

Crown Point Junior Music Academy Family Handbook 2022-2023



Grades TK/4 - 5th

CPJMA Office Phone: (858) 987-5500

Office Hours: 7:00 a.m. - 2:30 p.m. (M, T, Th, Fri)

School Hours Wednesdays & Minimum Days: 7:00 a.m. - 12:30 p.m.

School Website: <https://crownpoint.sandiegounified.org>

Welcome Back CPJMA Students & Families

2022-2023 School Year



Greetings CPJMA Families! I am thrilled to begin another amazing school year with our CPJMA students, staff, and school community! We will continue to be #better together, for the success and growth for ALL CPJMA students! Please take a moment to read the information below. Stay tuned for text messages/email communication from the school in the coming weeks regarding the first week of school!

With gratitude and appreciation,

Sakeenah :)

Important information:

- **New Parent/New Student school tour and meeting** – This is for ANY new CPJMA student/family including new TK and Kindergarten families – **Friday, August 26th at 2:00 p.m., located outside at CPJMA lunch arbor**
- **Who is my child's homeroom teacher?** Parents must login to Parent Portal on August 26th after 5 p.m. to find out. *****Please attempt to login to Parent Portal before this date to ensure you have the correct login credentials, or call our school office if you need support with your login and password (*See page 10 for information/support with ParentPortal) *We do not accept parent requests for teacher placements**
- School starts on Monday, August 29th at 7:37 a.m.
- Arrival gates will open at 7:30 a.m. and on the 1st day of school parents/guardians may walk students to their classrooms (*on the first day of school only*) **Depending on our district's decision on masking,*

parents/students/staff may need to wear a face mask in order to enter the classroom building on the first day of school. Stay tuned for a decision from district regarding the indoor masking policy.

- On the first day of school, parents will be permitted to walk their child to the classroom....parents will be asked to exit the campus once Ms. Smith gives the direction over the school intercom. TK and K parents may come to the lunch arbor for brief *Boo Hoo period*

- We have our first minimum day for ALL STUDENTS on Wednesday, September 31st. Dismissal is at 12:15 on this day.

- **TK & K students Minimum days for the first week of school: All TK and Kindergarten students will be released from school at 12:15 EVERYDAY during the first week of school. Parents please make arrangements to pick up your TK and Kindergarten students on time at 12:15 everyday during the first week of school.**

Email link sent to CPJMA Parents on 8-8-22

https://docs.google.com/document/d/1bENth-7Be9xwIzWS8iONgmVaRPqeE_jMzmwRj3H6rCg/edit?usp=sharing

GENERAL SCHOOL INFORMATION

SCHOOL CALENDAR AT A GLANCE

Click [here](#) to access our events and important dates for the 2022-23 school year. Please note the following:

- All dates are subject to change

VISION STATEMENT

CPJMA's Vision Statement

CPJMA educates children to be critical thinkers and problem solvers in a highly motivating environment where academic growth is strengthened by the integration and study of music.

MISSION STATEMENT

CPJMA Mission Statement

As a music academy, we believe that students who participate in an academically rigorous curriculum integrated with music instruction become passionate problem solvers with an interest in the world around them

MEET THE STAFF

Click on this [link](#) to see the names and roles of our staff as well as their contact email address.

CLASSROOM PLACEMENTS AND TEACHER REQUESTS

The staff at CPJMA works hard to build equitable, balanced, and diverse classes across a number of factors including gender, race, academics, social-emotional needs as well as other factors. We appreciate your patience and understanding as this is a delicate and ever-changing process as enrollment shifts right up until the start of the school year.

Classes are created based on district class size guidance:

Grades TK-3 have an average of 24 students per class

Grades 4-5 have no more than 35 students per class

There are no teacher's aides provided in the classrooms

As a school policy, we DO NOT accept requests for specific teachers.

As a public school all instructional materials are provided by the school. There are no items required for purchase to start school. Teachers will provide a wishlist of items for classroom use and purchasing such items is optional.

MANDATORY FIRST WEEK FORMS TO COMPLETE (ACTION ITEMS)

Information to Sign and Send Back with Students ASAP	<ul style="list-style-type: none"><input type="checkbox"/> Universal Form <i>(Please complete & return to your child's teacher)</i><input type="checkbox"/> K-12 Form <i>(Please complete & return to your child's teacher)</i><input type="checkbox"/> Yellow Health Information Card (Health Information Exchange Consent) <i>(Please complete & return to your child's teacher)</i><input type="checkbox"/> Verification of Residency Form <i>(Please complete & return to your child's teacher)</i><input type="checkbox"/> School Attendance Guidelines Letter <i>(Please complete & return to your child's teacher)</i>
Student Weekly Covid Testing: Parents must Opt-out or Opt-in through ParentPortal	<ul style="list-style-type: none"><input type="checkbox"/> ParentPortal *As a condition of enrollment, all SDUSD families must make a selection in Parent Portal regarding the decision to have their child/ren receive a weekly Covid test on school campus.

ARRIVAL AND DISMISSAL

ARRIVAL

Students may enter the school through two areas: *(Students can enter through any of the gates below no matter the grade level)*

***Green Gate:** Located on Fortuna

***Yellow Gate:** Located on Pacific Beach Drive

Students entering the school after 7:40 a.m. will enter through the RED gate, located in front of the school on Ingraham

Parents walking students on campus: On the first day of school, parents may walk students directly to their classrooms. After the first day of school, parents may walk students to the black top each morning and **MUST QUICKLY** exit the campus when the teachers arrive at the black top. Please do not congregate with other parents at this time, please exit the school promptly after the students are picked up by their teacher on the black top

DISMISSAL

- Students will be dismissed at 2:10pm (12:15pm on Wednesdays & on additional minimum days)
- Please go to the front office if your student needs to leave before dismissal times.

TK, K, 1st grade students (and older student siblings if parent have made this arrangement with teacher) will dismiss from the GREEN GATE located on Fortuna

*****UPDATED** TK,K,1st grade dismissal process:

The younger grades will have a slightly different dismissal procedure to ease congestion at the green gate.

Students will be sitting on their assigned line on the kindergarten playground after school.

Parents will enter and exit from the green gate and go directly to their child's teacher for checkout.

Students will sit in their assigned line spot and teachers will be dismissing each child one at a time to ensure safety. Once the parent has checked out with their teacher, the family will exit from the green gate and will be reminded not to remain on campus as the green gate will be closed at 2:20. Parents are not allowed to leave the TK/K yard to enter the main campus.

2nd, 3rd, 4th, 5th grade students will dismiss from the YELLOW GATE located on Pacific Beach Drive. Students will stand with teachers inside the school gate until the teacher is able to identify the parent.

Arrival/Dismissal Safety:

We are trying to facilitate a smoother morning drop off and pick up process. Parents, we need your help. Please be safe and efficient when dropping your child off. When you pull onto the side of the curb/side of the street closest to the gate entry point, we need you to move your car all the way forward and quickly drop your child off, and try your best to stay in your car (if you are not walking your child onto campus). It is important that we keep traffic moving along. If your car is parked there with you sitting in it, we will ask you to let your child out of the car so that we can keep traffic flowing and not back up cars. In addition, we are asking all parents to no not allow your child to walk/run across the opposite side of the street without using the crosswalk. Please practice safety by using the crosswalks, rather than running across the street/and or allowing your child to run across the street - that is not safe! Please demonstrate safety, common sense, and patience when dropping your child off at school and picking them up

WHAT TO EXPECT DURING THE DAY

DAILY SCHEDULE

- Please see our daily [bell schedule](#)
- Please note lunch and recess times are subject to change

ATTENDANCE POLICY

PLEASE Do not send your student to school if they have the following:

- Fever with or without chills/rigors (fever defined as temp >100.0 that does not resolve within 30 min. without medication)
- Cough
- Shortness of breath
- Nasal congestion/rhinorrhea (runny nose)
- Sore throat
- Nausea, vomiting, or diarrhea
- Fatigue
- New loss of taste/smell
- Headache
- Muscle or body aches
- Poor feeding or poor appetite

Absences:

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

If you report your child sick

- The attendance clerk will forward your child's name and information to our Health Office
- The Health Office staff will contact you to discuss symptoms and next steps

Tardies

- A student will be considered tardy if they arrive after all check-in is complete and the gates have been closed (arriving after 7:40 a.m.). If you arrive after this time, please check in at the office.

WHAT TO BRING TO SCHOOL EACH DAY

- We recommend a backpack that can hold Chromebook and all other items altogether. If this is not possible, a laptop bag and backpack is allowable.
- Chromebook (if determined by teacher)
- Chromebook charger (if determined by teacher)
- Headphones (if determined by teacher)
- Water bottle (labeled)
- Snack (optional)
- Lunch, if they don't plan on eating the provided free lunch made by cafeteria staff
- Hand sanitizer, optional
- Instructional materials that have been provided by teacher
- A jacket or sweater as windows and doors will be open at all times.

EATING ON CAMPUS (Breakfast, Lunch and Snack)

School meals will be available for ALL students at no cost for the entire 2022-23 SY. All meals must be eaten outside. All plans are subject to change based on availability of staffing.

Breakfast (REVISED)

- Grab & Go Non Perishable Breakfast: There will be a table near the yellow gate on Pacific Beach Drive at 7:15 AM available for students to grab as they head into the school at 7:30 AM when the gates open. Students will be able to eat the food from the breakfast bag that was grabbed during their morning recess

Lunch

- Ready-to-eat, hot lunch or a bagged lunch will be available for all students free of charge. Only one meal per student
- Students will come through the cafeteria to pick up their meals and then walk back to their outdoor eating space. PIN numbers will not be needed at this time

RECESS INFORMATION-

For the start of the 2022-23 school year, recess will be as follows:

- Each student will have two recess periods- a morning recess and lunch recess
- Teachers will communicate recess times with parents (See [bell schedule](#))
- Feel free to send a snack with your child for morning recess (students will also have breakfast items from the cafeteria as an option during morning recess)

BEFORE AND AFTER SCHOOL PROGRAMS

Before and after school options are provided by programs and vendors that partner with our school to offer options to families:

*On campus- *Clubs below will send flyers to school and flyers will be sent home*

- Prime Time: [PrimeTime - Crown Point Junior Music Academy \(sandiegounified.org\)](http://sandiegounified.org)
- Connect the World: <https://connect-world.org/>

****We are still working with programs and vendors to partner for this school year! Check our school website before/after school programs, as well as flyers from your child's backpack for information on afterschool clubs this school year.

COMMUNICATION

Most staff will share their preferred method of communication with you. Please note that response time to calls and emails is 24-48 hours for all staff members.

PARENT PORTAL

- Login to the PowerSchool [Parent Portal](#) to access your student's attendance record, State testing scores, and to view grades at the end of each grading period.
- Visit the [SDUSD Parent Portal](#) webpage for more information about setting up your Parent Portal account if you do not already have one

RETURNING FAMILIES - UPDATE YOUR CONTACT INFO IN THE PARENT PORTAL

Update your phone numbers, email addresses, and home address in the Parent Portal so we can contact you with important information, in the event of an emergency, and so that you receive important information from the District. You are also welcome to contact tnolte@sandi.net with updated contact information.

NEW FAMILIES - Please reach out to tnolte@sandi.net for your student's Access ID, Access Password and any Parent Portal questions.

COMMUNICATION STRUCTURES

Aside from teacher/parent communication, the following is in place at CPJMA:

- Weekly Family Sunday Update email with calendar updates and general school information
- Monthly Parent-Principal Chat. Dates will be scheduled in Parent-School Calendar
- Parent/Student Calendar: [CLICK HERE FOR CALENDAR](#)

HEALTH AND SAFETY

HEALTH AND SAFETY MITIGATIONS

- PPE- gloves, extra masks, hand sanitizer has been placed in every room
- Ventilation Mitigation
 - Windows and doors will remain open for air flow
 - All classrooms have air filtration mitigations with MERV 13 filters
 - AC/Heat runs at all times
 - Staff **are not required** to disclose whether or not they have chosen to be vaccinated to parents or community members
- For detailed information and/or questions concerning district health and safety mitigations: https://www.sandiegounified.org/covid-19_status

ILL STUDENTS ON CAMPUS

- If your student experiences any symptoms while at school, you will be required to come pick them up. Families will receive notification from the school health office or district nursing department regarding next steps.

COVID Update:

As the start of the new school year approaches, we want to update you on our COVID-19 mitigation strategies and safety protocols.

We know that COVID-19 is here to stay. We have entered into a new phase of this virus. And thanks to our entire San Diego Unified community and our collective efforts throughout the pandemic, we have accessible at-home testing, districtwide mitigation strategies, vaccinations for COVID-19, and therapeutics available for treatment. Because of this, San Diego Unified is able to adjust to changing conditions.

Due to this new phase, we do not anticipate district wide masking as we enter the new school year. This means that we will not require districtwide masking if San Diego County enters the high tier in the CDC COVID-19 community level. Instead, we will utilize our school site metrics and county data to determine whether masking is needed at each school.

In the event that we need to consider district wide masking, we will examine multiple measures that are reflective of school-based transmission, such as number of schools meeting individual site masking metrics, absences, and peer-reviewed studies. We will continue to make decisions in collaboration with our medical and science advisors. The health and safety of our students, staff, families and communities remain a top priority and we will enter the 2022-23 school

year with excitement, optimism and a joy for learning for each and every student and staff member.

In preparation for the new school year, San Diego Unified is committed to implementing the following safety procedures:

Masking

- Effective Monday, August 15, masks are strongly recommended (not required) for district employees, students and visitors.
- As we start the 2022-23 school year, indoor masking will be strongly recommended at all schools and workplaces. Masks will be available for those who desire to use them at every district site. It is strongly recommended that staff and students wear surgical masks or higher-level respirators (e.g., N95s, KN95s, KF94s).
 - During the school year, the district will follow a focused approach and decisions to require indoor masking at individual schools will be based on the following:
 - Within the past 14 days, at least three outbreaks have occurred in the school, AND more than 5% of the school population (students and staff) is infected. Individual schools will resume required masking indoors for a minimum of a 14-day period when this metric is reached.
 - As a school community, it is important to keep in mind the unique feelings and circumstances of each individual in their choice to continue wearing a mask or not. We fully support the decision of all students, families, and staff. Harassment or bullying of anyone based on this personal choice will not be tolerated.
 - San Diego Unified encourages each of our families to have a conversation with their student about respecting differences in others, including the difference of opinion, and our ability as humans to be kind and respect each other in spite of those differences.
 - Below are some great resources for staff and families to help students understand and ease fears and anxiety they may be experiencing:
 - [Coping with Anxiety as Mask Mandates Lift](#) (Michigan Health)
 - [How to Deal With Bullying Over Face Masks in School](#) (Boston Children's Hospital)

Testing

- The California Department of Public Health recommends that *"antigen tests be considered the primary option for detecting COVID-19 in schools, compared to PCR*

tests.” The antigen test provides rapid results for individuals who have virus levels that are high enough to transmit the virus. The PCR test has a high level of sensitivity and can pick up low levels of the virus both before and after infection. This may cause students to unnecessarily miss school with low levels of the virus despite being asymptomatic and not being a risk to transmit to others. Therefore, using antigen tests will help to ensure that every child has access to in-person learning while maintaining a safe school environment.

- Weekly asymptomatic COVID-19 testing will continue to be provided on a voluntary basis for students and staff at each school site. Student testing requires parental consent. Unvaccinated staff and volunteers will require weekly asymptomatic testing.
- Students who become symptomatic or ill while at school are required to wear a mask while being treated at the health office and waiting to be picked up by a parent/guardian
- To sign up for weekly testing, please click [here](#).
- For more COVID-19 testing locations, please check the district's [COVID-19 testing website](#).

ADMINISTERING MEDICATION AT SCHOOL

- Any pupil who is required to take medication, during the regular school day, must bring it to the school office. Medication prescribed by a licensed physician, and requested by the parent, will be assisted by the school nurse or other designated personnel at school. Parents desiring medication at school for their child must submit a [Physician's Recommendation for Medication](#) to the school, and must provide the medication clearly marked as follows: (1) name of pupil; (2) name of prescribing physician; (3) an identification number of the prescription container; (4) name of the pharmacy; and (5) the amount of the medication to be taken and time or times of the specific situation in which it must be taken. No injection may be given at school except by a registered school nurse.
- Children may not be given any kind of nonprescription medicine at school unless a physician's statement so indicates on a written form to the school or the parent has indicated such on the "Health Information Consent" form (orange card that will be sent home).
- While every effort is made to ensure students' safety, injuries and accidents may occur. Minor injuries will be treated at school. In the event of a more serious injury, parents will be notified and requested to come to the school to pick up the child. Emergency names and contact information of those who are legally empowered to take charge of an injured child in the event the parent cannot be reached must be on file for each child.
- Student Insurance is available at a minimal cost. You are strongly encouraged to avail yourselves of the economical student insurance, which is authorized by the Board of Education. CPJMA does not provide accident insurance to students and is not responsible to

its agents. Information about Student Insurance is included in the packet sent home the first day of school or can be requested from the school office.

MISCELLANEOUS

OFFICE HOURS & STAFF

Front Office Hours

- You can contact our front office at (858) 987-5500
- Our front office is open daily Monday through Friday from 7:00 am - 2:30 pm, and 7:00 am -12:30 pm on Wednesdays
- If you call our office and it goes to voicemail, that means we are assisting parents and students. Please leave a message and your call will be returned.

VOLUNTEERS and VISITORS

In order to comply with health and safety agreements, only "essential" visitors or volunteers will be on campus. Per district policy Site administrators will determine those deemed essential to the school program. The site administrator maintains the approval of and responsibility for visitors and volunteers as outlined in [Administrative Procedure 4595](#) and volunteers must follow the District [volunteer procedures](#).

- All volunteers **MUST** check in and out with the front office
- School visitors/ volunteers must follow the school's health and safety procedures such as signing-in, daily health check procedures and wearing the Visitor/ Volunteer badge at all times while on campus.
- Volunteers must complete the Volunteer application found on the district website and receive approval from the site administration prior to participating as a regular volunteer.

STUDENT DRESS CODE

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

BULLYING and INTIMIDATION PROHIBITION POLICY

https://sandiegounified.org/about/anti-bullying/bullying_and_intimidation_prohibition_policy

POSITIVE BEHAVIOR & SUPPORT

Our primary goal is for students to be safe at school as they move around the campus. Students are expected to be responsible and respectful. The following rules and expectations help make CPJMA safe for all students:

At CPJMA, we have 4 common school-wide rules: **Be Kind, Be Safe, Be Respectful, Be Responsible**

Expected Student Behaviors To and From School

Students are expected to act responsibly and respectfully at all times. Students will:

- Use the safest, most direct route without playing or stopping along the way to and from school.
- Cross streets only at crosswalks.
- Walk only on the sidewalks and respect community property along the way.
- Leave the grounds immediately after school and go directly home, unless participating in the Primetime program or other school activities. Meet sibling(s), parents, childcare providers or friends at a designated place. If a student is not picked up at the end of the day, the student must come to the school office to wait or have the office staff contact the parent or guardian. For their safety, students should not wait along the street if being picked up late.
- Do not play on the school grounds before or after school. This includes any of the playground equipment.

Expected Student Behaviors On School Grounds

- Walk quietly on the school grounds; do not run.
- Avoid conflicts with students. Ask for assistance from teachers, assistants or administrators whenever a problem arises to help solve problems peacefully.
- Play in the playground area assigned or approved by the teacher during recesses and PE times.
- Use restroom facilities with respect for property and other students and do not play in the restrooms.
- Do not chew gum unless authorized by staff personnel.
- Be respectful and polite; do not use profanity, name-calling, racial slurs, and/or verbal put-downs. Do not make inappropriate remarks about someone's body, sexual innuendos, or demonstrate touching or suggestive postures; these are all considered harassment. If you have a discrimination or sexual harassment complaint, contact a teacher or the administrator. Sexual harassment will not be tolerated.
- Gambling is not allowed at school. Students may not gamble with dice, playing cards, etc.
- Vandalism is considered a serious offense. Parents/guardians will be required to pay for damages resulting from vandalism.
- Animals are not allowed at school. **With the exception of our school counselor's service dog*
- Toys, cameras, iPods, electronic games, trading cards, etc., are not allowed at school.
- Valuable items are to be left at home.

- Cell phones may be used before and after school and are to remain off during the school day. Spreckels is not responsible for lost or damaged cell phones.

Expected Student Behaviors On the Playground

- Students are expected to walk to the playground.
- Follow directions the first time given.
- Play only on the playground or field. Students are not to play in the hallways or restrooms.
- Use equipment safely and properly incl not going up slide, refraining from running, playing tag or chase around equipment.
- Demonstrate good sportsmanship and abide by the decisions of the group or adult supervisor.
- Use school determined rules when playing games.
- Never throw or bounce balls against a building as it destroys the stucco and paint.
- At no time are students to be in a classroom without supervision.
- Refrain from throwing rocks, sand, or any other object not intended for throwing.
- Use proper language (no profanity or name-calling).
- Leave personal toys, games, video games, cameras, radios, and sports equipment at home; no toys are to be at school or in backpacks.
- Healthy snacks may be eaten in the lunch arbor or other tables on the playground (no gum or candy)
- Stop playing at the sound of the bell.
- Playground equipment is not to be taken home.

Expected Student Behaviors in the Restrooms

Students are expected to act responsibly and respectfully at all times. Students will:

- Keep restrooms neat and clean.
- Not write on the doors or other areas..
- Respect the privacy of others.
- Use quiet voices.
- Not play or eat in or around restrooms.

Expected Student Behaviors in the Cafeteria and Lunch Arbor

To help make lunch a safe and enjoyable time for students, please observe the following:

- Follow the adults' directions as you enter the lunch arbor and cafeteria.
- Be respectful of other students in the lunch line and at the salad bar.
- Sit at tables until you are dismissed by an adult. Stay in your seat at all times.
- You are responsible for cleaning up your table area and ground under your table before you are dismissed.
- Do not take other people's food.
- Use a quiet conversational voice to visit with those sitting at your table. Do not call out to adults or students at other tables.
- Remember your table manners.
- Students must wait to be dismissed by tables when students have finished eating and trash has been picked up.

- Students must walk to the playground and not run after being dismissed from the lunch arbor.
- Students must use the restroom and get a drink of water before the bell rings at the end of lunch.
- Snacks and lunch items brought from home should be within reason. Please send snack-sized items (no large size bags of chips, snacks, or candy).
- Students are to eat their own food items and not share due to dietary restrictions and food allergies.

Resolving Behavioral Challenges: A Framework

The Parent/Guardian's Role

Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for their children. The following points for parents may prove helpful:

- Instill in your child a sense of responsibility for what he/she says or does.
- Help your child understand the necessity of personal safety..
- Make sure you communicate with school personnel to learn necessary facts and expected behavior.
- Show love and respect for learning as a model for your children.
- **If a parent is in disagreement with a process or action in the classroom, we ask that you first speak with the teacher or staff member directly before bringing forth the concern to the principal. *Speaking to the teacher first, supports a strong communication loop and a relationship of trust and mutual respect between the teacher and parent.**

The Classroom Teacher's Role

The classroom teacher is responsible for establishing and maintaining a suitable learning environment and community whereby all students can learn. Parents/guardians will receive an explanation of the system for their child's classroom at the beginning of the school year. Each teacher will send home information about their classroom rules and procedures. We encourage all families to review these expectations with your child. We know that learning can be enhanced when students are engaged and when parents support their children in school. We strive at establishing and maintaining a close relationship between the home and school.

When an Issue Arises In the Classroom

- The teacher will employ the classroom community system which will include the use of various strategies and techniques to resolve the problem.
- If the problem continues, the teacher will contact the parent/guardian and collaborate on a plan to support the child.. A parent conference may be requested.
- If the problem persists, they may involve the counselor or principal for support.
- Parent conference meetings will be scheduled as needed and include various team members as needed. The team offers a forum where school support personnel, i.e.; counselor, teacher, administrator and parent/guardian, have a conference and collaborate extensively to support any issue that may arise..
- If the problem persists, other alternative disciplinary action may be taken following established district guidelines.

The School Counselor's Role

The district counselor is an integral part of supporting students at our school. The counselor's role is to act as student advocates who listen to problems, counsel children, and assists in resolving conflicts or problem behavior using district approved guidance strategies. A counselor will be on campus two days per week.

The Administrator's Role

Our school administrator is a partner in supporting students. If a challenging situation or behavior persists, the administrator may be called upon to support. Also, in rare cases of serious issues, such as the list below, the administrator will be contacted immediately.

1. Major physical harm or threatening to harm another student.
2. Possession of any firearms, knife, explosive or other dangerous objects.
3. Possession of drugs, drug paraphernalia, tobacco or alcohol.
4. Stealing, vandalism or damage to school property.

BICYCLE POLICY

The San Diego Police Department requests that only students in grades four and above ride bicycles to school. Although the school has designated the bike rack for students to park bicycles, the San Diego Unified School District is not responsible for theft, damage, or loss of use to any bicycle, equipment or article left in or around this area.

- All bicycles should have locks and licenses. Students are urged to secure their bicycles in an appropriate manner by using a quality lock and chain or other devices.
- We offer several bike racks available for bike storage.
- Helmets are required by California law. Students not wearing helmets may lose the privilege of parking a bike on school grounds. As defined in Vehicle Code Section 21212, any person under 18 years of age must wear a properly fitted and fastened helmet when riding a bicycle, scooter, skateboard, or when wearing in-line or roller skates. Helmets must also meet the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC).

CELL PHONES/SMART DEVICES

Students are permitted to use cell phones before and after school but not during the school day. Cell phones and other smart devices such as smart watches must be powered off and remain in the classroom cell phone box during the instructional day. CPJMA is not responsible for cell phones that are damaged, lost or stolen. If a student is found using a cell phone or smart device from home during the instructional day, it will be taken and parent/guardian will be notified by the teacher to pick it up.

ELECTRONIC DEVICES

CD players, Game Boys, MP3 Players, gaming devices etc. are not allowed at school. When children bring such items to school we are not responsible if they are lost, stolen or damaged.

LOST AND FOUND

Articles can usually be traced and returned if they are marked with the owner's full name. Sack lunches, lunch boxes and removable garments are most often lost and should be plainly labeled with first and last names. Please urge your child to report his/her loss to the teacher promptly. Children and parents are encouraged to check the "Lost and Found" cart by front office doors for lost articles. Unclaimed items are donated to community organizations.

FIELD TRIPS

Parents will be notified about field trips in advance and are asked to sign a permission slip. District policy will not allow the school to accept permission for field trips over the phone.

TECHNOLOGY

Every student Tk-5 will be issued a chromebook and charger for use at both home and school. Each child will use the same device for 3 years before a refresh. Proper care is critical to the maintenance and longevity of this learning tool.

- Any problems with the Chromebook will need to be handled by the Parent IT Department; please do not bring the Chromebook to the office to exchange. They will need to be exchanged through IT. More information found here: [Chromebook Technology Support](#). Phone number for IT: (619) 732-1400.
- Having chromebook issues? Check out these [Chromebook Troubleshooting Tips](#)

COMPUTER DISTRIBUTION-

As a 1:1 district, every child will have a laptop for use at school and home. Please note the following:

- All students returning to school from a SDUSD school will keep their laptop. Please have your child bring their laptop and charger on the first day of school.
- All 2nd grade students will get a laptop refresh. This will occur shortly after the start of the first week of school.
- All students new to the school district will receive a laptop after the start of the year and during the school day.
- Please DO NOT send personal devices to school with your child.
- Each child will keep their device for multiple years. It is critical to support your child in proper care and maintenance of their laptop.

RELEASE OF INFORMATION

- The school is not permitted to release information regarding students, including telephone numbers and addresses, to unauthorized persons, per the Family Educational Rights and Privacy Act.

WITHDRAWAL OF STUDENTS/TRANSFERS

If your student will be withdrawing from CPJMA including transferring to another San Diego Unified School, please notify the front office of your student's last day of attendance. We will prepare your student's transcripts and attendance records as needed. Please give us 48 hours of advance notice to prepare records.

EMERGENCY PREPAREDNESS

Regular drills are held throughout the year to enable students and staff to react to any emergency situation which might occur. Drills held are:

- Fire Drill
- Earthquake Drill
- Lockdown Drill
- Shelter in Place Drill

In the event of an earthquake or other disaster, the safety of all students is our primary concern. All gates will be secured. Families will be directed to pick up children at the reunion gate. Identification will be required. This will provide us the opportunity to account for all our children and to ensure that they are released to authorized adults only.

In the event of a school lock down procedure, for their safety, children may only be released from their classrooms at the direction of the San Diego Police Department.

Safety Plan

A site safety plan has been developed for CPJMA and all staff members receive continuous training in maintaining a safe and secure environment for students. Key components of this plan are as follows:

- Assessment of school crime and crime in the surrounding community
- Child abuse reporting procedure
- Disaster procedures (for both routine and emergency situations)
- Suspension and expulsion procedures
- Sexual harassment policy pursuant to the Ed. Code
- School wide dress policy
- Rules and procedures for school discipline to ensure a safe and orderly school environment
- Procedures to avoid or report any injuries or unsafe conditions to students or staff members

MUSIC PROGRAMS

All of our students participate in music instruction weekly, taught by our music education teacher. All students regularly participate in a grade level choir club. In addition, Suzuki Violin instruction is taught

weekly to all students. Parent participation of violin instruction for new students as well as TK/4 and K students is highly encouraged. More information regarding this will be forthcoming. We also offer after school music programs. The programs vary by grade, in the past we have had Guitar Music Club (3rd-5th), Recorder Club (3rd-5th). More information regarding the guidelines and requirements for each music program will be sent home throughout the school year.

STAYING CONNECTED/GETTING INVOLVED

CPJMA ELEMENTARY PTO

- [PTO Website](#)
- PTO Email:
cpjmusicacademy@gmail.com

CPJMA Whole Site Modernization Timeline / Updates - FYI

The date for Crown Point Junior Music Academy to begin the process for construction of our campus is tentatively set for Spring 2023. More information will be provided in the near future.