

# O. W. Erlewine Elementary School

Do Your Best! Reach Your Goal!

## 2017–2018 PARENT & STUDENT HANDBOOK



### O. W. Erlewine Elementary School

2441 Stansberry Way  
Sacramento, CA 95826  
Phone: 916-395-4660

[www.erlewine.scusd.edu](http://www.erlewine.scusd.edu)

*Terry Smith, Principal  
Stephanie Ehrk, Office Manager  
Melissa Fletcher, Clerk II*

# Table of Contents

Vision & Mission Statement .....	1
Daily Schedule .....	2
School Calendar Summary .....	3
Arrivals, Departures & Safety .....	4-6
Arrival	
Departures	
Auto Drop-Off/Pick-Up	
Bicycles/Scooters/Skateboards	
Walking	
Bus Riders	
Safety	
Attendance Policy/Procedures .....	6-8
Tardies	
Early Dismissals & Appointments	
Independent Study Contracts.....	8
Transferring to Another School. ....	8
Classroom Interruptions .....	8
Messages & Deliveries.....	9
Classroom & School Visitations .....	9
Volunteers & Chaperones .....	9
Field Trips .....	10
Health .....	10-12
Illness or Injury	
Medications in School	
Asthma	
Head Lice	
Emergency Cards	
School Insurance	
Custody Disputes	
Mandatory Reporting to Child Protective Services	
Cafeteria Services & Snacks.....	12
Cafeteria	
Cafeteria Rules	
Recess Snacks	
Special Programs.....	12-13
General Academic Program	
PE	
GATE & High Achievers	
Library	
Technology	
Student Council	
Student Support Services & Special Education.....	14
Homework Policy .....	15
Academic Assessments .....	15-16
Classroom Assessments	
District Assessments	
State Assessments	
Reporting Student Progress.....	16-17
Common Core-Based Report Cards	
Family conferences/Report Cards	
Progress Reports/Deficiency Notices	
Student Records	
Back To School Night	

Open House	
Promotion/Retention Policy .....	17
Textbooks .....	18
Telephone Use .....	19
Cell Phones	
Office Telephones	
Climate for Learning.....	19
Behavior Referrals .....	19-27
Buddy Time Out	
Suspension	
California Laws-Ed Code	
Discipline Policy	
Sexual Harassment Policy .....	28
Problem-Resolution Guidelines.....	28
School Emergency Procedures.....	29
Lost & Found /PTA Clothers Closet .....	30
Family Participation.....	30-31
PTA	

## **O.W. Erlewine Mission Statement**

We, the community of O.W. Erlewine School, will create an environment where students and adults come together cooperatively to strive for academic achievement and social-emotional growth. We will encourage responsibility, self-respect, and collaboration so that students will achieve success today and in the future.

## **O.W. Erlewine School Vision**

- The students, staff, families, and the larger community of O.W. Erlewine School are committed to working harmoniously, in a spirit of mutual trust, collaboration, and shared decision-making to pursue excellence in education.
  
- Our students will become college and career ready through a positive and safe learning environment which emphasizes:
  - students learning by doing hands on activities
  - project based/thematic instruction learning
  - developing critical thinking skills
  - collaboration with other students and the teacher
  - collaboration between teachers
  - extended learning and enrichment activities beyond the school day
  - the state of the art technology
  - the use of a unique one acre outdoor learning environment
  
- We are committed to creating a school that values and embraces academic achievement and strives for students to reach their full potential.

**O.W. ERLEWINE SCHOOL**  
**DAILY CLASS SCHEDULE 2017-2018**



**REGULAR DAY SCHEDULE**

**BREAKFAST:** 7:30 AM - 7:55.....ALL STUDENTS

**KINDERGARTEN:** 8:00 AM - 11:20 . . . . . MORNING KINDERGARTEN

**PRIMARY:** 8:00 AM . . . . . CLASS BEGINS  
 (GR. 1, 2, & 3) 10:10 AM - 10:20 AM . . . . . RECESS  
 1:47 PM . . . . . CLASS DISMISSAL

**INTERMEDIATE:** 8:00 AM . . . . . CLASS BEGINS  
 (GR. 4, 5, & 6) 10:00-10:10AM . . . . . RECESS  
 2:07 PM . . . . . CLASS DISMISSAL

**LUNCH:**

ROOMS: 15	11:15 – 11:55
ROOMS: 1 & 2	11:25 A.M.
ROOMS: 3 & 4	11:15 – 11:55
ROOMS: 5, 7, & 9	11:35 - 12:15
ROOMS: 6, 10 & 14	11:55 - 12:35
ROOMS: 11, 12 & 16	12:15 - 12:55

**THURSDAY SHORTENED DAY SCHEDULE**

KINDERGARTEN . . . . . **NO CHANGE**  
 ALL PRIMARY STUDENTS . . . . . 8:00 AM- 12:47 PM  
 ALL INTERMEDIATE STUDENTS . . . . . 8:00 AM - 1:07 PM

**PARENT/TEACHER CONFERENCE DAY SCHEDULE**

KINDERGARTEN . . . . . **NO CHANGE**  
 PRIMARY . . . . . 8:00 AM - 12:05 PM  
 INTERMEDIATE . . . . . 8:00 AM - 12:19 PM

BELLSCH.

# 2017–2018 Elementary School Calendar Summary Trimester and Holiday Schedule

**FIRST TRIMESTER** ..... **60 Teaching Days**

SCHOOLS OPEN	Thursday, August 31, 2017
Labor Day Holiday	Monday, September 4, 2017
Veterans' Day Holiday	Friday, November 10, 2017
Thanksgiving Holidays	Monday, November 20—Friday, November 24, 2017
First Trimester Ends	Friday, December 1, 2017

**SECOND TRIMESTER** ..... **62 Teaching Days**

Second Trimester Begins	Monday, December 4, 2017
Winter Holidays	Saturday, December 23 — Sunday, January 7, 2018
Martin L. King, Jr. Holiday	Monday, January 15, 2018
Lincoln Day Holiday	Monday, February 12, 2018
Washington Day Holiday	Monday, February 19, 2018
Second Trimester Ends	Friday, March 16, 2018

**THIRD TRIMESTER** ..... **58 Teaching Days**

Third Trimester Begins	Monday, Monday, March 19, 2018
Spring Holidays	Saturday, March 24 — Sunday, April 1, 2018
Memorial Holiday	Monday, May 28, 2018
Last Day of Instruction	Thursday, June 14, 2018
Third Trimester Ends	Thursday, June 14, 2018

# PROCEDURES AND POLICIES

## *Arrivals, Departures & Safety*

### Arrival

**Students may not be on campus until 7:30 a.m. There is no adult supervision before that time;** so we cannot guarantee students' safety. All students should report to the cafeteria. At 7:45 students may go to the playground area. Kindergarten students should not arrive prior to 8:00 unless they are with their parent. They should go directly to the Kindergarten playground, there is no supervision until 8:00 am. All students arriving after the bell at 8:00 should proceed to the office for a tardy slip.

- Students who eat breakfast at school should arrive at the cafeteria no earlier than 7:30 AM. Student should arrive before 7:50 if they want
- Students who do not eat breakfast at school should arrive at school no earlier than 7:45 AM.
- No students shall be on the school playground before 7:45 AM.

**It is important that parents do not park and leave their vehicles unattended in the loading zone or the red bus zones.** If parents wish to watch their child go to class, they must park on the street and walk in with the child.

**All parents who remain on campus with their children after the start of the school day MUST go to the office, sign in, and wear a Visitor's Badge.**

Parents should make every effort to ensure daily on-time school attendance. We encourage all families to walk together to and from school. Students who arrive at school after classes have begun are considered tardy and must get a tardy slip from the office before going to class. On rainy days, all students report to the cafeteria and will be dismissed at 7:50 AM to report to their classrooms.

### Departures

Dismissal time can be chaotic and very busy. Parents/guardians must help staff ensure student safety. Children are to leave immediately after school. Please have a back-up plan with your child if you are running late or are unable to pick them up. Messages will not be delivered to students during the day. Children not picked up at dismissal time will wait near the office until picked up by a parent/guardian or alternate.

- Parents/guardians who fail to pick up their children on time can expect the following steps:
  - Phone call to parent/guardian
  - Letter to parent/guardian
  - If a parent or someone on the emergency card cannot be reached, Child Protective Services (CPS) will be called after 30 minutes.

There are 2 on-site child care options:

- One childcare option available to our parents is the on-campus, before and after school “4th R” Program. This is a sliding scale, fee-based program. The “4th R” Program is a Sacramento City-run program.
- The other option is The Center a free, after-school childcare program and is available immediately after school until 6 PM. This program operates on school days, only.
- In addition to the “4th R” and the Center Programs, there are several other childcare facilities in our school community. Should you have questions or need additional information, call the school.
- Children are not allowed to return to the school until after 6 PM unless they are attending a school activity. Children should be accompanied by an adult.

## **Bicycles**

Any student who chooses to ride their bicycle to school must abide by the following rules:

- Students shall ride bicycles in a safe and sane manner at all times.
- Students may not ride their bike on campus. They must walk their bike.
- Students shall observe all traffic rules and laws.
- By law, students must wear a helmet.
- Bicycles are not permitted on campus except for the bicycle storage area.
- When leaving, bicycles must be walked across and off campus.

Students who violate any of the above rules may be subject to a disciplinary consequence or have the bicycle taken away and returned only to a parent/guardian. The bicycle storage area is not locked, so students are responsible for securing their equipment. Scooters, skates and skateboards are not allowed at school.

## **Walking**

Students who walk to school must do so in a safe and orderly fashion. Students must walk directly to school and home and not stop along the way. Students will be held accountable to the school for their behavior while walking to and from school.

## **Bus Riders**

Bus rules will be sent home with all bus riders. At all times, students are expected to exercise good manners, caution, and consideration of others while riding the bus. Students are expected to follow the directions of the bus driver; his/her primary concern is for the safety of all of the students. REMEMBER: Riding on the school bus is a PRIVILEGE and not a right. If the student’s conduct is such that the health, safety, comfort, or well-being of others is jeopardized, on or off the bus, the privilege of riding the bus may be denied or revoked by a district transportation official.

## **Safety**

- Parents and children must use the crosswalk at all times.
- Students who ride bicycles to school must wear helmets (state law) and park their bikes in the racks provided. Students must take responsibility for locking their bikes since the school is not responsible for lost, stolen or damaged property. For safety reasons,

students are not permitted to ride their bikes through the hallways and on the yard at any time during the school day.

- The parking lot is for staff only.
- Please park on the street (no double parking). Do not block the crosswalk, park/stop at the red curb, or make U-turns in front of or on the side of the school. Do not call or signal your child to cross the street.
- Model safe, legal behavior. To do otherwise may cause unsafe habits or injury.

## ***Attendance Policy/Procedures***

Parents should make every effort to ensure daily school attendance. Whenever a child is absent from school, the school must receive an explanation from the parent/guardian. Parents may send notes or emails, or they may call the school office. The school attendance clerk will call the home of all students who are absent to alert the parent that the student has not arrived at school, if a phone call, note, or e-mail has not been received.

To assist parents in reporting absences, there are several ways to notify the office of an absence.

- District Website: [www.erlewine.scusd.edu](http://www.erlewine.scusd.edu)
  - E-mail: [Stephanie-ehrk@scusd.edu](mailto:Stephanie-ehrk@scusd.edu) or [Melissa-fletcher@scusd.edu](mailto:Melissa-fletcher@scusd.edu)
  - Office Phone: 916-395-4660
  - Note
- When you leave a phone message or send a note the day s/he returns, include the following information:
    - Child's full name
    - Room number
    - Date(s) of absence
    - Reason for absence
    - Parent/Guardian Signature (on note)
  - Every student absence that is not cleared by 10:30 in the morning will receive an automated call letting parents know that their student is absent.
  - If your child has any contagious disease, such as the flu or chicken pox, inform the school so proper measures will be taken to notify your child's classmates.
  - If your child is absent due to head lice, inform the school so proper measures will be taken in regards to your child's classmates. After treatment, the child must be checked by school personnel before returning to class.
  - When your child returns to school after an illness, please do not ask that s/he be kept indoors during recess or lunch. If a student is not well enough to go outdoors, the student should not be in school.
  - All absences must be cleared by a parent/guardian within 5 business days; after that time, the absence becomes a truancy. Attendance letters are computer-generated and automatically sent by the District Attendance Office. Letters are sent for the equivalent of 3 days unexcused absences (1st truancy letter), equivalent to 2 additional days (2nd truancy letter), and equivalent to 1 additional day (3rd truancy letter). The 3rd letter results in the student being identified as a "habitual truant."
  - The district allows 10 days of excused absences (see first paragraph) without verification of illness from a medical professional. A letter will be mailed from the Attendance Office

after 5 days of excused absences, as a reminder of the 10-day rule. After 10 absences, a second letter requiring verification of illness (doctor's note) will be mailed. Without verification, absences exceeding 10 days will be considered unexcused.

- Arriving more than 30 minutes late to school without a legitimate excuse, such as a doctor's appointment, is considered truancy.
- School districts are required to review the cases of students who develop a record of frequent tardiness or questionable attendance patterns. At the school level, we are required to refer those students whose attendance and tardy records place them at risk.
- Steps to School Attendance Review Board (SARB) are:
  - School personnel or automated phone message system calls home with every unexcused absence.
  - School Personnel calls home to express concern as soon as attendance or tardy patterns indicate a problem.
  - If attendance does not improve, a SART (School Attendance Review Team) meeting will be held.
  - If absences continue, parents are notified by mail that without improvement, a referral to SARB will be necessary.
  - If there is still no improvement, the school refers the case to SARB (School Attendance Review Board).
  - If the SARB contract is not adhered to, the family will be referred to the District Attorney's Office.
- A two-week absence without parent notification will result in dis-enrollment. If a parent must take a child out of school for 10 or more days, s/he should contact the school at least a week ahead so that arrangements for independent study can be made. Parents will be required to meet with the teacher to make a home study plan. The child's space at the school will be saved.
- Students that are absent during the school day may not attend evening or after school or program activities the day of the absence.

## **Tardies**

It is important that students arrive at school on time. Timely arrival builds good habits. Students entering late often cause an interruption for the entire class. If your child is late, s/he will need to sign in at the office and obtain a late pass before going to class.

## **Early Dismissals and Appointments**

Early dismissals cause a general disturbance and loss of class time for your child. Please make an effort to schedule appointments after school. Once children have arrived at school, they are not permitted to leave the school grounds without parent permission. Parent authorization is required for any student leaving school at times other than the normal dismissal time. Persons picking up a student during the school day must report to the office and sign out the student; they may not go directly to the classroom. For your child's safety, the teacher will not release a child to anyone who has not obtained permission from the office. Only persons who are listed on the school emergency card may

sign out a student. Persons who may be unfamiliar to the office staff may be asked to provide identification before signing out the student. The school should always have an up-to-date home address, home phone number, cell phone numbers, and emergency numbers on file. Please keep the office informed of all changes during the school year. If parents desire to have someone else sign out their child, they must send a written note along with the person who is signing out the student, and the adult signing out the student must provide identification to the office staff. If students return to school following an appointment, or if they arrive late because of an appointment, they must check in with the office before going to class. A note from the medical office following an appointment will excuse the student's tardy

### ***Independent Study Contracts***

Students who are going to be out of school for 3 or more days for reasons other than illness or injury may be eligible for independent study. There is a specific set of district criteria for independent study. The criteria for approval include an acceptable reason for requesting the independent study and evidence that the student will work independently to complete assignments. This program requires a contract signed by the parent, student, teacher and administrator. The contract specifies the amount of work to be completed, the amount of time to be spent each day, when the work will be turned in to the teacher and how the work will be evaluated. An independent study contract must be requested at least one week prior to a planned absence so that teachers can prepare materials for the student. An independent study contract will not be issued for the first week of school. The contract must be completed **BEFORE** the student is out of school. Therefore an independent study contract will not be issued during the last week of school. Independent study contract forms are available in the school office. Students who use independent study contracts are not eligible for trimester attendance awards.

### ***Transferring to Another School***

Transfers should be obtained before you move. A day or two prior to your move, inform the school office regarding your last day of attendance and your destination. All library books and textbooks need to be returned or you will be charged for them.

### ***Classroom Interruptions***

If your child is at school and you need to leave a message concerning his/her welfare, please contact the office and we will do our best to contact your child's teacher during recess or lunch with the message. Of course, the message will be relayed in the case of an emergency. Classroom instructional time is sacred and we will not interrupt instruction with phone calls unless your call has been prearranged with the teacher and we have been asked to put it through. We will also be glad to put your call through to the classroom during recess, lunch, or during a teacher's planning time. Another excellent way to contact teachers is to use their school email account or voice mail.

## ***Messages and Deliveries***

Due to multiple classroom interruptions, the office staff will not deliver personal messages or items to students during the school day. Messages about change of plans, transportation and other non-emergency matters will not be delivered during instructional time. Please make all arrangements with your child prior to the start of school. The office cannot be held responsible for delivering messages to students unless it is an actual emergency. Families are encouraged to let students assume responsibility for remembering lunches, school items, homework, etc. Items that may be distracting to the learning environment (balloons, flowers, etc.) will not be delivered to the classrooms.

## ***Classroom and School Visitations***

Parents/guardians and interested members of the community are encouraged to visit the school and observe the educational program. Visits during school hours should be arranged in advance with the teacher or principal. If a conference with the teacher is desired, an appointment should be set with the teacher during non-instructional time. When school is in session, all visitors must go directly to the school office to register (Penal code 627.6) before going into instructional areas. This allows school personnel to be aware of all persons on the school grounds, supporting the safety and wellbeing of our students. Valid visitor passes must be worn on campus during the school day. District policy prohibits children not enrolled in SCUSD from visiting during school hours.

## ***Volunteers/Chaperones***

We value the contributions that parents and community members make in our schools. We welcome volunteers in our classrooms and on our campuses.

- All visitors/volunteers must sign in at the school office and wear a visitor badge prior to going onto the campus. Visitors must sign out before leaving the campus. The SCUSD has implemented an extensive volunteer screening program. All volunteers must complete a form allowing a background check before volunteering and a current TB test on file in the office. If a parent/guardian wants to chaperone on field trips, etc., s/he must be first fingerprinted at the district office. There is a fee for this service. Siblings are not allowed in classrooms, workrooms or common rooms. Classroom volunteers are under the direct supervision of teachers and administrators while on campus.
- It is the District policy that cell phones and other personal electronic communication devices may not be used in a manner that interrupts or distracts students or staff members in the performance of assigned duties, except for emergency purposes. Please set phones to “silent” mode while on campus. Phone calls should be made in areas away from instructional activities and outside of the office.
- There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student’s academic progress, a discipline issue or other matter that must be kept confidential. Therefore, we ask volunteers to be aware that individual student information should not be discussed with anyone other than the appropriate school officials.

## ***Field Trips***

Throughout the school year, students may occasionally go on field trips. Parent/guardian permission slips **must** be signed and returned to school personnel prior to the trip. All standard rules of conduct and procedures used in the daily transportation of pupils will be observed and enforced on field trips unless otherwise stated by the bus driver. Teachers will develop a method to select parent/guardian chaperones. All Chaperones must be fingerprinted by SCUSD, no exceptions. Chaperones are expected to travel on the bus. Chaperones cannot bring siblings to field trips. Parents may not meet the class at the field trip location, unless they have been fingerprinted by SCUSD and the teacher has approved in advance. The dress code for students also applies to parents. Parents may not smoke on field trips or use their cell phone except for an emergency. Students may not take their cell phones on field trips.

## ***Health***

### **Illness or Injury**

Parents will be promptly notified of any serious injury or illness that occurs on the school grounds. The school has the responsibility for the health and welfare of all students. School district policy mandates that students with a contagious disease or those suspected of having a contagious disease are excluded from school as outlined in the State's health standards practices. School personnel can request a doctor's verification prior to the re-admittance of a student to school, if there is a suspicion of a communicable disease.

School personnel will attend to minor scrapes and bruises, but parents will be called and students will likely be sent home if:

- They have vomited.
- They have had a head or other serious injury.
- They are running a temperature of 100° or more.
- We cannot determine the cause of a student's sudden physical or emotional distress.

It is important that the school knows who to call. It is critical to keep up-to-date information on your child's emergency card, which is on file in the school office. If you cannot be reached, we will attempt to contact a person that is listed on the emergency card. Parents are asked to pick up their child for their own observation or examination by their family physician. If the accident or injury warrants, the school will call 911 and notify the parents immediately. The school does not have a nurse.

### **Medications in School**

The District recognizes that students may have special medical needs. The Education Code (49407) outlines conditions for administering medications at school during the time the student is under the supervision of school personnel. Medication prescribed may be administered during the school day by designated school personnel. Medications, both prescription and over-the-counter, can only be given if there are written instructions from a health care provider and written permission from the parent/guardian. Upon request, a

form will be provided to the parent for completion by the attending doctor and parent. Written instructions must be renewed at the start of each school year.

**All prescription medications must:**

- Have an AUTHORIZATION FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL form filled out and signed by both the Physician and the parent.
- Be brought to school by the parent.
- Come in the original container with the prescription label attached.

**Asthma**

If your child requires use of an inhaler at school, whether it is used for emergencies or on a daily basis, it must be left in the office. This allows school personnel to monitor and supervise all inhaler treatments and prevents the transporting of medication on the school bus or use in the classroom HOWEVER, if your doctor states that your child may keep the inhaler on his/her person, then we will accommodate this request. All inhalers require a **medical authorization form**.

**Head Lice**

Head lice can be a recurring health problem. Parents are advised to contact the school if they find head lice on their child's head. The school will call a child's parents if a child is found to have head lice. We will provide specific instructions for treatment, and these instructions must be followed. Students will be rechecked before re-admittance to the classroom will be permitted.

**Emergency Cards**

Each child must have an emergency card on file in the school office. In addition to the home phone number, each card must have at least two different numbers listed in case of an emergency. If at any time your emergency card information changes, please notify the office immediately. Your child will only be released to someone listed on his/her emergency card. The office staff may ask for proof of identification before releasing your child.

**School Insurance**

School district insurance will not cover the student who might suffer an injury while at school. For this reason, we encourage parents to provide their own student accident insurance. Information about a district-approved low-cost policy will be sent home at the beginning of the school year or may be found on the school's website.

**Custody Disputes**

If there is a court order stipulating that one parent may not have access to a student at Erlewine, a parent **MUST** notify the teacher and the office and provide the office with a current court order. Otherwise, both biological parents (with appropriate identification) have equal rights to participate in the education of their child, including the right to come to school to see their child, pick up the child from school, and obtain the child's school records.

## **Mandatory Reporting to Child Protective Services**

The purpose of the child abuse and neglect reporting law is to protect children whose health and well-being may be affected through the infliction, by other than accidental means, of harm through “physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment.” School personnel who have “**reasonable cause to suspect**” that a child is being abused or **neglected MUST** report that suspicion to Child Protective Services (CPS). **This is the law.** CPS workers have full legal authority to see and speak with children at school without prior parental notification.

## ***Cafeteria Services And Snacks***

### **Cafeteria**

Our cafeteria is open daily to serve breakfast and lunch (milk included) to all students in grades K-6. Parents may not eat off of their child’s plate. The food program is regulated by the federal government.

### **Cafeteria Rules**

- Use quiet, inside voices.
- Walk in an orderly manner.
- Remain seated until dismissed.
- Leave area clean.
- Sharing of food and/or removing food from the cafeteria is not permitted.

#### **Prices**

Breakfast:	Free
Lunch:	\$2.00
Milk:	\$0.50

\*If you have not been notified and believe you are eligible for free or reduced lunch, please pick up an application in the office.

\*\*Prices are subject to change

### **Recess Snacks**

Students (grades 1-6) may bring a healthy snack (students may not bring chips, desserts or soda) from home to eat during recess in a designated school area. Kindergarten students eat in the classroom, as determined by the teacher.

## ***Special Programs***

### **General Academic Program**

The general education program at O. W. Erlewine is based on the Common Core Standards. For a complete listing of all grade level standards, see [www.cde.ca.gov](http://www.cde.ca.gov).

#### **P.E.**

Students in 1<sup>st</sup>—6<sup>th</sup> grades have at least 45 minutes of P.E each week. In addition, classroom teachers provide an extra 45 minutes of PE each week for their classes in order to meet the state requirement for physical education.

## **GATE and High Achievers**

O. W. Erlewine provides enrichment after school to 3<sup>rd</sup> – 6<sup>th</sup> grades after school throughout the school year.

## **Library**

In order to check out books from the library, students must return a signed parent permission slip, which is included in the first day packet sent home with all students. Students are charged for lost or damaged library books. Library visitations are regularly scheduled for all classes. O. W. Erlewine's School Library houses over 12,000 books, including a videotape collection used by the staff for instruction. The library is used for multiple purposes at O. W. Erlewine: meetings, tutoring, after-school programs and class library visits. Each class visits the library each week on a designated library day. (Please check with your child's teacher regarding your child's library day.) Our goal is to assist students to seek and find information independently with the knowledge of various genres, subject areas and the Dewey Decimal Classification. This knowledge enables students to use public libraries and other libraries with confidence. Our school library is open in the evenings on Thursday, from 6:00pm to 7:00pm for families to visit.

Throughout the school year, students of all grade levels learn and review proper library book care, receive guidance of selecting books appropriate for the students' reading level, subject matter and curriculum of respective grades.

### **A few suggestions for parents/guardians:**

- Review the school library policies, procedures and rules with your student.
- Read to your student daily (grades K-3+).
- Encourage your student to read 20 minutes or more each day.
- Remind your student to return his/her library book(s) promptly.
- Visit the local public library with your student.
- Help your student to apply for a public library card and use it.

## **Technology**

O. W. Erlewine has 6-12 computers in every classroom and 2 classroom carts. Our site is also wireless, enabling teachers to use technology in their classrooms. All classrooms at Erlewine are connected to the Internet through a district filter which screens out inappropriate web sites. An internet/computer permission slip, included in your first day of school packet, is required in order for the student to use the Internet. All of our classrooms have SMART interactive whiteboards. The teachers in those classrooms have committed to learn how to use this wonderful technology to enhance learning in their classrooms. They have attended training on how to best use this technology to benefit their instruction. All teachers and staff have email access. All teachers have laptops and LCD projectors in their classrooms to enhance student learning. This year we will be using the I-Ready Math and Ela programs. Students may use the programs from home.

## ***Student Support Services & Special Education***

**Title I Program (No Child Left Behind)** provides additional funding to assist students in reading, language arts, and mathematics.

**English Language Program (EL)** provides special instruction and program services to our limited English speaking students, whose first language is other than English.

### **Interventions**

At Erlewine, we try to make as many academic interventions available to our students as we can to assist our students who are not meeting grade level standards. We also try to make good use of some of the interventions available through technology. Please ask your child's teacher about what interventions might be available to assist in meeting your child's needs.

### **Special Education (Resource, Speech/Language, Special Day Class)**

The District strives to provide an educational program to meet the needs of all children within the district. A student shall be referred for special educational eligibility only after the resources of the general education program have been considered and modified in an attempt to meet the student's needs. If a student is referred to special education, parents will receive a notification of parental safeguards and an explanation of the proposed assessments. Following the completion of the assessments, a written report will be compiled. The results of the assessment will be discussed at an Individual Educational Program (IEP) meeting. At the IEP meeting, the team will determine if the student meets eligibility for special education. If the student meets eligibility, a plan will be developed, which will be reviewed at least annually. The district provides special education services, as described in Education Code 56000-56001. Special education programs within the district include the special day classes, the resource specialist program and other support services.

**The Student Success Team (SST)** is a school-site team, which identifies effective strategies to meet the needs of individual students who are not progressing due to academic, behavioral, medical or other concerns. The SST process is a collaborative process between the school and the parents on behalf of the student. The parent, teacher or other staff member may make requests for assistance from the Student Success Team through the teacher and the principal. The SST meeting will include the parent, the student (if appropriate), the student's teacher, administrator, and other support staff as needed.

**The Speech and Language Specialist** identifies language and speech problems and designs remediation programs for the students.

**The Resource Specialist Program (RSP)** provides instruction to students with identified learning disabilities.

**The Special Day Class (SDC)** provides instruction for students specifically designed to meet their individual learning needs.

## ***Homework Policy***

Our teaching staff views homework as an extension of classroom instruction. It gives students practice in using what they are learning in class and allows them to develop skills. It provides students with an opportunity to work independently, and develop a sense of responsibility. Homework is expected in grades Kindergarten—6th grade. Parents should read to or listen to their child read each day.

Parents/guardians are encouraged to provide a specific time and place each evening for students to complete homework assignments. This pattern of behavior should begin as soon as a child begins Kindergarten. Parents/guardians are also encouraged to review completed homework assignments for accuracy, completeness, and neatness.

The amount of time a child spends on homework depends on the difficulty of a particular assignment and the individual ability of the child but should not exceed 1 hour per day, plus 20-30 minutes of reading. These recommended times are based on the assumption that students will be “on task” during the entire homework period. Please be advised that your child may spend more than the allotted time daily completing schoolwork, as time at home may be spent doing assigned homework and completing unfinished classroom assignments.

Make-up homework for a sick child should be requested from the office by 9 AM and then picked up after school. This enables the teacher to have ample time to prepare the work.

Fifth and Sixth grade students use a Planner that must be signed by a parent each day.

## ***Academic Assessments***

Improving student achievement is a goal of the Sacramento City Unified School District. To monitor student learning, students are given classroom, district and state assessments. Assessments are used to recommend student placements in various school programs and to plan how to increase student achievement at the school and across the district. The following is a description of the different types of academic assessments.

### **Classroom Assessments**

Teachers check for student understanding of grade level standards using classroom assessments. Each trimester teachers complete a series of assessments to report student progress on the standards-based report card.

### **District Assessments**

Students are given a variety of district benchmark assessments throughout the school year. Students are also given writing assessments. Teachers use information from these assessments to plan instruction and monitor student progress on meeting district standards.

## **State Assessments**

In the spring, all students in grades three through six take the state's CAASPP test. To help your child do well on this test, and in their normal school work, please ensure that your child gets plenty of sleep and has a healthy breakfast each day.

## ***Reporting Student Progress***

### **Common Core Report Cards**

Report cards are issued each trimester in November, February and June. Progress towards meeting state standards is shown on report cards as follows:

**4- Exceeds Standards**

**3-Meets Standards**

**2-Approaching Standards**

**1-Minimal Progress**

**N/A-Non Applicable**

### **Family Conferences/Report Cards**

Communication is an essential part of the education program. It is important for parents to keep in close contact with their child's teacher concerning his/her progress. The teacher schedules conferences at the end of the 1<sup>st</sup> and 2<sup>nd</sup> trimester, but parents/guardians are encouraged to contact the teacher at any time during the school year. Your child's teacher will contact you prior to the conference period. Parents/guardians should feel free to contact the principal and the teacher at any time for a conference.

### **Progress Reports/Deficiency Notices**

Parents of students showing unsatisfactory progress in any subject area, work habits, or citizenship are notified through the district's standard Progress Reports no later than 20 school days before the end of each trimester. Receipt of the progress report by the parents/guardians is verified when a signed and dated copy is returned to the teacher by a specified date. You are encouraged to meet with the teacher to discuss your child's progress.

### **Student Records**

Parents/guardians have a right to all student records related to their children, according to California Education Code 49069. In order to review the records, parents/guardians need to appear in person, during regular school hours, and show identification. Parents should notify the school office in advance, as qualified school staff have 72 hours to abide by the request. Staff are required to be present while school records are reviewed by the parent/guardian.

## **Back to School Night**

The group meeting with parents at Back to School Night is the first important contact that parent and teachers have. Vital information is dispensed at this meeting. Parents often find that the school year gets off to a very positive start when they attend Back to School Night. This is not an evening for an individual conference, but rather an opportunity for the teacher to inform the parent about what will be happening in the classroom, curriculum, rules, etc. It's also an ideal opportunity for parents to ask questions and for the teacher and the parent to begin to establish the relationship that will lead to student success.

## **Open House**

Erlewine's Open House is held in the spring. The purpose of Open House is to provide the parent with an opportunity to view their child's current "work in progress" and to give students an opportunity to show their parents how much they've learned and the progress they've made during the first two-thirds of the school year. Students are so excited to show parents and families what they have been learning. Individual conferencing on a student should not be done at this event. If you would like a meeting with your child's teacher, please schedule one at another time.

## ***Promotion/Retention Policy***

Students progress from grade to grade by meeting the District's standards for promotion. If a student is at risk of retention due to academic achievement, the parent/guardian will be notified early in the school year and school staff will meet with the parent/guardian to develop and implement an intervention plan to help the student meet the standards for promotion. It is the district's intent to identify struggling students early in the school year so that interventions can be provided during the school year that will enable the student to meet the promotion criteria by the end of the school year. Intervention opportunities will be provided for students who are at risk of retention.

The District has a clear process and schedule for informing parents/guardians about their child's progress toward meeting promotion criteria. The intervention process includes written notices and multiple meetings between the parents/guardians and teacher(s). It is the district's intent to work collaboratively with parents/guardians to help a student gain the skills needed for promotion to the next grade level. Ultimately, state law (Education Code 48070.5) identifies that school professionals have the authority to retain a child.

## Textbooks

The school provides all the basic textbooks. These are issued free of charge to all students. Students are expected to be fully responsible for their care, and will be required to pay for lost or damaged books not returned in good condition. Student records will be retained until all fees are paid. Students should cover all textbooks.

1. 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)
2. Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost/damaged. Students/parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 & CA Education Code 48904)
3. 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.
4. 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.
5. When materials are damaged but still usable the student will be charged as follows:

Damages	Cost
Torn pages, ink or pencil marks	\$1.00 per page
Damaged cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold or mildew or obscenities – drawn or written)	Full cost of the book
Missing bar codes	\$5.00

6. 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)

## ***Telephone Use***

### **Cell Phones**

All student cell phones must remain in the student's backpack and turned off during school hours. If a cell phone is seen by a staff member during school hours it will be taken to the office and may be picked up after school (first offense). If a cell phone is taken for the second time, a parent must pick up the phone. A cell phone ringing during instructional time will be confiscated by a school employee and taken to the office for the parent to pick up. No pictures may be taken and/or texting may occur using cell phones while on campus. Cell phones may not be taken on field trips.

### **Office Telephones**

The office telephones are used to conduct school business. Students will be allowed to use the telephone for emergency situations, i.e. an illness or injury. Students who wish to visit a friend, want a ride home, etc., are requested to make arrangements with their parents before they come to school in the morning. Cell phones are not to be turned on, used or displayed while on campus.

## ***Climate for Learning***

The school staff is committed to providing a safe, orderly and caring learning environment where students feel comfortable, share responsibility for maintaining a positive school climate and take pride in their school and their achievements. As a school, we encourage attitudes and behaviors that promote mutual respect and harmonious relations. One of the ways the school promotes conflict resolution is by providing students with opportunities to voice their opinions about school policies and practices. Students are not allowed to bully other students or provoke conflicts. Instruction and counseling are provided to promote positive racial and ethnic identity and to help students understand diverse cultures. Erlewine uses Second Step as their Social Emotional Learning program.

### **Behavior Referrals/Citations**

On those occasions when a student, despite efforts to correct his/her behavior, is found to be in violation of the school rules, citations may be issued. Behavior citations are routed as

follows: a) White copy to the school file; b) Yellow copy to the teacher; c) Pink copy to the parent/guardian, and d) Parent copy to sign and return to the school.

Should your child receive a citation, please be sure to return a signed goldenrod copy or contact the office to indicate you have received the citation. As a student accumulates citations during the course of the school year the following actions are taken in accordance with the chart below. Please keep in mind that the chart is a general guideline and that serious student misbehavior may result in immediate suspension or district behavior meeting.

	Parent Signature Required	Phone Call or School Behavior Hearing with Parent	Parent Visits Classroom All Day or In House Suspension	Phone Call Home and 1st Suspension	Phone Call Home and 2nd Suspension	Phone Call Home and 3rd Suspension
Citation 1, 2, or3	X					
Citation 4	X					
Citation 5	X	X	X			
Citation 6	X			X		
Citation 7	X					
Citation 8	X	X	X			
Citation 9	X				X	
Citation 10	X					X

All behavior referral and suspensions will be recorded in our district student information system, Infinite Campus. Students who receive a citation may not participate in after school activities or programs that day.

**BUDDY TIME OUT**

Students may receive a “time out” in another classroom, they will take their assigned work with them.

## **Suspension**

A child may be suspended from the classroom for the following reasons:

- Creating an intimidating or hostile environment (bullying, cyber-bullying, etc.)
- Sexual harassment
- Fighting and/or battery
- Possession of a weapon
- Possession of alcohol/intoxicant/controlled substances
- Possession of a look alike controlled substance
- Robbery/extortion
- Damage to school/private property
- Tobacco
- Obscenity or habitual profanity
- Unlawful drug paraphernalia
- Disruption; insubordination
- Received stolen property
- Possession of a imitation firearm
- Sexual assault/battery
- Harassing a witness
- Unlawful traffic/possession of drug "Soma"
- Hazing
- Aiding and or abetting
- Attempted, threatened, caused hate violence
- Made a terrorist threat

Students referred to the office for suspension will be sent to the office with an office referral. The administrator or teacher and student will contact the parent/guardian. Students suspended from class may be required to have a conference with a parent/guardian, the teacher and an administrator before re-entering class. An alternative program may need to be set up to provide the best possible environment for students choosing not to follow the school rules. Suspensions are effective immediately upon being assigned. Suspended students are not allowed to be on school property or participate in school activities for the duration of the suspension.

All students are expected to follow the rules. **However, a serious violation may result in an office referral or immediate suspension of a student.** Failure to complete an assigned consequence will result in the child being moved to the next step.

## **CALIFORNIA LAWS RELATED TO PUPILS AND PARENTS**

### **ILLEGAL ACTIVITIES**

Any activity that is illegal under California law, is also illegal on any school campus, and schools are required to enforce the law. In addition to legal penalties, pupils may be subject to school discipline procedures, which include being kept after school up to one (1) hour, suspended or removed from school. The following represents those activities termed illegal:

### **EDUCATION CODE SECTION 48900:**

- a. Caused, attempted to cause or threatened to cause physical injury to another person.
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered or negotiated to sell any controlled substance, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance, alcoholic beverage, or intoxicant.
- e. Committed robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Committed an obscene act or engaged in habitual profanity or vulgarity.
- i. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 or the Health and Safety Code.
- j. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, and other officials, or other school personnel.
- k. Knowingly received stolen property or private property.

### **PROHIBITED/ILLEGAL AND/OR DANGEROUS ITEMS**

Because of pupil safety and/or possible classroom disruption, the following items are prohibited from this school. Pupils who bring such items to school are subject to confiscation of those items, disciplinary action, and probable arrest.

1. All firearms
2. All explosive devices including, but not limited to firecrackers.

3. All knives, razors, or other items of the type including, but not limited to, folding lock blade knives and switchblades.
4. Any controlled substance as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, intoxicant of any kind including marijuana.
5. All alcohol, marijuana, or drug related paraphernalia.
6. All martial arts implements including, but not limited to nun chucks.
7. All chains, motorcycle chains, including those designed as belts.
8. Any and all other items which the school administrator deems dangerous to student safety and welfare. (hard balls, baseball bats, skate boards, etc.)

Any confiscated item, except illegal items or those used as evidence in criminal violations, may be returned to the parent/guardian of the pupil at the school administrator's discretion upon the request of the parent/guardian. Some items may be held until the end of the school year.

Note: The school cannot accept responsibility for personal items brought to school.

### **VIOLENT ACTS - REQUIRED PRINCIPAL ACTION**

State Law makes it mandatory that the school principal take the following actions related to pupil assaults and batteries on campus:

If a pupil physically injures another pupil due to a fight or aggressive actions, uses a weapon in a fight, or physically injures a member of the school staff, the principal **MUST** request a district behavior hearing or must submit a letter to the district hearing officer requesting that a hearing not be held and give the reason(s).

### ***Discipline Policy***

The safety and welfare of students is the primary consideration in the implementation of a discipline policy. It is the goal of each teacher to provide maximum learning for each student. In order to achieve this goal each teacher encourages and rewards proper student conduct through a classroom behavior and incentive plan. Classroom standards are clearly posted and are discussed with students early in the school year. Student violations may result in loss of recess, detention or loss of other privileges, or citation.

If student misbehavior persists, a parent/guardian contact is made or a conference is scheduled. A conference with a school administrator may also be in order. Classroom problems are usually solved at this level, however, serious or chronic misbehavior may result in further action, including suspension. Each teacher's classroom plan may vary slightly. Please attend Back-to-School Night and communicate openly with your child's teacher to become more aware of the program in your child's classroom.

The staff will encourage appropriate behavior and will assist each student in correcting inappropriate behavior. Parents can assist by reading, reviewing and discussing with their student these behavior policies.

### **Student Responsibilities/Rules:**

Students have the responsibility to:

1. Make a sincere effort to complete assignments given within the classroom and/or outside the classroom (such as homework) within a timely manner.
2. Make a sincere effort to follow directions given by an adult in charge, i.e., by respectfully and promptly obeying all directions.
3. Make a sincere effort to speak in a courteous manner, i.e., avoiding any profanity or insults (“put downs”).
4. Make a sincere effort to be kind and courteous to others. The following are considered violations of this rule:
  - Being verbally disrespectful
  - Fighting
  - Assault/battery
  - Inappropriate behavior such as hitting, kicking, throwing objects, spitting on others, instigating a fight, verbal abuse, etc.
  - Not following direction from an adult.
5. Make a sincere effort to not jeopardize the safety of other students.
  - a. Students are prohibited from bringing any item which can cause serious harm to themselves and/or others, e.g., firearms, knives, explosives, etc.
  - b. Students are prohibited in bringing any substance which can cause serious harm to others, e.g., marijuana, crack, cocaine, etc.
6. Make a sincere effort to take care of school property and respect the property of others, i.e., no stealing or defacing of property.
  - a. All hardback textbooks shall be covered.
  - b. Keep desks and chairs clean.
  - c. Parents may be liable for up to \$10,000 of property damage.
  - d. Lost or damaged books are paid for by child’s parent.
7. To refrain from eating gum or candy on the yard or in the classrooms. Candy may be eaten in the cafeteria at lunch if it is provided in the student’s lunch.
8. Leave all non-essential possessions at home. Among these items prohibited are the following:

radios	water guns
ipods	rubber bands
toys	balloons

hard balls            electronic devices  
play weapons

cell phones (may be kept off in the backpack)

These items will be returned at the end of the school year.

### **Personal Appearance**

11. All students are expected to be neat, clean and wear apparel that does not draw undue attention to the wearer. Students should not wear their pajamas to school.

12. The following apparel is not considered appropriate:

- Articles of apparel with offensive language and/or slogans, drug, alcohol and smoking logos are not to be worn to school. Gang related colors, symbols, etc. will not be permitted.
  
- Shoes must be worn in school at all times. Shoes which protect the feet and are suitable for P.E. are strongly encouraged. Shoes with high heels, cleats or spikes, or flip flops are inappropriate. All sandals must have an ankle strap. Shoes with rollers are not to be worn at school.
  
- Pants must cover private areas and be fitted around the waist. Underwear must be covered at all times.
  
- Strapless tops, dresses and/or blouses with very thin (spaghetti type) straps and see-through blouses/tops may not be worn to school. Tops must be long enough to be tucked in—no bare midriffs. Straps must be at least 1 inch wide.
  
- Shorts and mini-skirts must be fingertip length or longer.
  
- Hats/Hoods are not to be worn indoors. (includes Cafeteria, Office, & Classrooms)
  
- Skull caps or dew rags are not allowed.
  
- Long earrings, excessive jewelry or chains are not allowed.
  
- Make-up, if any, shouldn't be noticeable.
  
- Colored hair that is non-permanent may not be worn.
  
- Baggy, excessive oversize or "sagging" pants are unacceptable, under garments must be covered by pants. Either a parent will be called to bring appropriate pants or a student will use a yarn belt.
  
- Grills (teeth jewelry) may not be worn.

- Hair shall be clean and may not be sprayed by any coloring that would drip when wet.
- Pants must be high enough at the waist not to show skin.

### **Yard Rules**

13. Make a sincere effort to understand and follow playground rules:
- Stay in supervised areas at all times
    - Students are not to be in the garden, Nature Area, or on the roof.
    - Do not play in or around restrooms, near fences or portable classrooms, hallways, on ramps, or under eaves and porches.
  - Walk-don't run in hallways, use sidewalks, walkways, when passing between buildings.
  - Tackling, keep-away, "play fighting", chicken fights, karate and other rough play, or interfering with games of others, as well as "closing game to other students", is not allowed.
  - Line up in single file order when the bell rings.
  - Students may not engage in any activity which is deemed threatening or intimidating to others.
  - Balls are not to be thrown or kicked at students.
    - Dodge ball is to be played in designated areas only
    - Basketballs are to be used only on the basketball courts.
    - Basketballs may not be kicked.
    - Students must keep their hands to themselves
    - Balls may not be kicked randomly.
    - Balls may not be kicked or thrown after the bell rings.

### **Playground Equipment Rules**

14. Use all playground equipment properly:

No running, pushing, or tag games on the equipment or in the play equipment retaining box.

No jumping or "dropping" off the equipment, use ladders, steps, or other climbing equipment to get on and off.

Only one student on the slides at a time, feet pointing downward—climbing up the slides is NOT allowed.

Students are to go in ONE direction on bars and rings—No chicken fighting!

No climbing or standing on guard rails and other parts of the equipment which are not intended or designed for climbing or standing

No throwing or moving of wood chips, keep wood chips inside of the playground box.

Students are to keep shoes on at all times.

When the end of recess bell rings, students are to get off of the equipment immediately and line up.

Students are to remain on the black top during all recess periods.

Students may not pick up a ball and randomly kick it.

Students who use a ball during recess must return the ball to the ball rack.

### **Cafeteria Rules**

15. Make a sincere effort to understand and follow cafeteria rules:
  - a. Follow the teacher to the cafeteria.
  - b. Line up safely, no cutting, saving places, pushing or playing in line.
  - c. Hands and feet to yourself at all times. Sit with feet under the table, raise your hand until dismissed by an adult.
  - d. Use inside voices only, no yelling
  - e. Clean up table area when finished eating
  - f. Eat your own food only, no taking or trading or giving away food
  - g. Food trays and other items handled with care, no throwing of food or anything else
  - h. Food is to remain in the cafeteria, food is not to be taken outside
  - i. Hats are not to be worn in the cafeteria
  - j. Follow the directions of adults in the cafeteria
  - k. Always walk in the cafeteria
  - l. Raise your hand when ready to be dismissed.

### **Office Rules**

16. Make a sincere effort to remain out of the school office unless given permission.
  - a. A pass is required to go to the office.
  - b. Act in an orderly manner, e.g., no disruptions, etc.
  - c. Telephone usage limited to school business, not personal convenience.

### **Assembly Rules**

17. Make a sincere effort to follow the rules of courtesy and good conduct during assemblies.

## **Progressive Discipline**

The Erlewine staff fairly and consistently enforces all school rules. If a rule is broken, the student may receive a citation (see sample) and face the following consequences:

- |                              |   |
|------------------------------|---|
| 1. Warning                   | 6. Detention                                      |
| 2. Conference                | 7. Behavior Contract                              |
| 3. Time-out                  | 8. In House or Off Site Suspension                |
| 4. Loss of privilege         | 9. District Behavior Hearing                      |
| 5. Parent contact/conference | 10. Referral to the District Office for Expulsion |

## **Loss of Recess/Privilege**

Student is assigned to sit out of recess activities or lose a privilege.

## **Behavior Contract**

A child may be placed on a behavior contract if an undesired behavior is repeated frequently and other attempts to correct the behavior have been unsuccessful.

## ***Sexual Harassment Policy***

The District prohibits sexual harassment at school and at school-sponsored or school-related activities. Anyone who engages in sexual harassment will be subject to disciplinary action. Staff will clearly communicate to students that sexual harassment is prohibited and advise students to report any sexual harassment that they experience or observe. The district's sexual harassment policy contains specific steps and assurances. This policy is available in the school office.

## ***Problem-Resolution Guidelines***

Occasionally, there may be a problem or conflict that develops between school staff and parents over misbehavior incidents. We think that the vast majority of parent/staff misunderstandings can be prevented by understanding some of the dynamics that happen when a child communicates his/her version of a problem to the parent. Below are some insights we think are operating, followed by some guidelines that may help solve communication issues.

It is very natural for a parent to believe their child's version of a problem. Complicating matters is the fact that children often perceive themselves as not responsible for problems that they have created. They frequently do not see the cause and effect nature of peer problems and classroom misbehavior. What is more likely, is that they remember vividly the LAST event in a long chain of interactions. Typically, they remember that the teacher was mad at them or they remember that another child hit them. They "forget" their long string of classroom interruptions or their taunting of another student. This is normal and part of the child's developmental process.

When a parents' desire to believe their child's description of a problem is combined with the child's selective memory of the incident, communications between parents and staff can become strained. Further complicating matters once parents commit themselves to the

child's perception of a problem, is the difficulty hearing staff members' explanations. These conditions, when in operation, make for very difficult school/home communication.

As a general rule, we recommend that parents carefully listen to their child's description of a problem, but strongly encourage you not to commit to their version until you've heard all the facts.

## **Suggestions**

We offer some practical suggestions which should help solve your concerns:

- Find a mutually agreeable time and place to meet.
  - Avoid trying to meet with staff members when they have direct supervision duties with children as the quality of communication AND supervision suffers. Please do not try to meet with the teacher during their yard duty. They are to be focused on children during this time.
  - The staff member may be contacted via note, e-mail, voice mail, or telephone. Explain concerns and ask for a written response, a return phone call, or a meeting.
  - Most problems will be able to be solved in one meeting. More serious or complicated problems may require several meetings.
- Keep the children out of the dispute.
  - When there is a dispute between a staff member and a parent, please keep the children out of the discussion. Making negative comments about staff members in the presence of your child can cause great harm. It is very difficult for a staff member to build a positive relationship with your child after negative remarks have been made.
  
- Hear both sides of a story before making a judgment.

The District has adopted a clear set of procedures to address concerns and complaints. Please use the following steps when you have a concern.

- Classroom concerns should first be brought to the attention of your child's teacher. Please call the teacher to explain your concern. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
- If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, please call the school administrator. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
- If the concern is not satisfactorily addressed with the administrator, a meeting should be scheduled with a district representative. The district representative will address the issue based on the Uniform Complaint Procedure. A copy of this procedure is available in the school office.

## **SCHOOL EMERGENCY PROCEDURES**

In the event of an emergency, the following procedures are followed:

### **Earthquake/Duck and Cover Drill**

During an earthquake, severe wind storm, and other defined emergencies, children duck for cover under desks. If classroom evacuation is necessary, children leave as for a fire drill.

### **Fire and Evacuation**

Classes evacuate the entire school and wait with their teacher for permission to return. A monthly fire drill is conducted in accordance with California State Law.

### **Intruder**

A school alarm alerts staff that an intruder is on campus or nearby. At first, children will remain in their classrooms, doors are locked, and curtains are closed to provide further security. Additional procedures may be used if applicable. The principal and/or police determine when it is safe to resume normal operations. If a lockdown occurs and continues after school hours we would follow the procedures below

### **Other School-wide Emergencies**

Comprehensive school plans exist to deal with a full spectrum of emergency conditions which might arise. In the case of a critical incident, a lock down will occur. Once the school site has been established to be safe, parents and students may then be reunited. A parent, or other authorized adult, must sign a student out of the site. The procedure for the reunification will be:

1. Parents should come to the cafeteria and not the student's classroom. Students may not be checked out of their classrooms.
2. Parents will be asked to get in a line.
3. Parents will receive an emergency student release request.
4. Parents must fill out the request.
5. Staff will verify the person requesting to be reunited with a student. The person must be on the child's emergency card in order to check the student out.
6. A photo ID from the person will be asked for.
7. The adult must sign and fill out the date and time of release of each student on the Reunion Check Out Log before the student is called for.

### **Lost and Found**

All items of clothing should be marked so they may be identified if lost. The school has a "Lost and Found" rack in the cafeteria where items may be claimed by children and parents. Labeling of clothes, lunch boxes, and backpacks should be done for your child so that articles found may be returned. Twice a year unclaimed items will be donated to a charity or the PTA Clothes Closet.

## **PTA Clothes Closet**

If your child is in need of clothing, please notify the office immediately. We will assist you in completing the referral form so that you may get free clothing from the District's Clothes Closet. Clothing will be issued with a referral from a school and an appointment.

## ***Family Participation***

### **FAMILY INVOLVEMENT IS HIGHLY ENCOURAGED AND WELCOMED AT OUR SCHOOL**

We encourage all families to volunteer 10 hours per student during the school year. These hours can be done in your child's classroom, on field trips, after school, or even doing classroom jobs at home.

The following are some of the vehicles for family involvement and support at Erlewine:

1. Know what your child is learning at school. Know the State's grading standards for your child's grade level.
2. Provide a daily time and regular place for completion of homework. Limit television viewing time, and electronic games.
3. Talk to your child every day (beyond the necessities of daily living). Spend time together.
4. Encourage reading at home; complete your child's DIRT logs.
5. Attend meetings, help the staff to continually improve our school.
6. Join the PTA, and participate in school committees, such as the School Site Council, English Language Advisory Council and PTA Board. Please call our school at 916-395-4660 if you would like to participate on a school committee, assist in classrooms, or volunteer at the school in any way.

### **Parent Teacher Association (PTA)**

Our PTA is a highly valued component of Erlewine School. Our PTA provides important support and additional resources for your child's education. The PTA local, state and national objectives are:

- To promote the welfare of children and youth in home, school, church, and community.
- To raise the standard of home life.
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relationship the home and the school so that parents and teachers may cooperate intelligently in the training of the child.
- To develop between educators and general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and spiritual education.

Every October a membership drive is held to recruit families for our PTA. Anyone can become a member and attend the general board meetings, which are held once a month.

**PTA Executive Board Members for 2017-18**

President

Jillian Lefler

Treasurer

Melissssa Davis

Secretary

Tiffany Gentry

**School/Home Communication: Weekly Purple Folders**

To keep families well informed about the school and their children's progress, each student takes home a purple folder every Thursday. Please look for these folders, as they include a weekly parent bulletin, homework, classroom activities and special announcements. Please sign the folder weekly. Please remove all papers from the purple folder weekly.

**Involved families = successful students!**