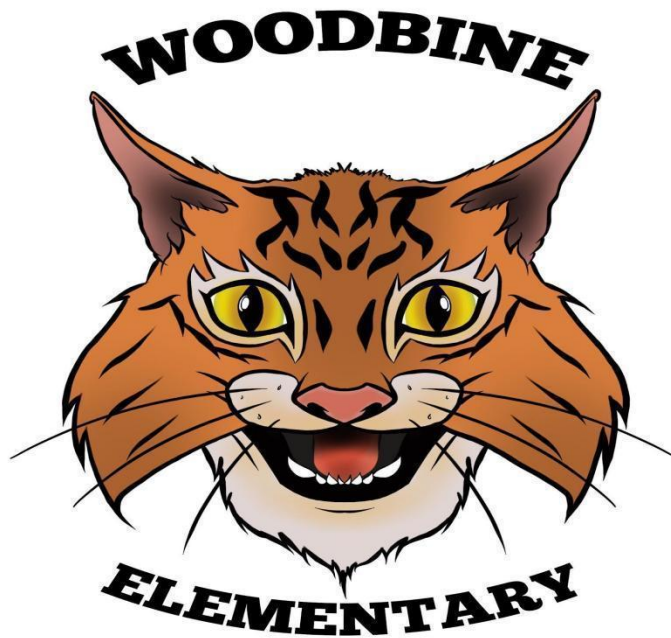


Sacramento City Unified School District  
**Woodbine Elementary School**



**STUDENT/PARENT/Staff  
HANDBOOK  
2023-2024**

2500 52<sup>nd</sup> Avenue

Sacramento, CA 95822

Phone: (916) 395-4910 Fax: (916) 433-5094

website: <http://woodbine.scusd.edu/>

Find us on facebook:

<https://www.facebook.com/WoodbineElementary>

# **SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

## **Board of Education**

Lavinia Grace Phillips, Area 7

Christina Pritchett, Area 3

Jamee Villa, Area 4

Tara Jeanei, Area 1

Jasjit Singh, Area 2

Taylor Kayatta, Area 6

Chinua Rhodes, President, Area 5

Blaze McGee, Student Board Member

Contact the Board Office at (916) 643-9314 or via the [BOE webform](#)

## **Sacramento City Unified School District: Executive Cabinet**

Interim Superintendent Lisa Allen

Interim, Mary Hardin Young

TBA, Chief Information Officer

Cancy McArn, Chief Human Resources Officer

Rose Ramos, Chief Business Officer

April Shaffo, Instructional Assistant Superintendent

## **Woodbine Elementary School General Information**

**Address:** 2500 52<sup>nd</sup> Avenue, Sacramento, CA 95822

**Phone:** (916) 395-4910 Fax: (916) 433-5094

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

**ASES:** 2:00 - 5:30 PM

**WEBSITE:** <http://woodbine.scusd.edu/>

**FACEBOOK PAGE:** <https://www.facebook.com/WoodbineElementary>

### **Principal:**

Stuart Bushnell, (916) 395-4910 ext. 250011 [stuart-bushnell@scusd.edu](mailto:stuart-bushnell@scusd.edu)

### **Office Manager:**

Monica Morales, (916) 395-4910 | [monica-morales@scusd.edu](mailto:monica-morales@scusd.edu)

### **Student Support Center:**

Emily Herr, (916) 395-4913, [emily-herr@scusd.edu](mailto:emily-herr@scusd.edu)

Keby Reese , (916) 395-4913, [keby-reese@scusd.edu](mailto:keby-reese@scusd.edu)

### **ASES Manager:**

Angel Velazquez, (916) 818-7635 [angel-velazquez@scusd.edu](mailto:angel-velazquez@scusd.edu)

## **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 | 2023-2024

#### Regular Day Schedule

	1 <sup>st</sup> – 3 <sup>rd</sup>	4 <sup>th</sup> – 6 <sup>th</sup>	TK/Kinder (AM)
Class Begins	9:00	9:00	9:00
Morning Recess	10:45 – 11:00	11:05 – 11:15	10:10 - 10:20
Lunch + Recess	12:00 – 12:45	12:35 – 1:15	11:15 – 11:45
Afternoon Recess	2:00 - 2:10		11:45 - 12:00
Dismissal	3:07	3:07	12:50

#### Minimum Day Schedule

	1 <sup>st</sup> – 3 <sup>rd</sup>	4 <sup>th</sup> – 6 <sup>th</sup>	TK/Kinder
Class Begins	9:00	9:00	9:00
Morning Recess	10:45 – 11:00	11:05 – 11:15	10:10 - 10:20
Lunch + Recess	12:00 – 12:45	12:35 – 1:15	11:15 – 12:00
Dismissal	1:55	1:59	12:50

#### Collaborative Thursday Shortened Day Schedule

	1 <sup>st</sup> – 3 <sup>rd</sup>	4 <sup>th</sup> – 6 <sup>th</sup>	TK/Kinder
Class Begins	9:00	9:00	9:00
Morning Recess	10:45 – 11:00	11:05 – 11:15	10:10 - 10:20
Lunch + Recess	12:00 – 12:45	12:35 – 1:15	11:15 – 12:00
Dismissal	1:57	2:07	12:50

#### No School on the following dates

##### **FIRST TRIMESTER 60 Teaching Days**

**FIRST DAY OF INSTRUCTION..... Thursday, August 31, 2023**

**Labor Day Holiday..... Monday,**

**September 4, 2023 Veterans' Day Holiday**

**..... Friday, November 10, 2023**

**Thanksgiving Holidays... Saturday, November 18, 2023 through Sunday, Nov. 26, 2023**

**FIRST TRIMESTER ENDS.....Friday,**

**December 1, 2023**

##### **SECOND TRIMESTER 62 Teaching Days**

**SCHOOLS REOPEN FOR SECOND TRIMESTER ..... Monday, December 4, 2023**

**Winter Holidays ..... Saturday, December 23, 2023 through Sunday, January 7, 2024**

**Martin Luther King, Jr. Day Holiday ..... Monday, January 15, 2024**

**Lincoln's Day Holiday ..... Monday, February 12, 2024**

**President's (Washington's) Day Holiday ..... Monday, February 19, 2024**  
**SECOND TRIMESTER ENDS ..... Friday, March 15, 2024**  
**THIRD TRIMESTER 58 Teaching Days**  
**SCHOOLS REOPEN FOR THIRD TRIMESTER ..... Monday, March 18, 2024**  
**Spring Holidays ..... Saturday, March 23, 2024 through Sunday, March 31, 2024**  
**Memorial Holiday ..... Monday, May 27, 2024**  
**Last Day of Instruction ..... Thursday, June 13, 2024**  
**THIRD TRIMESTER ENDS ..... Thursday, June 13, 2024**  
**Elementary Parent-Teacher Conferences and Reports and Records Days**  
**Parent-Teacher Conferences 6 days: November 13, 2023 - December 15, 2023**  
**5 days: March 4, 2024 - April 5, 2024**  
**Reports and Records 3 days: December 1, 2023; March 15, 2024 & June 13, 2024**  
**Non-instructional Teacher Work Days: June 14, 2024**

**Last day of school: June 13, 2024**

## **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 students.

### **Opportunities for Parental Involvement:**

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

*\*\*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:

- Visit our Student Support 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 about student's progress.
- Attend school-wide events or meetings (such as Open House, Back to School Night, Parent Teacher Conferences, Family Night)

### **CITIZENSHIP STUDENT OF THE MONTH**

- |             |  |
|-------------|--|
| ● September | Listening and Following Directions                       |
| ● October   | Being Respectful   |
| ● November  | Empathy-Feeling and understanding how others are feeling |
| ● December  | Compassion-Caring and helping others                     |
| ● January   | Use Self Talk to Do Something Positive                   |
| ● February  | Solving Problems Appropriately in the Class              |
| ● March     | Solving Problems Appropriately in the School             |
| ● April     | Being Assertive Friday,                                  |
| ● May       | Using Compliments  |

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.

## **SOCIAL AND RACIAL JUSTICE STATEMENT and RESOURCES**

Woodbine Elementary is wholeheartedly dedicated to being part of racial and social justice efforts in our society, community, and schools to improve student outcomes, ensure equity, and promote safety and social-emotional well being for all students. We recognize, value, respect, and honor the diversity of students. This means we will continue to evaluate our practices, monitor our outcomes, and listen to our students, parents, staff, and stakeholders to make certain all Woodbine students are valued, cared for, and succeed academically and socially-emotionally. We recognize that racism affects the lived experiences of Black, Indigenous, and People of Color; this we will work diligently to be part of anti-racist practices that uplift all of our students and community. Our collective SCUSD Equity & Access Guiding Principle is: *All students are given an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options.* Our responsibility and vision is to support all students in achieving this goal. Please find additional resources from our district webpage :

<https://www.scusd.edu/race-and-social-justice>

## **SCHOOL CLIMATE**

**Woodbine Elementary uses Positive Behavior Interventions and Supports (PBIS) to support student behavior. PBIS is an evidence-based framework and the goal of our school-wide behavior management system is to acknowledge positive behaviors in order to increase teaching and learning time, foster a healthy learning environment, and ensure student safety.** This is achieved through the use of explicit lesson plans that teachers begin using at the start of the school year. Each day, students are taught specific school rules from the behavior matrix. All staff at Woodbine model, communicate positively, and reinforce the behavior expectations using specific guidelines outlined in PBIS. Behavior expectations are also reinforced through R.O.A.R Tickets. Woodbine administration and staff will issue interventions and consequences that are consistent, fair, logical and appropriate for each situation.

### **WoodbineWildcats R.O.A.R**

**Respect Self and Others**

**Offer Kindness**

**Always Safe**

**Resolve Problems**

**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, (916) 395-4910, 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 ESP 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 students under direction of health officer.
- Personal medical or dental appointment—Please bring a note from the doctor's office.
- Attending the 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  | • Personal reasons (missed bus, court, car trouble...) |
| • Oversleeping                                       | • Waiting for service or repair people                 |
| • Babysitting or taking care of other family members | • 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 school premises 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!

### **52<sup>nd</sup> Avenue**

- 52<sup>nd</sup> 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

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This is achieved through the use of explicit lesson plans that teachers begin using at the start of the school year. Each day, students are taught specific school rules from the behavior matrix. All staff at Woodbine model, communicate positively, and reinforce the behavior expectations using specific guidelines outlined in PBIS. Behavior expectations are also reinforced through R.O.A.R Tickets. Woodbine administration and staff will issue interventions and consequences that are consistent, fair, logical and appropriate for each situation.

### **Woodbine Wildcats R.O.A.R**

**Respect Self and Others**

**Offer Kindness**

**Always Safe**

**Resolve Problems**

### **R.O.A.R Tickets and PBIS Friday Monthly Incentives**

Positive Behavior Interventions and Supports (PBIS) is a school-wide approach to supporting positive student behavior. When students are caught doing a PAW-SOME job, a staff member may issue a R.O.A.R ticket for following the school rules. Students are to write their name and room number on the ticket and the staff member will check which rule(s) were followed. Students may spend their tickets at the student store. In addition, each month, we will celebrate students who did not receive any citations, referrals or suspensions. Students meeting the criteria will be invited to attend a monthly incentive party.

Suspended due to Covid 19

<b>Month</b>	<b>Incentive Party</b>	<b>Date</b>
September	TBA	TBA
October	TBA	TBA
November	TBA	TBA
December	TBA	TBA
January	TBA	TBA
February	TBA	TBA
March	TBA	TBA
April	TBA	TBA

May	TBA	TBA
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## WOODBINE SCHOOL RULES

AREA/SETTING	RESPECT SELF AND OTHERS	OFFER KINDNESS	ALWAYS SAFE	RESOLVE PROBLEMS
<b>Hallways and Transitions</b>	I will: <ul style="list-style-type: none"> <li>use walking feet and use a Level 1 or Level 2 voice</li> <li>keep my hands, feet, and objects to myself</li> <li>follow adult directions</li> </ul>	I will: <ul style="list-style-type: none"> <li>use positive words when talking to others</li> <li>give personal space to others</li> </ul>	I will: <ul style="list-style-type: none"> <li>walk in a straight line facing forward</li> <li>be aware of my surroundings and avoid walking through red door circles</li> <li>have my pass visible when walking</li> </ul>	I will: <ul style="list-style-type: none"> <li>be productive and return to my destination promptly</li> <li>seek adult help when needed</li> <li>think before I act</li> </ul>
<b>Playground and Recess</b>	I will: <ul style="list-style-type: none"> <li>know and follow all game rules</li> <li>follow adult directions</li> <li>take care of the playground equipment</li> <li>stop playing when the bell rings and walk purposefully to my line</li> <li>practice good sportsmanship</li> </ul>	I will: <ul style="list-style-type: none"> <li>include everyone</li> <li>use positive words when talking to others</li> <li>take turns</li> <li>offer help to others</li> </ul>	I will: <ul style="list-style-type: none"> <li>walk on the blacktop</li> <li>keep my hands, feet, and objects to myself</li> <li>use playground equipment appropriately</li> <li>get permission to leave the playground/blacktop</li> <li>only kick/throw the ball on the grass</li> </ul>	I will: <ul style="list-style-type: none"> <li>use kind words to resolve problems</li> <li>use rock/ paper/ scissors to solve disagreements</li> <li>seek adult help when needed</li> <li>think before I act</li> </ul>
<b>Library</b>	I will: <ul style="list-style-type: none"> <li>treat all library materials with care</li> <li>work using a Level 1 or Level 2 voice</li> <li>return books on time</li> <li>follow adult directions</li> </ul>	I will: <ul style="list-style-type: none"> <li>be considerate of others</li> <li>use blue shelf markers to save book's spot on the shelf</li> </ul>	I will: <ul style="list-style-type: none"> <li>maintain personal safety</li> <li>ask for help if I cannot reach a book</li> <li>enter/exit in an orderly manner using a Level 1 voice</li> </ul>	I will: <ul style="list-style-type: none"> <li>use my time wisely</li> <li>keep my hands, feet, and objects to myself</li> <li>seek adult help when needed</li> </ul>

<b>Computers</b>	I will: <ul style="list-style-type: none"> <li>treat all computer and technology materials with care</li> <li>be productive</li> <li>use assigned equipment only</li> <li>follow adult directions</li> </ul>	I will: <ul style="list-style-type: none"> <li>work using a Level 1 or Level 2 voice</li> <li>use positive words when talking to others</li> </ul>	I will: <ul style="list-style-type: none"> <li>only use assigned websites and programs</li> <li>protect my password</li> <li>think before I act</li> </ul>	I will: <ul style="list-style-type: none"> <li>keep my hands, feet, and objects to myself</li> <li>keep food and drinks away from equipment</li> <li>seek adult help when needed</li> </ul>
<b>Restrooms</b>	I will: <ul style="list-style-type: none"> <li>respect others' privacy</li> <li>keep the restroom clean</li> <li>only use what I need</li> </ul>	I will: <ul style="list-style-type: none"> <li>use the toilet quickly and quietly</li> <li>flush the toilet</li> </ul>	I will: <ul style="list-style-type: none"> <li>wash my hands</li> <li>keep my hands, feet, and objects to myself</li> <li>follow adult directions</li> </ul>	I will: <ul style="list-style-type: none"> <li>take care of my business and return to my destination promptly</li> <li>seek adult help when needed</li> <li>think before I act</li> </ul>
<b>Cafeteria</b>	I will: <ul style="list-style-type: none"> <li>use a Level 2 or Level 3 voice and keep the Voice Meter on green</li> <li>throw away all of my garbage and stack trays</li> <li>follow adult directions</li> </ul>	I will: <ul style="list-style-type: none"> <li>use kind words and manners</li> <li>leave my area clean</li> <li>enter/exit in an orderly manner using a Level 1 or Level 2 voice</li> </ul>	I will: <ul style="list-style-type: none"> <li>keep all food to myself</li> <li>sit appropriately at my designated table</li> <li>walk when dismissed</li> </ul>	I will: <ul style="list-style-type: none"> <li>raise my hand and wait for adult assistance</li> <li>seek adult help when needed</li> <li>think before I act</li> </ul>
<b>Office</b>	I will: <ul style="list-style-type: none"> <li>immediately check in with office staff and present my pass</li> <li>use a Level 1 or Level 2 voice when waiting</li> <li>respect the work environment</li> <li>follow adult directions</li> </ul>	I will: <ul style="list-style-type: none"> <li>patiently wait until it's my turn to speak to someone</li> <li>use positive words when talking</li> </ul>	I will: <ul style="list-style-type: none"> <li>stay seated</li> <li>promptly return to my destination</li> </ul>	I will: <ul style="list-style-type: none"> <li>seek adult help when needed</li> <li>think before I act</li> </ul>
<b>Nurse</b>	I will: <ul style="list-style-type: none"> <li>immediately check in with the office with my pass</li> <li>follow adult directions</li> <li>use my Level 2 voice</li> <li>sit quietly and wait for the nurse</li> </ul>	I will: <ul style="list-style-type: none"> <li>listen to adult directions</li> <li>use positive words when talking to others</li> </ul>	I will: <ul style="list-style-type: none"> <li>be productive and return to my destination promptly</li> <li>keep my hands, feet, and objects to myself</li> </ul>	I will: <ul style="list-style-type: none"> <li>seek adult help when needed</li> <li>think before I act</li> </ul>
<b>Arrival and Dismissal</b>	I will: <ul style="list-style-type: none"> <li>follow adult directions</li> <li>go to the office and get a tardy slip when I arrive late</li> <li>use a Level 2 voice when patiently waiting</li> </ul>	I will: <ul style="list-style-type: none"> <li>keep my phone powered off while on campus</li> <li>use positive language</li> </ul>	I will: <ul style="list-style-type: none"> <li>walk directly to my destination</li> <li>wait safely in the designated area using a Level 2 or Level 3 voice</li> <li>walk my "wheels" when on campus</li> </ul>	I will: <ul style="list-style-type: none"> <li>seek adult help when needed</li> <li>think before I act</li> </ul>

			be aware of cars, my surroundings, and wait for the crossing guard	
<b>Buses</b>	I will: • use a Level 2 voice • follow adult directions and all bus rules • stand in line in the designated area	I will: • use positive words when talking to others	I will: • keep hands, feet and objects to myself • stay seated and face forward	I will: • seek adult help when needed • think before I act
<b>Assembly (indoor/outdoor)</b>	I will: • listen attentively and raise my hand to participate • follow adult directions	I will: • enter/exit in an orderly manner using a Level 1 voice • applaud respectfully and with gratitude • be considerate of others around me	I will: • stay with my class • respond immediately to attention signals • keep hands, feet, and objects to myself	I will: • seek adult help when needed • think before I act
<b>AREA/SETTING</b>	<b>RESPECT SELF AND OTHERS</b>	<b>OFFERS KINDNESS</b>	<b>ALWAYS SAFE</b>	<b>RESOLVES PROBLEMS</b>

**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.

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 students 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/Buddy Class (15 minutes max)
4. Phone call home
5. ROAR’minder
6. Referral is also given for major behavior problems.

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. If your child has a medical need, please inform the teacher as soon as possible.

### **School Property**

Parents and guardians are responsible for damages caused 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 caused by the student. The parent or guardian shall be liable to the 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.

## **WOODBINE ROAR’minder**

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

### **‘PAWS AND REFLECT’ SHEET**



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Room: \_\_\_\_\_

### Woodbine PBIS Think Sheet

**Check-in:** Circle the emotion/ emoji for how you feel right now



Happy



Sad



Okay



Mad



Frustrated/ Irritated



Cool



Scared



Nervous



Silly



Tired

1) Complete the table

What school expectation(s) did you not meet?	Where were you?	How are you expected to <b>ROAR</b> in this location?
<input type="checkbox"/> <b>R</b> – respect self and others <input type="checkbox"/> <b>O</b> – offer kindness <input type="checkbox"/> <b>A</b> – always safe <input type="checkbox"/> <b>R</b> – resolve problems	<input type="checkbox"/> cafeteria <input type="checkbox"/> hallway <input type="checkbox"/> playground/ <input type="checkbox"/> blacktop <input type="checkbox"/> classroom <input type="checkbox"/> bathroom <input type="checkbox"/> office <input type="checkbox"/> library <input type="checkbox"/> before/after school <input type="checkbox"/> field <input type="checkbox"/> PE <input type="checkbox"/> ASES <input type="checkbox"/> other	<i>(you can look at the PBIS handbook for more information)</i> <input type="checkbox"/> Speak in a Level _____ voice <input type="checkbox"/> Seek adult _____ if I have a problem <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

2. What happened? (you can use the back of this paper if you need more space)

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3. Who did you hurt or harm?

☐ myself  
☐ my parents  
☐ other students/ peers

☐ Woodbine staff  
☐ my teacher  
☐ other: \_\_\_\_\_

4. Next time I will ... (what will you do differently?)

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5. What should happen because I did not meet this expectation:

- A. Alternative Recess/ meeting at lunch
- B. Have a meeting with your teacher (you and your teacher)
- C. Have a meeting with your teacher and your parents (you, your teacher, and parents)
- D. Do community service around the school
- E. Mediation/ Harm Circle with other students
- F. Make an apology
- G. Other: \_\_\_\_\_

## 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 SWIS Referral Form

Respect self and others | Offer kindness | Always safe | Resolve problems

Name: _____ Date: _____ Time: _____ Grade:    K    1    2    3    4    5    6 Referring Staff: _____	<b>Location</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Restroom</div> <div style="width: 50%;"><input type="checkbox"/> Off-Campus</div> <div style="width: 50%;"><input type="checkbox"/> Bus</div> <div style="width: 50%;"><input type="checkbox"/> Bus Loading Zone</div> <div style="width: 50%;"><input type="checkbox"/> Library</div> <div style="width: 50%;"><input type="checkbox"/> Office</div> <div style="width: 50%;"><input type="checkbox"/> Cafeteria</div> <div style="width: 50%;"><input type="checkbox"/> Playground</div> <div style="width: 50%;"><input type="checkbox"/> Classroom</div> <div style="width: 50%;"><input type="checkbox"/> Special Event/ Assembly/Field Trip</div> <div style="width: 50%;"><input type="checkbox"/> Hallway</div> <div style="width: 50%;"><input type="checkbox"/> Other Location: _____</div> </div>
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<b>Did the student receive a ROAR'minder?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>How many ROAR'minders were given?</b> _____		
<b>Minor Problem Behavior</b> <b>Repeated minor problem: _____ )</b> <input type="checkbox"/> Defiance/Insubordination/ Non- Compliance <input type="checkbox"/> Disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Physical Contact <input type="checkbox"/> Property Misuse <input type="checkbox"/> Technology Violation <input type="checkbox"/> Other: _____ _____	<b>Major Problem Behavior</b> <b>(Repeated minor problem: _____ )</b> <input type="checkbox"/> Defiance/Insubordination/ Non- Compliance <input type="checkbox"/> Disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Abusive/Inappropriate Language <input type="checkbox"/> Fighting <input type="checkbox"/> Bullying <input type="checkbox"/> Harassment <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Other: _____ _____	<b>Perceived Motivation</b> <b>(Check One in Obtain/Avoid)</b>  <b>Obtain:</b> <input type="checkbox"/> Adult Attention <input type="checkbox"/> Items/Activities <input type="checkbox"/> Peer Attention  <b>Avoid:</b> <input type="checkbox"/> Adult(s) <input type="checkbox"/> Peer(s) <input type="checkbox"/> Tasks/Activities
<b>Action Taken</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Alternative Placement (Time: _____ minutes/hours)</div> <div style="width: 50%;"><input type="checkbox"/> In-School Suspension ( _____ hours/days)</div> <div style="width: 50%;"><input type="checkbox"/> Out-of-School Suspension ( _____ hours/days)</div> <div style="width: 50%;"><input type="checkbox"/> Conference with Student</div> <div style="width: 50%;"><input type="checkbox"/> Parent/Guardian Contact</div> <div style="width: 50%;"><input type="checkbox"/> Community Service</div> <div style="width: 50%;"><input type="checkbox"/> Action Pending</div> <div style="width: 50%;"><input type="checkbox"/> Loss of Privilege(s): _____</div> <div style="width: 50%;"><input type="checkbox"/> Other Action Taken (Administrative Decision)</div> <div style="width: 50%;"><input type="checkbox"/> Completed a Paws and Reflect</div> </div>		
<b>Others Involved</b>	<input type="checkbox"/> None <input type="checkbox"/> Peers	<input type="checkbox"/> Teacher <input type="checkbox"/> Staff <input type="checkbox"/> Other: _____ <input type="checkbox"/> Substitute
<b>Other Comments:</b> _____ _____ _____ _____		
<b>RECEIVED BY:</b> _____ <b>DATE:</b> _____		<b>Parent/Guardian Contact:</b> <b>Time:</b> _____ <b>Date:</b> _____

## BULLYING

August 2023

**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 should not hang on or climb trees.
- When the field is wet, it is closed.

### **Drinking Fountains**

- Wait in line
- Take turns
- Water stays in your mouth

### **Restrooms**

- Restrooms next to room 24 are for intermediate students (grades 4-6) only.
- Restrooms next to room 7 are for primary students (grades 1-3) only.

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

- Play at your grade level court
- 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
- If you hold the ball, rope and/or the pole, you are out
- If there is a disagreement, use rock, paper, scissors
- When the bell rings, step outside of the tetherball court

### **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 the 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:
  - A player catches the ball
  - 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
  - There is a double taps (bouncing the ball in your hands before hitting)
  - There is a cherry bombs (slamming the ball)

### **Kickback**

- Only in the grass area
- Four-square or soccer balls only – no basketballs

- Stay on your team
- Use kind, encouraging words
- Keep hands to yourself
- Students not playing must stay out of the game

### **Jump Ropes**

- Students can only jump with ropes
- May jump by yourself
- With longer ropes, you can play with others

### **Main Play Structure**

- Students should slide down the slide and not walk up or down the slide
- Recess equipment stays out of the play structure
- Gymnastics activities, flipping or cartwheels are not allowed
- One way on the monkey bars
- Hang under the bars – not on top of the bars, two hands must be on the bars
- Walk on the bridge only
- When the bell rings, students get off the equipment and walk to the outside of the box

***\*\*Students not following the rules will be asked to leave the 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 stop and hold the ball

### **Soccer Field**

- Students should play safely, keeping hands to yourself.
- Students should honor the soccer field boundaries.
- Students who are not playing soccer should not be on the soccer field.

### **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**

All classes, including P.E, will walk their students in a line to their line dots on the blacktop. Parents should wait for their students on the blacktop area or by one of the school gates.

Students needing to use their cell phones can power them on after being dismissed by his/her teacher. During COVID Parents are asked to wait for students outside the main gate in front of the school.

## CAFETERIA RULES AND PROCEDURES

All Woodbine students are eligible for free breakfast and lunch. When entering the cafeteria, students should use a Level 2 voice. They stop at the door and wait for directions. Once directed, they proceed through the lunch line and to the assigned table.

Students sit at their assigned table and 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. For more on cafeteria rules, please see the PBIS school rules matrix.

### **Breakfast**

All students arriving at school before 8:50 a.m. must go to the Cafeteria. ***Please remember the gates open at 8:30 and there is no supervision before then.*** Students either go through the line to get their breakfast and sit in the assigned area or those not eating, sit at designated tables. Students are to find a place to sit and remain there until dismissed.

### **Food and Beverages**

**Woodbine Elementary adheres to the District's Wellness Policy** in order to maintain a healthy environment, ensure that students eat healthy food in accordance with the Competitive Foods regulations, and prevent students with food allergies from consuming a potentially harmful ingredient. **Per Sacramento City Unified School District's Wellness Policy (BP 5030), sugary drinks and treats (i.e. cupcakes, cakes, juices, candy, gum, energy drinks, hot Cheetos, Takis) are not permitted and will not be distributed in classrooms for student special events, birthdays, celebrations, etc.** 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. We encourage students to bring reusable water bottles so that he/she may stay hydrated throughout the day.

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. For more information on the wellness policy, please visit <https://www.scusd.edu/district-wellness-committee>

### **Personal FundRaising**

Personal fundraising 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 by administration 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:** Students may pick up the phone from the principal after school.
- **Second Offense:** Parents must come to school to collect the phone.
- **Third Offense:** Students 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) 395-4910.***

## **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, skate shoes, 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 safe school and enhance the learning environment.
- Foster student achievement and positive behavior amongst students.
- Provide 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. Shoes need to cover toes and heels.
- 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.
- Wear hats or other head coverings only when they are outside.
- Wear pants and shorts appropriately. Belts and/or string will be provided when needed.
- Wear shirts that cover undergarments. Rule of thumb, if an arm is raised and the stomach shows, the shirt is too short. Straps should be thick enough to cover undergarments
- Wear jeans with no holes above knee and mid-length dresses, skirts and shorts

***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**

Homework is given at the discretion of the grade level team. Research suggests that students spend about 10-20 minutes on homework in first grade, 20 minutes in 2nd grade and 10 minutes added for each grade level. Homework should consist of work the student can complete independently. Most teachers use Student Planners to inform parents of daily homework, please review Student Planners daily. 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 the teacher.

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

- Students who do not follow the rules, may lose 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 other 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

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#### **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

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**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 vehicles/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.

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The Sacramento City Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator:

Stephan Brown – 5735 47th Avenue, Sacramento CA, 95824; 916.643.9425; [stephan-brown@scusd.edu](mailto:stephan-brown@scusd.edu). For employment-related questions or complaints, contact Human Resource Services: Cancy McArn – Chief Human Resources Officer – 5735 47th Avenue, Sacramento CA, 95824; 916.643.7474; [cancy-mcarn@scusd.edu](mailto:cancy-mcarn@scusd.edu). Section 504 Coordinator: Victoria Flores, Director, 5735 47th Avenue, Sacramento CA, 95824, 916.643.9412, [Victoria-Flores@scusd.edu](mailto:Victoria-Flores@scusd.edu).

[Non-Discrimination Policy Contacts](#)

## **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.

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Print Student's Name

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Student Signature

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Parent/Guardian Signature

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Room Number

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Date

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