

Sacramento City Unified School District
Woodbine Elementary School



**STUDENT/PARENT
HANDBOOK
2018-2019**

2500 52nd Avenue
Sacramento, CA 95822
Phone: (916) 433-5358 Fax: (916) 433-5094

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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Olga Arellano-Simms, Instructional Assistant Superintendent

10 January 2019

Woodbine Elementary School General Information

Address: 2500 52nd Avenue, Sacramento, CA 95822

Phone: (916) 433-5358 Fax: (916) 433-5094

Office Hours: 8:00 a.m. - 4:00 p.m.

ASES: 3:07 - 6:00 PM

Principal:

Chase Tafoya, (916) 433-5358 , chase-tafoya@scusd.edu

Assistant Principal:

Krystle Andrews, (916) 433-5358, krystle-andrews@scusd.edu

Office Manager:

Mary Sandlin, (916) 433-5358 , mary-sandlin@scusd.edu

Student Support Center:

Adriana Rodríguez, (916) 433-5358, adriana-rodriguez@scusd.edu

Kelly Thompson, (916) 433-5358, kelly-thompson@scusd.edu

ASES Manager:

Charlene Ceballos, Charlene-Ceballos@scusd.edu or charlene@sccsc.org

Title IX

"The Sacramento City Unified School District is committed in all its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, sex, religion, color, national origin, disability, marital status, or age."

WOODBINE ELEMENTARY SCHOOL

Bell Schedule | 2018-2019T

Regular Day Schedule

	1st – 3rd	4th – 6th	Kinder
Class Begins	9:00	9:00	9:00
Morning Recess	10:45 – 11:00	11:05 – 11:15	
Lunch	12:00 – 12:45	12:35 – 1:15	11:40 – 12:25
Afternoon Recess	2:00 - 2:10		
Dismissal	3:07	3:07	2:00

Minimum Day Schedule

	1st – 3rd	4th – 6th	Kinder
Class Begins	9:00	9:00	9:00
Morning Recess	10:45 – 11:00	11:05 – 11:15	
Lunch	12:00 – 12:45	12:35 – 1:15	11:40 – 12:25
Dismissal	1:55	1:59	1:05

Collaborative Thursday Shortened Day Schedule

	1st – 3rd	4th – 6th	Kinder
Class Begins	9:00	9:00	9:00
Morning Recess	10:45 – 11:00	11:05 – 11:15	
Lunch	12:00 – 12:45	12:35 – 1:15	11:40 – 12:25
Dismissal	1:57	2:07	1:05

Holidays (No School)

Labor Day	September 3, 2018
Veteran’s Day	November 12, 2018
Thanksgiving Holidays	November 17 - 25, 2018
Winter Holidays	December 22, 2018 - January 6, 2019
Martin Luther King, Jr.	January 21, 2019
Lincoln Day Holiday	February 11, 2019
Washington Day	February 18, 2019
Spring Holidays	April 13 – 21, 2019
Memorial Day	May 27, 2019

Minimum Days

Parent-Teacher Conferences:
TBD

Last day of school: June 13, 2019

Mission Statement

Woodbine Elementary School is a small school with a very big vision; to be one of the best schools in the district! Woodbine has been supported for years by a community of caring families who value education. We are also fortunate to have a staff of skilled and dedicated teachers who deliver quality instruction to students every day.

Our program is structured around high expectations of all staff and students. Through the implementation of the Common Core Standards, Woodbine provides targeted English- Language Arts and Math instruction to meet all students' needs. We are proud of our students and their families for their dedication to education!

The diversity of Woodbine's enrollment and community makes us a culturally rich learning environment for all students. Family activities are scheduled each month to foster a strong parent/school relationship. ELAC and School Site Council meetings are held monthly. Our parent advocate supports families helping with attendance, uniforms and referrals to community resources. Students also have a variety of opportunities. ASES provides after school care, homework assistance and enrichment opportunities including sports and the arts. Teachers provide tutoring for struggling students.

The Woodbine Wildcats are a family of students, staff, parents and members of the community on a mission to achieve excellence. Woodbine students continue to achieve and succeed!

Opportunities for Parent and Community Engagement

Parent, family, and community involvement in education correlates with higher academic performance and school improvement. When schools, parents, families, and communities work together to support learning, students tend to earn higher grades, attend school more regularly, stay in school longer, and enroll in higher level programs.

At Woodbine, we welcome parents as partners. We believe students perform better and are more successful when their parents are actively engaged in their learning. We are committed to partnering with you as you guide and support your student.

Opportunities for Parental Involvement:

- Back to School Night
- Fall and Spring Parent/Teacher Conferences
- Book Fairs
- **Classroom Volunteers
- Family Curriculum Nights
- SIG/Title I/ELAC/PBIS Meetings
- English as a Second Language Classes
- Open House
- Sporting Events
- Awards Assemblies
- Coffee Chat
- Field Trips**

***Volunteer Packet must be submitted and approved by SCUSD.*

Ways to Support our Students

As parents, you can help support your children's education by working with the school and at home in the following ways and more:

- Visit our Youth and Family Resource Center
- See that your child is punctual and attends school regularly.
- Establish a time, place, and routine for homework and review it regularly.

- Check backpacks and student planners for school communication
- Read to your child daily.
- Regularly communicate with teachers/counselor about student's progress.
- Attend school-wide events or meetings (such as Open House, Back to School Night, Parent Teacher Conferences, Family Nights)

ATTENDANCE

One of the most important aspects of successful learning is regular, on-time –full-time attendance at school. A written note or phone call from a parent or guardian must accompany students when returning from any absence. The note or phone call to the school (433-5358) should include the dates and reason for the absence. Vacations must be scheduled during the summer. If the student is gone for over 10 days, the students will be dis-enrolled.

Truancy:

If a student has 3 or more unexcused absences, 3 tardies of 30 minutes or more, or a combination of both he/she is considered truant. SCUSD’s truancy program includes a partnership with the District Attorney, Sacramento Police, Juvenile Probation, City of Sacramento and several judges. The process involves letters sent home, a school site SART meeting and a district level SARB (Student Attendance Review Board) hearing. It is our goal to make sure every student has the opportunity to receive a quality education: therefore, we will do everything possible, prior to a hearing, to improve attendance. However, if attendance concerns continue the District is prepared to implement the SARB process to the fullest extent.

PLEASE NOTE THAT AN ABSENCE MAY STILL BE CONSIDERED UNEXCUSED EVEN THOUGH A PARENT CALL IS MADE.

California State Attendance Laws

California Education Code 48200 says that parents must see that their children attend school every day. Failure to keep students in school can result in the filing of a criminal complaint by the District Attorney’s Office. The California Education Code section 48291-48293 gives the District Attorney’s Office the power to prosecute “any person, guardian, or other person having control or change of any pupil who fails to comply with the compulsory full-time education requirements, unless excused or exempted”. Parents/Guardians must also be subject to prosecution under Penal Code Section 272.

Contributing to the Delinquency of a Minor

This section carries a penalty of a fine not to exceed \$2500.00 or imprisonment in the county jail for no more than one year. In addition, as a result of failure to attend school, your children, under the Welfare and Institution Code 601(b) could be made a ward of the court.

Excused Absences E.C. 46012

Excused absences are as follows: illness, quarantine, medical, dental, optometric services and funerals. Parents/guardians MUST write an excuse stating the reason for each absence.

Excused Absences:

- Verified illness of student.
- Quarantine of student under direction of health officer.
- Personal medical or dental appointment—Please bring note from doctor’s office.
- Attending funeral service of parent, sibling, grandparent, or any relative living in the immediate household of the child. (limited to 1 day in the state and 3 days out of state)

Unexcused Absences:

- Vacations
- Oversleeping
- Babysitting or taking care of other family members
- Personal reasons (missed bus, court, car trouble...)
- Waiting for service or repair people
- Attending a sporting event
- Shopping
- Going to a concert

Tardiness

School begins at 9:00 A.M. Students arriving late must go to the office to get a late pass. Students who do not get a late pass will be sent to the office to get one. If your child is late due to a medical or dental appointment, please bring the doctor's note to the school.

Early Dismissal –Please make doctor and other appointments after school.

During school hours no student shall leave the school premise without permission. Parents/guardians need to come to the office to sign-out a student that needs to leave school before dismissal time. Students will only be released to adults listed on the emergency card. Identification may be checked before a student is released to anyone the front office staff may not recognize. Telephone calls requesting an early dismissal for a student may be verified by another phone call. Students are encouraged to return to school after any dental/doctor appointments.

Our goal is to educate our children so that they reach their full potential. In order to achieve that goal, each child needs to be in school unless he/she is absent due to illness. An Early Dismissal interrupts your child's learning and the learning of the whole class. A record will be kept in the office of early dismissals.

- **IMPORTANT: The guardian must be listed on the emergency card and must come into the office to pick up the student. The guardian must have and present proper identification (driver's license, or I.D. card) for office staff in order to remove a student from campus.**

EMERGENCY INFORMATION CARDS

Every student is required to have a complete and up-to-date emergency card on file in the front office.

Any changes in phone numbers and addresses must be made with the office ASAP to be recorded on the emergency card. The card is critically important in the event of an emergency. Children will not be released to anyone not authorized on the emergency card. Students without an up-to-date emergency card on file will not be allowed to participate in field trips until an up-to-date card is on file.

State law requires every parent or guardian to fully complete and sign Emergency Information cards at the beginning of each school year. Should an emergency arise, the school staff will make every reasonable effort to contact the parent or guardian of the student. Parents are asked to sign the medical release statement. Without the medical release form and parent/guardian signature, doctors and hospitals can refuse to provide emergency treatment, even when school personnel accompany the student. If there is no telephone in the home, please list telephone numbers of neighbors/friends who can contact the parent/guardian. Please list additional family members or neighbors who may pick up your student due to illness or emergency.

ILLNESS AND INJURY

When a student is feeling sick, s/he will be sent to the office. Office staff will take the student's temperature and assess the problem. If a student has a temperature or has thrown up, s/he will be sent home. Office staff cannot treat toothaches, sore throats, or headaches.

Students injured will be brought to the Office where first aid will be performed. Parents will be notified about serious injuries.

MEDICATION

The administration of medication prescribed by a physician for a child during the school day may be done by designated school personnel under detailed instructions but only upon written request according to the California Education Code. A Medication Authorization form must be completed by the attending doctor and by the parent. The form includes: date, signature of both doctor and parent/guardian, name of student, name of medication, when it is to be administered, cutoff date and any side effects or reactions that may occur. The form must be renewed each year and/or when medication dosage has been changed.

The form will be kept with the medication in the office. The medication must be brought to school in the prescription container by the parent/guardian or student.

NO MEDICATION OF ANY KIND, WHETHER PRESCRIPTION OR OVER-THE-COUNTER, SUCH AS COUGH DROPS, IS ALLOWED TO BE BROUGHT BY A CHILD WITHOUT DOCTOR'S WRITTEN AUTHORIZATION.

ARRIVAL AND DISMISSAL PROCEDURES

In order to ensure the safety of our students, faculty, families, and community members, please follow the guidelines below during school days. The safety of your children is our goal, and to achieve this we need your support and understanding. Thank you!

52nd Avenue

- 52nd Avenue is the main drop-off and pick-up for students. Safety of students and adults is our main priority. There is no parking lot at Woodbine. This creates some challenges we must overcome.
- There is a "No Parking-Buses Only" zone in front of the school. Drive up next to the sidewalk up to the first sign and make the drop off. Pull out and allow other cars to do the same. Parking in this zone is prohibited at all times. **Please do not drive against traffic.**
- Please do not park in or block the driveways of residents.
- Please do not stop in the middle of the street to drop off children.
- To ensure the safety of our students, please escort your child across any street or avenue to the school.

Arrival

- **Students are NOT to arrive at school until 8:30 a.m.** There is no supervision until that time and the school cannot be responsible and ensure their safety.
- Free breakfast starts at 8:30 a.m. Students should not arrive at school before this time.
- Since there are no outside supervisors for students arriving at school before 8:50 a.m., all students need to go directly to the cafeteria and remain until dismissed.

- At 8:50 a.m. students will be dismissed from the cafeteria and allowed to play on the blacktop and play structure until the bell rings at 9:00 a.m.
- Kindergartners are to go straight to their classroom when dismissed from the cafeteria. They are not to be on the main playground.

Dismissal

- Teachers will walk their class to the blacktop for dismissal. Parents should wait at the blacktop for their children and not outside of the classrooms.
- Students are to leave the campus immediately after school unless they are in a classroom for tutoring, in the ASES program, or participating in a supervised after school program.
- There is no supervision after school for non-ASES students. Students in ASES are required to proceed directly to their meeting spot. There is no waiting on school grounds for siblings or friends.
- Students loitering on campus will be referred to the office.
- Kindergartners are to be picked up at 2:00 PM (1:05 PM on Thursdays)
- Please pick up your children on time. School faculty members are mandated reporters and may be required to notify the proper authorities or law enforcement if a student is persistently left unattended after school.

EXPECTATIONS FOR ADULTS ON CAMPUS

As per California Education Code:

44810.

(a) Every minor over 16 years of age or adult who is not a pupil of the school, including but not limited to any such minor or adult who is the parent or guardian of a pupil of the school, who comes upon any school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor.

All adults on campus are role models for our students. We ask that adults refrain from cursing, yelling, or intimidating any student, parent or staff member. Parents and guardians are never allowed to approach a student and speak with him/her regarding an incident at school, unless the parent or guardian is listed on that student's Emergency Card. In addition, when visiting the campus, we ask that visitors do not engage with students on the playground, visitors can wait in the office until recess is over. We ask that cell phones not be used in the presence of students, calls can be made outside of the gates.

SCHOOL CLIMATE

The goal of our behavior management system is to reduce negative behaviors in order to increase teaching and learning time, foster a healthy learning environment, and ensure student safety. At Woodbine, this is achieved through the use of a set of consistent rules with clear behavior expectations attached for each rule. These behavior expectations are taught and reinforced through Success Tickets. All staff at Woodbine model, clearly communicate, and positively reinforce school expectations. Students are responsible for knowing the consequences for negative behaviors. Woodbine administration and staff will issue interventions and consequences that are consistent, logical, and appropriate for the situation.

Teaching and supporting positive behavior is a priority.

School Rules:

- **Be Kind**
- **Be Safe**
- **Be Responsible**
- **Be Productive**
- **Be Respectful**

It is not enough for students to be told what the rules are. They need to be taught the behavior expectation for each rule. The behavior expectations change depending on where the student is. There are different behavior expectations for students on the playground than in the classroom. Teachers will teach these expectations in the appropriate environment i.e. cafeteria, library.

Woodbine Elementary Expectations for Student Behavior

List is not all inclusive. Other expectations may apply.

	Be Productive	Be Responsible	Be Kind	Be Safe
Playground	<ul style="list-style-type: none"> *Time for bathroom & drink *Walk purposefully to line order 	<ul style="list-style-type: none"> *Know and follow game rules *Take knee with bell *Take care of equipment 	<ul style="list-style-type: none"> *Kind words only *Encourage others *Take turns 	<ul style="list-style-type: none"> *Use equipment as taught at school *Hands & feet to self *Follow adult instruction *Resolve conflict appropriately
Cafeteria	<ul style="list-style-type: none"> * 1 time through line * Eat what you take *Eat first, conversation second 	<ul style="list-style-type: none"> *Acknowledge & follow adult instruction *Sit where assigned * Pick up your trash * Dump garbage and stack trays *Keep salad bar neat 	<ul style="list-style-type: none"> * Manners- please and thank-you *Kind words * Quite voices when in line and while eating 	<ul style="list-style-type: none"> *Sit properly *Hands & feet to self *Walk *No harm to anyone *Follow adult instruction
Restrooms	<ul style="list-style-type: none"> *Limit your time *Use only the products you need 	<ul style="list-style-type: none"> *Be neat *Graffiti free *Paper products in the trash 	<ul style="list-style-type: none"> *Respect privacy 	<ul style="list-style-type: none"> *Wash your hands * Hands to self *Follow adult instruction *Resolve conflict appropriately
Hallways	<ul style="list-style-type: none"> *Walk purposefully *Face forward *Limit your time 	<ul style="list-style-type: none"> *Stay on sidewalk *Leave poles alone *Single file lines 	<ul style="list-style-type: none"> * When <u>walking in line</u> students are to remain quiet (absolutely no talking) so other classes are not disturbed *Keep hands to self 	<ul style="list-style-type: none"> *Walk *Keep feet on ground *Follow adult instruction *Resolve conflict appropriately
Buses	<ul style="list-style-type: none"> *Quickly find seat 	<ul style="list-style-type: none"> *Follow bus rules *No food and drink *Keep bus clean 	<ul style="list-style-type: none"> *Quiet voice * Kind words 	<ul style="list-style-type: none"> *Stay seated *Hands & feet to self *Follow adult instruction *Resolve conflict appropriately

Library	*Work quietly *Stay on task * Use book sitters	*Take care of equipment *Re-shelve books you do not want *Stay in assigned area *Clean up your mess	*Quiet voices *Kind words	*Follow adult instruction *Walk *Push in chair *Feet and hands to self
Computer Lab	*Begin work promptly and remain on task *Log on and off when asked *Stay on assigned websites	*Follow adult instruction *Sit at assigned computer *Use equipment as taught *No changing of screens or settings *Replace headphones when finished *No food or drink	*Limit volume of computer *Quiet voices *Kind words *Touch only your keyboard and mouse	*Sit properly *Hands & feet to self *Walk *Push in chair *No harm to anyone *Don't touch any cords
Classroom	*Work quietly *Best effort *Follow adult instruction *Begin promptly & remain on task	*Take care of belongings & equipment *Wait quietly for your turn *Follow dress code *Use self-control *Co-operate	*Help others *Use kind & encouraging words *Share	*Sit properly *Hands & feet to self *Walk *Push in chair *No harm to anyone

The most effective way to improve behavior and climate in school is through prevention.

1. **Social Skills**—Teachers will use the Caring School Community curriculum to conduct class meetings as needed. This curriculum also develops community in the classroom and school-wide. Teachers also use Second Step to teach students about problem solving skills.
2. **Procedures**—Teachers will have clear, consistent classroom procedures that are taught and practiced. Examples include: lining up, passing in papers, talking to partners, moving to the carpet.

3. **Instruction**—Students who are engaged and invested in what is happening in the classroom are less likely to exhibit negative behavior.

SUCCESS TICKETS

Positive reinforcement is key to improving behaviors. Staff will hand out Success Tickets to students demonstrating positive behaviors. Students put their name and room number on the ticket, circle the rule(s) they followed. Every 5 tickets must be stapled together for organization and easy counting. Students may spend their tickets at the student store or save their tickets for higher priced items.

CITIZENSHIP STUDENT OF THE MONTH

Friday, September 28, 2018
Friday, October 26, 2018
Friday, November 16, 2018
Friday, December 21, 2018
Friday, January 25, 2019
Friday, February 22, 2019
Friday, March 29, 2019
Friday, April 26, 2019
Friday, May 31, 2019

Students of the Month (SOTM):

One student will be selected each month for outstanding/most improved in behavior using the Second Step themes.

- The student will receive a certificate and treat or prize during lunch.
- Principal will put a blank certificate in the teachers' box prior to SOTM day.
- There will be a designated SOTM table for picture taking and distribution of their treat.
- The SOTM will be first in line with the certificate, get school lunch, and then go to the SOTM table.

A punitive approach to behavior alone is not effective. Woodbine School believes that positive reinforcement, rigorous bell-to-bell academic learning, and participation in engaging activities are important in order to reduce student misconduct. Students will be guided to reflect on their misconduct or poor decision-making, and allowed to respond to some key questions:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done?
- In what way have they been affected?
- What do you think you need to do to make things right?

These questions help student process an incident of wrongdoing. They encourage empathy, accountability, expression of feelings and thoughts, and problem solving. (Restorative Works Learning Network)

REINFORCEMENT/CONSEQUENCES

BP 5144 states, “Discipline should be equitable, timely, consistent, fair, and developmentally appropriate and match the severity of the student’s misbehavior, while ensuring school safety.”

1. Verbal warning
2. Student reflection in classroom in a quiet area of the room
3. Time-out (10 minutes max)
4. Loss of recess and/or call home
5. Citation- to include the above interventions (is sent home for parent signature)
***3 citations=1 referral
6. Referral is also given for major behavior problem.

Students who get a referral will have to meet with the Principal, and may receive a logical consequence as response to the infraction.

Restroom Use:

Students are encouraged and expected to utilize recess, passing, and lunch periods to use the restroom. Restroom use during instructional time is for urgent use only.

School Property

Parents and/guardians are responsible for damages cause by their student before, during or after the school day. California Education Code 48909 states that any student who willfully cuts, defaces, or otherwise injures in any way property belonging to the school district is liable to suspension or expulsion and the parent or guardian shall be liable for all damage so caused the student. The parent or guardian shall be liable to a school district for all property belonging to the school district loaned to the student and not returned on demand. The liability of the parent or guardian shall also not exceed \$5000. The parent or guardian shall also be liable for the amount of any reward not exceeding \$2,000 pursuant to Section 53069.5 of the Government Code.

Ways to Support our Students

As parents, you can help support your children’s education by working with the school and at home in the following ways and more:

- Visit our Youth and Family Resource Center
- See that your child is punctual and attends school regularly.
- Establish a time, place, and routine for homework and review it regularly.
- Review and/or sign and return school communication.
- Regularly communicate with teachers/counselor about student’s progress.
- Attend school-wide events or meetings (such as Open House, Back to School Night, conferences with teachers)

WOODBINE CITATION

The Citation is a tool used to communicate with parents and to document student behavior. Citations will be used for student behavior at recess and in the classroom. Parents who are concerned about their child’s behavior or a citation received are encouraged to contact their child’s teacher or the school administration.

Woodbine Elementary School
BEHAVIOR CITATION

Name: _____ Grade: _____ Teacher/Room: _____

Issued by: _____ Date: _____ Time: _____

SITE OF OFFENSE: CLASSROOM YARD/HALL CAFETERIA OTHER

OFFENSE(S):

- | | | |
|--|---|--|
| <input type="checkbox"/> Name Calling | <input type="checkbox"/> Hitting | <input type="checkbox"/> Offensive Language |
| <input type="checkbox"/> Play Fighting | <input type="checkbox"/> Leaving Without Permission | <input type="checkbox"/> Willful Defiance |
| <input type="checkbox"/> Disruptive Behavior | <input type="checkbox"/> Property Damage | <input type="checkbox"/> Unsafe Behavior |
| <input type="checkbox"/> Offensive Gesture | <input type="checkbox"/> Food, Candy, Gum | <input type="checkbox"/> Instigation of Negative Behaviors |
| <input type="checkbox"/> Littering/Spitting | <input type="checkbox"/> Other: _____ | |

DESCRIPTION OF INCIDENT: _____

INTERVENTIONS/ACTIONS BY TEACHER:

- | | |
|---|---|
| <input type="checkbox"/> conference with student | <input type="checkbox"/> phone conference with parent/guardian |
| <input type="checkbox"/> warning issued | <input type="checkbox"/> SST Referral |
| <input type="checkbox"/> change setting, time-out class or buddy room | <input type="checkbox"/> written communication to parent/guardian |
| <input type="checkbox"/> Access referral | <input type="checkbox"/> other intervention _____ |

PARENT/GUARDIAN SIGNATURE REQUIRED: _____

DATE: _____

***3 citations=1 principal referral**

WHITE- PARENT

YELLOW-PRINCIPAL

PINK-TEACHER

WOODBINE REFERRAL

The Referral is a tool used to communicate with parents and to document student behavior. The referral can be given to a student after 3 citations or immediately after major behaviors. A student who receives a referral will need to meet with the principal. The referral will be entered on Infinite Campus, and the parents will be notified.

Woodbine Elementary School
Behavior Referral

Name: _____ Grade: _____ Teacher/Room: _____

Issued by: _____ Date: _____ Time: _____

SITE OF OFFENSE: CLASSROOM YARD/HALL CAFETERIA OTHER

OFFENSE(S):

- Name Calling Hitting to Cause Intentional Injury Offensive Language
- Fighting Leaving Without Permission Harassment
- Disruptive Behavior Property Damage Defiance
- Theft Weapon 3 Citations
- Substance Abuse Other: _____

DESCRIPTION OF INCIDENT: _____

INTERVENTIONS/ACTIONS BY TEACHER PRIOR TO REFERRAL:

- Conference with student Phone conference with parent/guardian
- Warning issued SST Referral
- Change setting, time-out class or buddy room Written communication to parent/guardian
- Access referral
- Other intervention _____



STUDENT SEEN BY: _____ DATE: _____ TIME: _____

ACTION TAKEN BY PRINCIPAL:

- Conference with student
- Loss of recess for _____ days AM Lunch PM Date(s): _____
- In house suspension for _____ days Date(s): _____
- Suspension for _____ days Date(s): _____
- Student/teacher/parent/administrator conference Date(s): _____ Time: _____
- Community Service
- Other: _____

IF CHECKED, A SIGNATURE IS REQUIRED

<input type="checkbox"/> STUDENT: _____	DATE: _____
<input type="checkbox"/> PRINCIPAL: _____	DATE: _____
<input type="checkbox"/> TEACHER: _____	DATE: _____
<input type="checkbox"/> PARENT: _____	DATE: _____

WHITE- PARENT

YELLOW-PRINCIPAL

PINK-TEACHER

BULLYING

Definition of Bullying

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories: physical, emotional, and verbal. Bullying behaviors may include, but are not limited to, intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, rumors, false accusations, hazing, social isolation, and cyber-bullying.

Bullying is:

- Intent to do harm
- Repeated over time
- Imbalance of power

Staff Awareness/Action

Staff will engage in the following activities and actions in order to prevent bullying and maintain a safe environment for students:

- Closely supervise children in all areas of the school and playground
- Monitor for signs of bullying
- Address bullying when it happens
- Model appropriate behavior for students
- Teach specific social skills to facilitate positive student communication and problem solving
- Additionally, the school will follow all SCUSD regulations and Education Code guidelines in order to prevent bullying.

Reporting

Staff, students, parents and others are required to report bullying.

- The Report of Suspected Bullying Form will be completed to document bullying behavior when bullying is observed or reported by students, parents or others
- The completed form is immediately given to the designated site administrator
- The designated site administrator investigates the allegations

PLAYGROUND RULES AND GUIDELINES

Play fighting is not allowed on any area of campus. Play fights can sometimes lead to an actual fight.

Boundaries

- Students may play on the blacktop within the yellow line. Students may not play in the hallways or past room 17.
- Students may play on the soccer field but not the grass area south of or behind room 24.
- Students may play on the field that has the baseball diamond.
- Students should not hang on or climb trees.
- When the field is wet, it is closed.

Drinking Fountains

- Wait in line
- Take turns
- No splashing water
- No drinks are allowed after the bell has rung.

Bathrooms

- Walk in and out of the bathrooms at all times
- Do not play in or around the bathroom area.
- Students are not allowed in the bathrooms after the bell rings
- Bathrooms next to room 24 are for intermediate students only.

Lining Up

- Freeze and take a knee when the bell rings.
- Walk purposefully to the line when the whistle is blown.
- No bouncing or throwing balls
- Line up in line order facing forward
- When walking in line students are to remain quiet (absolutely no talking) so other classes are not disturbed

Tetherball: Please follow these rules in order to ensure that all students are provided an equal opportunity to enjoy tetherball.

- Line up outside the circle.
- Only two players are inside the circle during play.
- The ball should be hit with the palm of the hand to start play.
- Each player must stay on his/her own side
- No touching the rope or flinging the ball to put it in play.
- No 'chancies' or rules that allow for additional opportunities.
- If there is a disagreement, students waiting to play are the judges and determine who is out
- When the bell rings, no more touching of the ball, get out of the circle and take a knee.

Kickball

- Play only in grass area
- Pick teams fairly and take turns.
- To get a runner out students should tag the base and not throw the ball at the runner.
- Students not playing kickball should stay away from kickball area.

Four Square:

- Once the ball is served, players hit the ball into another square.
- No catching the ball.
- A player is out when
 - The ball goes out of bounds
 - The ball bounces more than once in a square
 - The ball is hit without bouncing in the square first
- No double taps (bouncing the ball in your hands before hitting)
- No cherry bombs (slamming the ball)

Kickback

- Only in the grass area

- Four-square or soccer balls only – no basketballs
- No switching sides
- Use kind, encouraging words
- No tackling
- Students not playing must stay out of the game

Jump Ropes

Jump ropes must be used appropriately or yard duty will confiscate them.

Students should not play:

- Tug-of-war
- “Air” helicopter or any other game where the rope is swung overhead.

Main Play Structure

- Students should slide down the slide
- Balls can only be kicked on the grass fields
- No gymnastics activities, flipping or cartwheels
- No walking up or down the slide
- One way on the monkey bars
- Hang under the bars – not on top of the bars
- No “cherry drops”
- No laying down or jumping on the bridge
- No throwing wood chips
- When the bell rings, students get off the equipment, out of the bark box and take a knee.

*****Students not following the rules will be asked to leave playground area**.***

Basketball Courts

- Students should share courts. They may have to play half court if there are too many students.
- Follow all basketball rules
- Observe court boundaries
- No back court press
- When the bell rings, students hold the ball and take a knee or the basketball will be taken.

Soccer Field

- Students should play safely, not using hands to touch other students.
- Students should honor the soccer field boundaries.
- Students who are not playing soccer should not be on the soccer field.
- When the bell rings, students take a knee.

Unsafe Games

Some games are unsafe or cause too many conflicts and are not allowed at Woodbine. These games may only be played as a part of an organized activity through PE or ASES and are supervised by an adult:

- Tag or chasing games
- Dodgeball
- Football

DISMISSAL PROCEDURE

Teachers will walk their students in orderly lines to the blacktop for dismissal. Parents should wait for their students on the blacktop area or the by one of the school gates. Students needing to use their cell phones can use them once outside of the gates.

CAFETERIA RULES AND PROCEDURES

All Woodbine students are eligible for free breakfast and lunch. Students must be in a quiet line when entering the cafeteria. They stop at the door and wait for direction. Once directed, they proceed through the lunch line and to the assigned table.

Students must sit in the order in which they entered. Students are to remain seated until dismissed. They may talk quietly to the students they are seated near. Students who are having trouble following the rules may be moved to an empty table.

Students are dismissed one row at a time. They must check the table and floor for garbage before they are dismissed. Once dismissed, they throw away their garbage, stack their tray and walk out to the yard.

Student Expectations

Be Productive	Be Responsible	Be Kind	Be Safe
* 1 time through line * Eat what you take *Eat first, conversation second	*Follow adult instruction *Sit where assigned * Pick up your trash * Dump garbage and stack trays *Keep salad bar neat	* Manners- please and thank-you *Kind words * Quite voices when in line and while eating	*Sit properly *Hands & feet to self *Walk *No harm to anyone

Breakfast

All students arriving to school before 8:50 a.m. must go to the Cafeteria. Students either go through the line to get their breakfast and sit in the assigned area or sit at the back two tables and wait for dismissal. Students are to find a place to sit and remain there until dismissed.

Woodbine Wellness Policy

Students are encouraged to eat healthy meals and snacks. Students may not bring unhealthy or messy foods to school that interfere with their ability to focus. Examples: candy, cookies, sugary drinks, Hot Cheetos, Takis. If a student is found in possession of food that causes a distraction, is messy, or impedes learning, it will be confiscated by administration and returned at the end of the school day. Should a problem persist, parents will be notified and asked to pick-up confiscated items.

FOODS AND BEVERAGES IN THE CLASSROOM

In order to maintain a healthy environment, ensure that students eat healthy food in accordance with the site and district Wellness Policies, and prevent students with food allergies from consuming a potentially harmful ingredient, **Woodbine Elementary DOES NOT permit parents or community members to distribute foods in the classroom for student special events, birthdays, celebrations, etc. Birthday cakes, cupcakes and juices will not be distributed in class.**

If a parent would like to come to school for a special event for their child, they need to come during non-instructional time (lunch/recess). Parents may only bring foods or beverages for their children, or students of whom they are listed as a school contact. The school will provide a designated supervised area during lunch/recess for parents to visit their children at lunch/recess. Parents should provide at least 24 hours notice to the office. We appreciate your support for our Wellness Policy, maximizing our instructional time, and ensuring that all students are safe and healthy from possible food allergies.

Personal Fund Raising

Personal fund raising by students is prohibited on campus. This includes the sale of candy, cookies, and personal items for outside organizations or non-school sponsored activities.

Gum, Candy, Sunflower Seeds, and Soda

Gum, candy, sunflower seeds, energy drinks and soda **ARE NOT** to be brought onto, chewed, or eaten on campus. If you wish to send a beverage with lunch, milk, juice, or water is recommended. The only exception to this rule occurs when “treats” are supplied or permitted by the teacher or PTA. In this case, the treats are eaten under teacher/parent supervision, and it is expected that all wrappers, etc. will be disposed of properly. Students may not have aluminum cans or glass bottles on campus.

Cafeteria Information

The authorizing legislation and program regulations clearly intend that meals reimbursed under Federal and State Nutrition Programs be served and consumed by the enrolled child under direct supervision by a District employee during regular school hours as part of the program, on school or school related premises.

Therefore, school lunches may not be taken off site, nor can adults, guardians or siblings eat food off of the enrolled student’s tray.

CELL PHONES, ELECTRONIC EQUIPMENT & PERSONAL ITEMS

The school will not be responsible for lost, damaged or stolen electronic equipment or personal items brought to school from home. While cell phones may be brought to school, they **may NOT interfere with the instructional process.** Cell phones and other electronic items are to remain off and out of sight (in backpacks) at all times while on campus. Students may use cell phones or other electronic devices only when instructed by a school authority in the event of a dire emergency. **The Front Office will not hold student cell phones or electronic devices unless the device was confiscated for inappropriate use.**

If a staff member sees or hears a cell phone or electronic device during instructional time, recess, or any other time on campus, the student's phone/electronic device will be immediately confiscated and turned in to the office.

- **First Offense:** Student may pick up the phone from the principal after school.
- **Second Offense:** Parent must come to school to collect the phone.
- **Third Offense:** Student will no longer be allowed to bring a cell phone to school or will have to turn it into the Office daily.

Please be aware that calling your student during the school day puts him or her at risk of disciplinary action. If you need to reach your child during the school day, please call (916) 433-5358

BICYCLES, SKATEBOARDS, SCOOTERS, SKATESHOES, AND ROLLERBLADES

Students must walk their bicycles at all times while on campus. All bikes must be parked and secured to the bike racks. It is highly recommended that students use a bike lock when securing bikes on the rack

Skateboards, scooters, skateshoes, and rollerblades are not allowed on school grounds during, after or at any school events. Violation of this rule will result in the removal of the equipment and require a parent to pick it up.

GUIDELINES FOR DRESS CODE

Woodbine wants to:

- Create a safer school and enhance the learning environment.
- Fosters student achievement and positive behavior amongst students.
- Provides a sense of community within the school.

Students are expected to dress neatly and appropriately. Students out of dress code can borrow clothing for the day from the Parent Resource Room. Parents needing assistance acquiring pants or shirts can make an appointment with our Parent Advisor.

Students will:

- Wear shoes at all times.
 - Sandals, flip-flops, skateshoes, open-toed shoes are **NOT** acceptable.
 - **MUST** have appropriate shoes for recess and physical education activities.
- Keep clothing, jewelry, and body free of writing, pictures, or any insignia that is crude, profane, gang-related, sexually suggestive, advocates racial, ethnic or religious prejudice, or any drugs or alcohol.
- **NOT** wear perfume or make up.
- Wear hats or other head coverings only when they are outside.
 - Ball caps are not allowed at school
 - Hats and hoods will be taken off when students enter any Woodbine building.
 - After first warning, hat will be taken away until the end of the day.

- Keep their pants from sagging.
 - Pants are to be secured around the waist and overalls are to be properly fastened.
 - If students forget to wear a belt, yarn will be provided.
- Wear clothes that are appropriate for school.
 - Undergarments **MUST** be sufficiently concealed at all times.
 - Jeans cannot be ripped above the knee.
 - See-through or fishnet fabrics, halter tops, off-the-shoulder tops, low-cut tops, spaghetti straps, short crop tops, tube tops, and tank tops are prohibited. **SHIRTS MUST COVER STUDENTS' SHOULDERS.**
 - Shorts and skirts **MUST** be at least to students' mid-thigh or lower.

Unacceptable:

- Tank tops or midriff tops
- Plaid or button shirts worn over white top
- Baggy/saggy pants or shorts, bicycle pants/shorts
- Open-toed shoes—Flip-flops or other sandals

Students violating the dress code will need to call home and have appropriate clothes brought to them or will be referred to the Parent Resource Room to borrow a uniform for the day.

HOMEWORK

The purpose of homework is the continued practice of a skill taught during the day. Homework should consist of work the student can complete independently. Most teachers use Student Planners to inform parents of daily homework. If your child is having difficulty completing homework independently, please contact your child's teacher.

TEXTBOOKS

Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)

Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904)

Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.

Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.

All textbooks must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, and transcripts until restitution is made or an

agreement is reached with the site administration. (CA Education Code 48904). The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

TECHNOLOGY

Rules for Use of Computers and Computer Networks

Please note that when any faculty member assigns a student a specific device number, he/she must only use this device. Using unassigned devices is prohibited.

When you use school computers, you agree to:

- Follow the directions of teachers and school staff.
- Abide by the rules of the school and school district.
- Obey the rules of any computer network you access.
- Be considerate and respectful of other users.
- Use school computers for school-related education and research only.
- Not to use school computers and networks for personal or commercial activities (gaming or Email).
- Not change any settings, software or documents (except documents you create).
- Not download any programs unless instructed by teacher.

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

- If you do not follow the rules, you will lose your computer privileges, and could face other disciplinary action.

Do not produce, distribute, access, use, or store information, which is:

- Unlawful
- Private or confidential
- Copyright protected
- Harmful, threatening, abusive, or denigrates others
- Obscene, pornographic, or contains inappropriate language
- Interferes with or disrupts the work of others
- Causes congestion or damage to systems

Protect your password

- Do not allow anyone else to use your password and do not use anyone else's password

SUBSTANCE-FREE CAMPUS

Woodbine Elementary School is an alcohol, tobacco, and drug free campus. No student or adult is allowed to use these substances at any time on any part of the school campus. We want to keep our campus free of these substances as a positive example to our students.

Any student, who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol on school property shall be referred to the behavior hearing office for

possible expulsion and be reported to the appropriate law enforcement agencies for possible legal action.

CLASSROOM INTERRUPTIONS

- Make all appointments for after school.
- To minimize phone calls during instruction, make arrangements with your child about changes in pick-up or walking home before school. Parents phone calls **Will Not** be transferred to the classroom. Parents may leave a message with office staff for a student and the message will be delivered at an appropriate time.
- Birthdays
 - Balloons will not be delivered to the classrooms because they create a distraction to the learning environment.

VISITORS

Woodbine encourages parents / guardians and interested members of the community to visit the school and view the educational program. **In order to ensure the safety of our students and staff no one is allowed to go directly to the classroom without signing in at the office first.** All visitors will be issued a badge that identifies them as a guest at our school. Please be sure to sign out when leaving the campus.

To ensure minimum interruption of the instructional program:

- Visits during school hours should be first arranged with the teacher and principal.
- If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To ensure the safety of students and staff and avoid potential disruptions:

- All visitors shall register immediately upon entering any school building or grounds when school is in session.
- All visitors must sign in at the school office where an identification badge will be provided. A valid ID must also be presented if requesting access to student information or a specific student.
- Please be aware that youth under the age of 18 are not permitted to be on campus without an adult
- **Only service dogs are permitted. All other pets are prohibited from the school grounds.**

We appreciate your adherence to these procedures and contributing to the safety and welfare of our students.

Volunteers on Campus



Volunteer Services

Rules and Regulations

Below is a summary of Administrative Regulation (AR 1240) and School Board Policy (BP 1240) that are relevant to SCUSD volunteers.

SCHOOL VOLUNTEERS

Parents, guardians, and community members are encouraged and welcomed to volunteer at Woodbine Elementary School. To volunteer, interested persons will need to complete the following steps:

1. Fill out a Volunteer Registration form, Contact Reference form, and Reference Release form,
2. Obtain a referral form from the school office personnel to get a free T.B. skin test,
3. Return T.B. skin test results to the school. The T.B. skin test results must be negative.

Who are considered volunteers?

A volunteer is a parent, community member or other adult who assists at a school site or program on a regular semi-regular basis. Also parents who observe or visit their child at school on a routine basis and stay more than 15 minutes each time are considered volunteers. **Authorized** parents / guardians are not prohibited from visiting their child's classroom or school campus if that visit is in compliance with Board policy, school rules and applicable law. A parent picking up their child from school or occasionally observing or visiting their child's school is NOT considered a volunteer.

Volunteer Categories & Requirements: Volunteer work WILL NOT begin until school receives clearance

Level I - OFF CAMPUS VOLUNTEERS – NO DIRECT SUPERVISION

Activities may include: Telephoning other parents / correcting papers at home / performing off campus work, etc.

Requirements: Complete a volunteer registration form only (retrieve from front office), sign in at office daily once cleared

Level II - VOLUNTEERS UNDER DIRECT SUPERVISION **

Activities may include: these volunteers are under the immediate supervision & direction of certificated personnel & are not allowed to be left alone with students outside the presence

(visibility) of a certificated employee. Instructional or office aids/small group assistance/special projects/meal assistance/classroom help, etc.

Requirements: Complete a Volunteer Registration form, Sex Offender clearance form (SOC1) and TB test (retrieve from front office), sign in at office daily once cleared

Level III - VOLUNTEERS NOT UNDER DIRECT SUPERVISION, WITH POSSIBLE UNSUPERVISED CONTACT W/STUDENTS

Activities may include: these volunteers may or may not remain under the immediate supervision & direction of certificated personnel & are allowed to be left alone with students outside the presence (visibility) of a certificated employee. **One-on-one tutoring / chaperoning field trips / transporting students in private vehicle/special projects, etc.**

Requirements: Complete a Volunteer Registration form, Fingerprinting & Criminal Record Clearance form (BC1), TB test, [and volunteer personal automobile use form if transporting students (RSK-F106E)] (retrieve from front office), sign in at office daily once cleared

Exclusion of Volunteers:

- Any person who is required to register as a sex offender shall not serve as a volunteer
- Any person who has been convicted of a serious or violent felony shall not serve as a volunteer
- Also, any person arrested for a serious or violent crime shall not serve as a volunteer in a child care or child development program. For any other conviction, the Superintendent or designee has the discretion to deny volunteer service depending on the nature of the conviction as it relates to the volunteer's duties

Expectations for Adult Behavior

Any adult behavior that interferes with the discipline, good conduct and lawful performance of school activities may result in a withdrawal of consent to be on campus, for 14 days, in accordance with California Penal Code Section 626.4(a) (enclosed).

California Education Code considers the following to be misdemeanor offenses:

- Willful disturbance of any public school or any public school meeting. California Education Code Section 32210.
- Willful interference with the discipline, good order, lawful conduct, or administration of any school class or activity of the school with the intent to disrupt, obstruct or to inflict damage to property. California Education Code Section 44810.
- Conduct which disrupts classwork or extracurricular activity or involves substantial disorder. Education Code Section 44811.

Any behavior that creates a disruption of classroom or school activities, or disturbance of any school employee, may result in a misdemeanor and subject the perpetrator to arrest. In addition, the District will consider further lawful proceedings, such as obtaining a temporary restraining order and other civil action to maintain safety and order on campus. The District will seek reimbursement for attorney costs the courts may impose.

WOODBINE ELEMENTARY SCHOOL PARENT & STUDENT HANDBOOK

This handbook is designed to provide general and specific information. Please read its contents carefully. This handbook is not to be construed as complete; its contents may change as time goes by.

I have read and discussed the Woodbine Handbook with my son/daughter. We are aware of, and agree to follow, the behavior expectations of Woodbine Elementary School.

Print Student's Name

Student Signature

Parent/Guardian Signature

Room Number

Date

Please sign and return this page to your son/daughter's teacher.