unfairly applied have the right to appeal to the principal. If the matter is not resolved, they may seek a contact at the district level.

FIELD TRIPS

At various times during the year, teachers use field trips to enhance student learning. These events can be short, simple affairs, such as a walk across the street to Juana Briones Park, or they can be lengthier, more complicated experiences, such as an overnight trip to a coastal lighthouse or the Gold Country. Teachers carefully plan field trips with optimum learning and safety in mind. Parents should expect to receive specific details in writing about each and every field trip and be afforded an opportunity to provide written parent permission for their child to attend. Students who do not have written parent permission to attend a field trip will not be allowed to participate and will be provided with alternative learning experiences on campus.

Because field trips frequently involve travel in automobiles, we are always concerned about safety. Parents or other community members who volunteer to drive on field trips must be licensed by the State of California, appropriately insured, and operating a properly equipped and maintained vehicle.

Naturally, appropriate passenger restraint systems are required for all passengers. California State Law requires that children be secured in an appropriate safety seat or booster seat until they are at least six years old or weigh at least 60 pounds. Teachers will monitor this situation as part of their field trip planning and preparation, but parents who drive students on field trips or transport children to and from school need to be aware of the law.

As always, we appreciate all parents who take time to support field trips by driving or providing other logistical support. In some cases, the school may require that a parent of a specific child attend a field trip to provide support if appropriate safety and supervision are an issue.

FIRST AID AND HEALTH

School personnel do administer minor first aid to children who are injured or become ill at school. They may not, however, diagnose problems and may not treat children for illnesses and injuries incurred at home. They may provide medications (for asthma or severe bee-sting, for example) if and only if there are *written instructions from a physician and a written request from a parent or guardian. Medications are to be kept in a locked cabinet in the school office.*

In case of serious injury on the school grounds, the school will notify the parents and call for appropriate help.

Any child who arrives at school ill or becomes ill while at school will be kept at the office and the parents called. *Please* keep your child home during the first few days of a cold or similar illness to avoid spreading the illness to other students and staff. If you discover that your child has a contagious illness (like chicken pox, strep throat, head lice, etc.), notify the secretary, who will inform the teacher and inform classmates' parents of possible exposure.

California State Law requires that all children attending school be immunized against diphtheria, whooping cough, tetanus, measles, mumps, rubella, polio, and Hepatitis B, unless this is contrary to religious beliefs. In Santa Clara County, children must be tested for tuberculosis.

Contact our office for information about where to obtain immunizations and tests.

INSURANCE

Health and accident insurance for the school year can be purchased through the district at a nominal fee. The purchase of insurance by parents is optional.

LIBRARY

All students are encouraged to read, read, and read. Our librarians work part-time. However, we can afford students greater library access if parent volunteers become available. Please contact Laura Losier, our librarian if you are interested in serving as a library volunteer.

LICE POLICY

Lice are common, age-old pests that are easily passed from person to person. Lice are very democratic. People of all ages and walks of life can acquire them.

PAUSD has a “No Nits Policy.” If your child becomes infested, you will be notified to pick up your child from school. You will be offered information on how to eliminate the lice and their nits.

A student may return to school when his/her scalp is free of lice and their nits -- whether those nits are dead or alive. Some cases of lice are difficult to eliminate. PAUSD’s nurse is available to assist whether the case is new or lingering. Please call our office for the nurse’s contact information.

LOST AND FOUND

We encourage parents to label everything a child brings to school. Things do get lost. Most “found items” are kept on a large green cart in the Multi-Purpose Room. Please contact the office for help in accessing the MP Room. Small or valuable items are held in the office. Clothing remaining in the Lost and Found is sent to the PTA Wardrobe. (See “Clothing Center”)

LUNCH

Students eat outside with their classmates at designated picnic tables on the “redtop” under the overhang. Although dining is informal, appropriate behavior is expected. Students may bring a sack lunch or participate in the school lunch program.

Nut Allergies

”To protect the safety of students with nut allergies, the school has designated certain lunch tables as “nut-free” Both students with and without nut allergies are welcome to sit at these tables. Students sitting at these tables may not have any food products containing nuts. To protect the safety of students with allergies and to promote good hygiene, students should wash their hands before and after eating. Please ask your child not to share food, as students may not be aware of all the ingredients in what they bring.”

School lunches are available every school day. A full lunch, including milk, will cost \$3.75. A reduce-price lunch will cost \$.40. Parents with Internet access can pay for their child’s lunches at *LunchDeposit.com*. For other payment information, please contact the school office.

Information about free or reduced-price lunches is available at 329-3806. Applications for free or reduced-price lunches are available in the Juana Briones office. Parents with Internet access can also apply for free or reduced-price lunches online at *pausd.org* under *Shortcuts* and *Food Service*.

The District Food Service Division does not have a system for providing IOU’s for lunch because they have forgotten to bring money.

MAINSTREAMING

Learning Together: Special Education and General Education

Mainstreaming students at Juana Briones occurs in many ways. Students with orthopedic disabilities and visual impairments are mainstreamed into grade appropriate general education classes for a portion of the school day, or all day with classroom support provided by Special Education staff. Students may receive instruction in a Special Day Class with one-to-one instruction, small group instruction, or “reverse-mainstreaming” with students from general education classes. With California Children’s Services (CCS) providing on-site physical and occupational therapy, students at Juana Briones are challenged to reach their full potential academically, physically, socially, and emotionally. Working closely as a team, the staff at Juana Briones is committed to ensuring that all children grow together.

MUSIC

Children in kindergarten are taught music by classroom teachers and, when available, by trained volunteers. First through third graders have the benefit of general music by District specialists, and fourth and fifth graders receive general music and instrumental music instruction.

NOON-TIME ACTIVITIES

Children are encouraged to engage in active play during the noon recess. They are free to choose an organized activity or check out a ball, jump rope, hula-hoop or other equipment to play informally with friends. Campus supervisors ensure safety rules are upheld.

Team sports are occasionally offered for students in grades 3-5 in such games as touch football, basketball, and soccer. Co-ed teams compete in friendly games where teamwork, acquiring skill, and good sportsmanship are highly valued. Great care is taken to create an environment where all students who want to participate can do so. Art activities for interested students are occasionally available, too.

If ample volunteers are available, the library is open at noon for students to check out books, draw, attend book club meetings, or play board games.

ORTHOPEDIC CENTER

The Orthopedic Center opened in 1969. It was built adjacent to an elementary school to facilitate the access of physically and visually challenged children to general education classrooms. Although enrollment in the center has declined from 40-50 students to 8-12 each year, the students and teachers in the center are a reminder of life's paths and challenges and the power of the human spirit.

Physical and Occupational Therapy Services:

The "therapy wing" of the Orthopedic Center houses the California Children's Services program for northern Santa Clara County. Operating under the County Health Department, CCS provides physical therapy to minors throughout the North County area, as well as to students of PAUSD. For additional information, please contact John Buchinsky at 845-3000.

PALO ALTO PARTNERS in EDUCATION (PAPiE)

PAPiE is a local organization that actively supports all of Palo Alto's public schools with an annual fundraising campaign that currently raises more than \$2M dollars. These funds, spent at the discretion of the principal, are primarily used to acquire the services of additional staff, such as reading and math specialists, library and media specialists, classroom aides, or art and science teachers. The instructional programs at each school continue to be exemplary due the tireless fundraising efforts of PAPiE representatives and our generous community members. At Juana Briones, PAPiE funds support science instruction, the visual arts, and aide support in the classroom.

PARKING & STUDENT DROP-OFF/PICK-UP

The normal flow of traffic to and from Juana Briones can complicate access to the campus. Read the PTA's *Banner* for traffic updates. Please help us keep students, parents, and staff safe by observing the following safety rules around our school:

- **Slow down:** Be ready for the unexpected.
- **Dropping Off and Picking Up at Orme:**
The only way to legally enter the parking lot at the front of the school is from Orme. Although drivers are tempted to enter from Georgia via Amaranta, posted signs instruct drivers not to enter the lot from Georgia. Occasionally, the Palo Police department provides reminders and citations to drivers who ignore the signs. Signage also indicates that parking on Georgia is not permitted between 8:00 and 8:30 on school days.

Entering from Orme, drivers need to pull forward as far as possible along the yellow curb in front of the Multi-Purpose

Room. Make sure passengers are ready to enter or exit the car as quickly as possible.

The area in front of the MP Room is also a bus loading and unloading area. School buses have priority in this area. If a bus arrives, drivers must pull forward and out of this zone. Do not park or otherwise leave your car unattended in front of the MP Room at any time.

If you find it necessary to leave your car, park it in one of the stalls in the main Orme parking lot or in front of residences along Orme or Amaranta. Do not park in the lot behind Rooms 1-8 or 9-14; those areas are reserved for staff. Do drive behind Rooms 1-14 to drop off students.

- **Dropping Off and Picking Up at Maybell:** Parents are urged to use Orme Street entrance for dropping off and picking up students because the traffic along Maybell can be extremely congested. Parents who drop off or pick up students at the Maybell entrance to school need to avoid the bus crescent in front of the Orthopedic Center. This driveway is reserved for buses and other vehicles carrying students with orthopedic and visual challenges. The parking lots on either side of the Orthopedic Center are reserved for staff and parents of the exceptional students who use the center. Please do not pull into these lots to drop off or pick up students. Use the curb on Maybell in front of the center for these purposes. Or, park on Coulombe, Maybell, Amaranta, and Arastradero and escort your child to school.

PERSONAL PROPERTY

Juana Briones School and the Palo Alto Unified School District will not be responsible for personal property that has been lost, stolen, damaged, or vandalized.

Parents are encouraged to remind their children that toys, electronic games, tape/CD players and radios, athletic equipment

of any kind, and other personal property need to remain at home. If brought to school, these unnecessary items can become a significant distraction to learning and the source of conflicts. To limit distractions and conflicts, classroom teachers or the principal will sequester and store such items until the end of the school day or until parents can come to school to retrieve them.

PSYCHOLOGIST

A psychologist is assigned to Juana Briones on a part-time basis. Focusing on learning, social, and emotional issues, the psychologist works with staff to provide the best possible environment for all students. Parents with questions or concerns about their children should contact the main office to schedule an appointment with the psychologist.

PTA

The Juana Briones PTA is comprised of parents, teachers, the principal, community members and anyone else who wants to support our children and our school. The PTA works closely with the staff, Site Council, the community at-large, and the school administration to support and enrich educational experiences for all students. The PTA also functions as a liaison between the staff and community in order to ensure open communication and understanding about school programs. PTA events – such as the Ice Cream Social, the Harvest Festival, and the Ice Skating Party – bring together all members of our community.

PTA volunteers help in classrooms, assist in primary Math Labs and the Science Lab, serve as room parents, drive on field trips, work in the library and perform other activities whenever needed. The *Briones Banner* and the **School Directory** are compiled, edited, and published by PTA volunteers.

Although the primary goal of the PTA is to enrich educational experiences for all students, the PTA also engages in fundraising activities to support the school. The PTA raises funds to purchase library books and up-to-date computer equipment, allocates money to teachers to acquire extra learning materials, offers the Principal a discretionary fund for unanticipated needs or emergencies, and sponsors school assemblies (featuring visits from authors, musicians, drama and dance groups, and science outreach programs), Young Author's Day, 3rd Grade Theaterworks, PTA business meetings, parent education programs, and other special events are always open to everyone. These gatherings are an opportunity to make new friends and stay informed about what's going on at school.

READING SUPPORT

Thanks to funding from PAUSD, the Federal Government, and the State of California, we are able to provide a reading teacher to support students that are struggling with reading. Individual reading assessments administered by classroom teachers help identify students who need this service. Instruction is provided in small groups.

REPORTING PROGRESS

Assessing and reporting student progress is a priority in our school district. Progress reports are issued three times a year. Formal conferences with parents, the teacher, and possibly the student are held twice a year, the first in October/November and the second in February/March. However, parents will find teachers open to additional conferences as needs and situations dictate. Appointments arranged in advanced are best.

REVERSE MAINSTREAMING

An exciting dimension of Juana Briones' program, reverse mainstreaming, involves general education students participating in the Orthopedic Center's Special Day Classes. They share their abilities with orthopedic students as peer models, tutors, art and P.E. aides, and Special Games Buddies.

RESOURCE SPECIALIST PROGRAM

The Resource Specialist Program is a special education intervention designed to serve students that have qualified for services via assessments administered by the psychologist, the resource specialist, the speech and language specialist and other specialists.

Before services can begin, parents must agree to the RSP placement and approve an Individual Education Plan for their child, as developed by the Individual Education Planning Team. The IEPT at Juana Briones is composed of the Resource Specialist, the school Psychologist, the Principal, the Speech/ Language Therapist, classroom teachers, and the parents of the student being studied or assessed. IEPs for students receiving RSP support are subject to annual and triennial review and parent approval.

SCIENCE PROGRAM

The Juana Briones Science Program is evidence of our community's strong interest in science as a vital part of the elementary school curriculum. Our science instructor, who is a former scientist, leads K-5 students through high interest experiments and explorations in the life, earth, and physical sciences, with the support of the classroom teacher.

The largely hands-on units of study focus on both scientific content and processes and are frequently integrated with reading, math, writing, and the arts.

SEXUAL HARASSMENT POLICY

It is the policy of the Palo Alto Unified School District to provide a school environment free from all forms of harassment, hazing, or intimidation, and to maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. Therefore, no student shall be subjected to overtures or conduct, (including sexual) either verbal, visual or physical, which is intimidating, hostile, offensive, or unwelcome. Such conduct by adults or students is deemed unacceptable behavior and will not be tolerated by the school district.

For purposes of this policy, “sexual harassment” is defined for student-to-student interaction as unwelcome sexual advances, requests for sexual favors and other verbal, visual and physical conduct of a sexual nature. “Sexual harassment” is defined for adult-to-student interaction as any sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. “Sexual harassment” is also defined as conduct of a sexual nature which affects an individual’s employment, academic status or progress; which has a negative impact on an individual’s work or academic performance; which creates a work or educational environment that is intimidating, hostile or offensive; or which affects benefits, services, honors, programs or activities available to an individual in the education setting.

Copies of the Site Discipline Policy and the Safe and Drug Free Schools Policy are available in the office.

SOLVING PROBLEMS

When so many people gather to work together, problems and conflicts are bound to arise. To maintain a peaceful, productive learning environment, we are very interested in solving problems and resolving conflicts efficiently, effectively, and fairly.

With such a diverse community containing individuals with a variety of perspectives, experiences, and temperaments, problem-solving styles may vary from person to person, family to family.

Here are a few strategies that can work if faithfully applied.

- Listen, especially to your children.
- Stay cool and centered, especially in front of your children.
- Ask questions. Probe and get all of the information.
- Remain open to other possibilities and perspectives.
- Think of possible solutions.
- Inform the teacher and/or the principal.
- Ask more questions and listen to the answers.
- Repeat the above steps as necessary.

SPECTRA ART

Our specially trained SPECTRA art teacher provides a program that is a blend of art history, art appreciation, and student creativity. Students study “The Masters,” as well as modern artists. They practice portraiture, perspective, and experience working in a variety of media, such as charcoal, acrylics, watercolors, and pen and ink depending upon the age level. The services of our talented SPECTRA teacher are largely funded by donations from Partners In Education.

STUDENT COUNCIL (ACTION COMMITTEES)

At Juana Briones, we are dedicated to the notion that students become responsible citizens by experiencing empowerment and leadership at an early age while being active and involved members of a community. Instead of electing a limited number of students to serve on a student council, Action Committees at Juana Briones are open to all interested students.

- *The Recess Committee* affords students an opportunity to improve play periods at recess and lunch.
- *Buddies & Bridges* is a group that is dedicated to generating school spirit and a cooperative, collaborative culture among students of all ages.
- *The Green Team* concerns itself with environmental issues, including recycling, school beautification, and work in the garden.

Although staff members provide important Action Committee leadership throughout the year, parent participation is welcome and strongly encouraged as well.

STUDENT RELEASE

The school can only release students to their parents or to other adult family member or friends listed on the student's emergency card. To affect the release of a student during the instructional day, authorized adults must come to the main office and sign the student(s) out.

The office staff will contact the teacher and direct him/her to send the student to the office. Or, the office staff will issue the authorized adult a pass that must be taken to the supervising teacher. Briones teachers have been directed by the principal not to release students without a pass or a call from the office.

These procedures are in place to ensure that we release students appropriately and that we know where students are in the event of an emergency, such as an earthquake.

STUDENT STUDY TEAM

When a student has a special need or isn't making the expected progress, the Student Study Team is convened. Parents or staff may request the meeting. The team is usually comprised of the student's parents, the classroom teacher, the resource specialist, the psychologist, the principal, and other school specialists, as needed. The team does what its name implies – studies students. The team gathers as much information as it can on the student and brainstorms ways to support him/her. Occasionally, the parents may request or approve assessments by the psychologist, the resource specialist, and others to better identify a student's strengths or areas of concern. The SST precedes any action taken by the IEPT.

STUDENT SUPERVISION

Adult supervision of students on campus begins at 8:05 a.m., 10 minutes before the opening of school. Do not leave your child unsupervised on or adjacent to campus prior to 8:05. Parents who must leave for work at an early hour are encouraged to seek the help of other Briones parents who might be willing and able to care for a child until 8:05 and escort him/her to school at the appropriate time.

Whether your child's dismissal time is 11:50, 1:30, or 2:40, parents must be prompt in picking up their children at the close of school. Except for fee-based Palo Alto Community Child Care services and occasional after school events, we have no resources for adult supervision of students before 8:05 a.m. or after school. If you need care for your child after school, please see the "Child Care" section in this handbook.

TALK IT OUT

We are in the process of identifying new strategies to help students negotiate the natural conflicts that occur at a school. As we identify these new strategies, we will continue to rely on a model of conflict resolution known as “Talk It Out.” TIO encourages students and adults to stay cool and use thoughtful speaking, listening, and thinking to solve problems and conflicts.

TRAFFIC SAFETY

At Juana Briones, we believe that *everyone* can help prevent traffic accidents involving children near our school. Parents especially can help by keeping the safety of all children in mind as you plan your child’s route to and from school. Please accompany your child along this chosen route, whether it involves crossing a residential street, a parking lot, or a busy intersection, until you are confident that your child can negotiate the route safely alone. Remember, too, that your actions as a pedestrian, cyclist or as a driver speak louder to your child than any formal instruction in traffic safety ever will.

VOLUNTEERS

Volunteers are an integral part of the program at Juana Briones School. Volunteer opportunities are numerous, including preparing materials for teachers, tutoring children, working in the Science Lab or library, or driving on field trips.

In addition to direct support of the educational program, the PTA sponsors many community events and fund-raisers that all require helping hands to succeed.

Whatever your skills, interests and time constraints, there is a way for you to get involved and make your contribution to the children of Juana Briones School.

VISITORS

Visitors to school need to sign in at the office and wear a visitor's nametag. Even parents volunteering in classrooms on a regular basis must sign in. It's our way of keeping track of who's on campus and where they might be.

Please be advised that vacationing or visiting students from other school districts may not attend our school -- even for one day and even if these students have attended our school before.

Parents interested in enrolling their children in our school are welcome to visit for a limited time by prior arrangement with the principal.

WHEELCHAIR LICENSING

Our wheelchair licensing program is open to children in grades 2-5. Training takes place throughout the school year and covers common safety, mutual respect, and social responsibility. The process of licensing promotes social interaction and a common understanding of the different paths people must take in life.

USEFUL PHONE NUMBERS

City of Palo Alto Referral Guide - available in the office

Parental Stress Hotline – Emergency phone service
 Phone: 327-3333

YMCA-Palo Alto, Los Altos, Los Altos Hills, Mt. View, Stanford
 Phone: 494-1883
 Address: 3412 Ross Road, Palo Alto

Jewish Community Center – Albert L. Schultz
 Phone: 493-9400
 Address: 4000 Middlefield Road, Palo Alto

Boy Scouts of America -Santa Clara County Council
 Phone: 327-5900
 Address: 1305 Middlefield Ave.,

Girl Scouts of America – Santa Clara County Council
 Phone: 968-8396
 Address: 1310 S. Bascom Ave. S.J.

Palo Alto Scout House
 Phone: 853-9692
 Address: 1120 Hopkins Ave. , P.A.

Mitchell Park Library
 Phone: 329-2586
 Address: 3700 Middlefield Rd., P.A.

Palo Alto Children’s Library
 Phone: 329-2134
 Address 1276 Harriet St., P.A.

Palo Alto City Recreation Department
 Phone: 329-2261
 Address: 1305 Middlefield Rd.

Palo Alto Adolescent Services Corp.
 Phone: 424-0852
 Address: 4000 Middlefield Rd.

Palo Alto Community Child Care (PACCC)
 Phone: 493-2361

Address:3990 Ventura Ct.

Palo Alto Community Child Care at Juana Briones (JBKC)

Phone: 856-3874

PTA Wardrobe

Please contact the Juana Briones office for current address and telephone number.

PAPPA Art

....Please contact the main office for a current address and telephone number

After School French – La Liaison France – Amerique

Phone: 494-3166 (G. Broderson)

Big Brothers / Big Sisters

Phone: 325-2923

Address:2277 University Ave.

AYSO

Phone: 324-0863

Address:P.O. Box 1493

Palo Alto Bobby Soxers

Phone: 424-0469

Little League of Palo Alto

Phone: 494-1933

Address:3672 Middlefield Rd.

Don Bartell Basketball

Phone: 494-1882

Stanford Area Basketball (SAY)

Phone: 494-1883

NOTES

OUR NAME

Juana Briones de Miranda and her soldier husband, Apolinario Miranda, and their six children lived on a land grant near the Presidio. When discord between husband and wife could not be resolved, Juana and the children moved to an adobe home near what is now called North Beach. Over the years, Juana helped many sailors by giving them food, medical assistance, and encouraging them to get started in the new land. In her honor, North Beach was known as Juana Briones Beach.

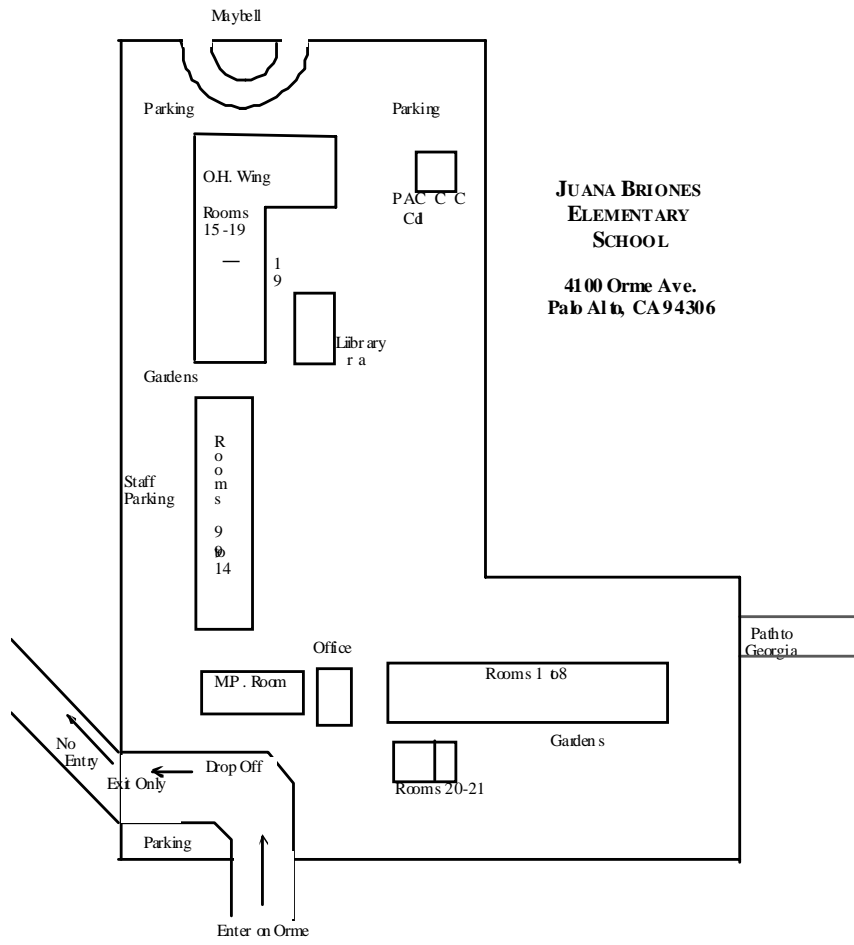
Around 1832, Juana became a widow and desiring a country home for herself and her children, she found a rancho of nearly 4500 acres in what is now part of Palo Alto, Los Altos, and Los Altos Hills. The land had been granted to two Indians in 1840, José Gregorio and Juan Ramon.

Doña Juana bought the grant in 1844 and named it Rancho Purísima Concepción. She moved to the Rancho in 1850 where she live until her death in 1889 at the age of 100.

Her country home still stands near the corner of Arastradero and West Fremont. It is with pride that we name our school for this strong and vital woman who played a small but important role in California history.

If you would like to know more about Juana Briones de Miranda, please contact the Juana Briones Heritage Foundation at 1685 Mariposa Avenue, Palo Alto, CA 94306.

Or, visit the website at www.brioneshouse.org



**JUANA BRIONES
ELEMENTARY
SCHOOL**

**4100 Orme Ave.
Palo Alto, CA 94306**

PALO ALTO UNIFIED SCHOOL DISTRICT
JUANA BRIONES
ELEMENTARY
SCHOOL



2007 – 2008

SCHOOL HANDBOOK

4100 Orme Street, Palo Alto, CA 94306

(650) 856-0877

FAX (650) 856-3750

OH Desk (650) 856-0834

Palo Alto Community Child Care (650) 856-3874

PAUSD 329-3700

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