



5457 Carlson Drive Sacramento, CA 95819

Phone: (916) 277-6266

www.calebgreenwood.scusd.edu

Student & Family Handbook 2018-19

Caleb Greenwood Mission & Vision Statements

Mission: *Through the collaborative efforts of teachers, students, parents, and staff, Caleb Greenwood, An International Baccalaureate World School, provides a rigorous and balanced program of inquiry with a global perspective.*

Vision: *By providing an engaging and meaningful learning environment, we will foster a child's natural curiosity and desire to learn. We will focus on student achievement while embracing social emotional learning, critical thinking, international-mindedness, and reflection, to prepare students for success in college and their chosen careers.*

International Baccalaureate Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

2018-19 Staff Roster

Assignment	Name	Room	Ext	Front Office
K	Trina Le	K	1100	Erin Hanson <i>Principal</i>
K	Rosanne Cherry	4	1104	
K	Terri Ann Kitowski	9	1109	
K	Brittne Bond	21	1121	Rosie Carrillo <i>Office Manager</i>
1 st	Lori Merritt	1	1101	
1 st	Jill Steinberg (M/T) & Joyce Leung (W/Th/F)	2	1102	Lanetta Johnson <i>Clerk</i>
1 st	Lucy Godegast	3	1103	
2 nd	Pam Ferko	6	1106	
2 nd	Nick Zylstra	7	1107	Daria Young <i>Special Projects</i>
2 nd	Sandra Pedley	8	1108	
3 rd	Deana Mafua	10	1110	
3 rd	Elaine Stallworth	11	1111	Susan Sivils <i>Nurse</i>
3 rd	Kim Burghraef	12	1112	
4 th	Sam Prowell	15	1115	
4 th	Megan Mercado	17	1117	Yard Duties Alison Hull Jennifer Harris Scott Sommer Scott Vandecar
4 th	Anna Symkowick-Rose	18	1118	
5 th	Kristi Hjett	13	1113	
5 th	Kirsten Noel	14	1114	
6 th	Whitney Cole	19	1119	
6 th	Rebecca Bauh	20	1120	
IB PYP	Kelly Cordero	22	1122	Custodial Staff
Special Ed	Hannah Orr (RSP) & Kim Kline (IA)	23	1123	Robert Brice <i>School Plant Operations Manager</i>
Special Ed	Kaitie McLean (RSP) & Imelda Ramirez (IA)	24	1124	
Special Ed	Jennifer Boldt (RSP) & Pamela Van Dusen (IA)	25	1125	
Special Ed	Lianne Moseley	25	1125	Rosalinda Martinez <i>Evening Custodian</i>
Speech	Melita Huitt (M-Th)	23	1123	
Speech	Anna May (M-Th)	24	1124	Kitchen Staff
Pysch	Emily Ochoa (T/Th)	24	1124	
OT	TBD	B-2	1202	Melissa Yniguez <i>Nutrition Services Manager</i>
PE	Carolyn Wardlaw & Brian Crawford (F)	B-3	1203	
Spanish	Claudia Miller	16	1116	Linda Gonzalez
Music	Nan Fitzpatrick	B-1	1201	4th R
Art	Michelle Jacobsen (W)	5	1105	Mandi Sitarich <i>Director</i> 277-6185
Library	Eadie Parody (M/T) & Claire Bone (Th/F)	5	1105	

School Calendar and Daily Schedule

First Day of School.....	Thursday, August 30, 2018
Labor Day Holiday.....	Monday, September 3, 2018
Back to School Night.....	Wednesday, September 12, 2018
Veterans' Day Holiday (no school).....	Monday, November 12, 2018
Thanksgiving Holiday (no school).....	November 19-23, 2018
Parent Conferences & End of Trimester 1 (shortened days).....	November 29-December 7, 2018
Winter Holidays (no school).....	December 24, 2018-January 4, 2019
Martin Luther King, Jr. Holiday (no school).....	Monday, January 21, 2019
Lincoln Holiday (no school).....	Monday, February 11, 2019
Washington Holiday (no school).....	Monday, February 18, 2019
End of Trimester 2 (shortened day).....	Friday, March 15, 2019
Parent Conferences (shortened days).....	March 18-22, 2019
Spring Holiday (no school).....	April 15-19, 2019
Memorial Day Holiday (no school).....	Monday, May 27, 2019
Open House.....	TBD
Last Day of School (shortened day).....	Thursday, June 13, 2019

KINDER SCHEDULE: 7:55am-11:30am DAILY

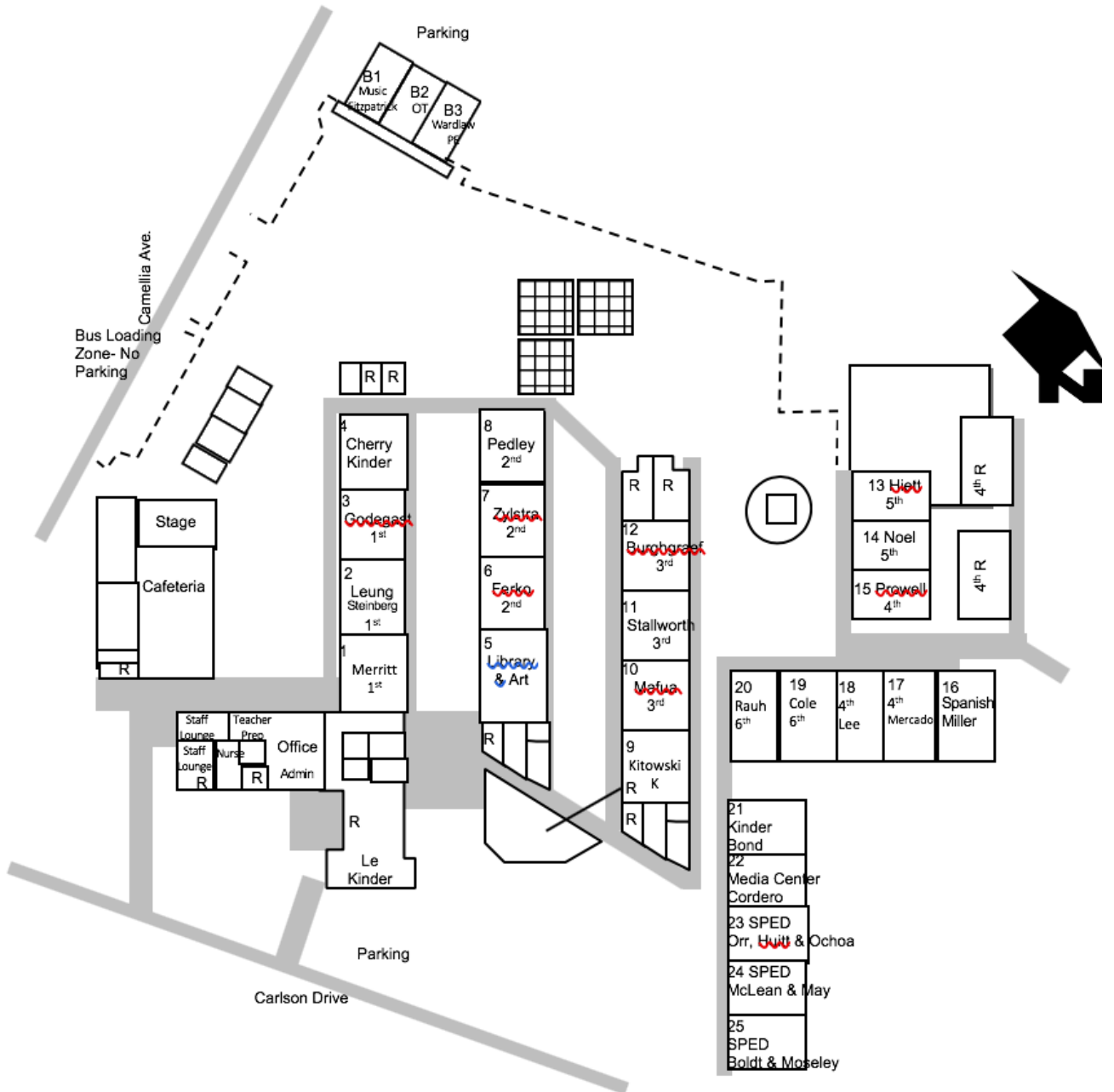
7:30 breakfast, 7:45-7:55 arrival, 8:00 instruction begins, 10:00-10:20 snack & recess, 11:30 dismissal

PRIMARY (1 st -3 rd Grades) SCHEDULES		
Mon, Tues, Wed & Fri 297 minutes	Thursdays 237 minutes	*Shortened Days 235 minutes
7:30 Breakfast (optional)	7:30 Breakfast (optional)	7:30 Breakfast (optional)
7:58 Line up	7:58 Line up	7:58 Line up
8:00-10:00 Instruction	8:00-10:00 Instruction	8:00-10:00 Instruction
10:00-10:15 Recess	10:00-10:15 Recess	10:00-10:15 Recess
10:15-11:00 Instruction	10:15-11:00 Instruction	10:15-12:10 Instruction
11:00-11:45 Lunch	11:00-11:45 Lunch	12:10-12:40 Lunch (optional)
11:00-11:20 Cafeteria	11:00-11:20 Cafeteria	
11:20-11:45 Recess	11:20-11:45 Recess	
11:45-12:45 Instruction	11:45-12:45 Instruction	
12:45-1:00 Recess	12:45-1:00 Recess	
1:00-2:12 Instruction	1:00-1:12 Instruction	

INTERMEDIATE (4 th -6 th Grades) SCHEDULES		
Mon, Tues, Wed & Fri 317 minutes	Thursdays 257 minutes	*Shortened Days 249 minutes
7:30 Breakfast (optional)	7:30 Breakfast (optional)	7:30 Breakfast (optional)
7:58 Line up	7:58 Line up	7:58 Line up
8:00-10:25 Instruction	8:00-10:25 Instruction	8:00-10:25 Instruction
10:25-10:35 Recess	10:25-10:35 Recess	10:25-10:35 Recess
10:35-11:45 Instruction	10:35-11:45 Instruction	10:35-12:19 Instruction
11:45-12:30 Lunch	11:45-12:30 Lunch	12:19-12:40 Lunch (optional)
11:45-12:05 Cafeteria	11:45-12:05 Cafeteria	
12:05-12:30 Recess	12:05-12:30 Recess	
12:30-2:12 Instruction	12:30-1:12 Instruction	

Warning bell will ring two minutes before school begins and before each recess ends

School Map



AFTER SCHOOL PROGRAMS

Caleb Greenwood offers a number of after-school learning opportunities. We are continuing to add more programs and up-to-date information can be found in the main office or on our web site. Current after school offerings include Coding, Chess, Early Engineers, Firefly Art, Clay Sculpture, DJ Classes and Running Club and various Sports. We are adding new options throughout the year, so please keep watch in the Wednesday Folders for new information.

We also have after school childcare available through 4thR, which is a program run by the City of Sacramento Parks and Recreation. This program provides appropriate learning experiences such as homework time, arts and crafts, sports, field trips, drama, science, cooking, and more. For registration information, please contact 4thRchildcare.com, 277-6185 ext.1054 or visit the 4thR office in the back portables.

ARRIVAL AND DISMISSAL GUIDELINES

It is our goal that your children arrive to school and are picked up from school in a safe, timely, and orderly manner. We request that all adults bringing children to and from school obey traffic laws and follow our arrival and dismissal guidelines. Please assist us in providing a safe school environment.

Please make sure your child comes to school after 7:45 a.m. unless he or she attends 4thR or is eating breakfast in the cafeteria, which opens at 7:45. There is no staff supervision of children on the yard until 7:45. Children arriving before 7:45 will be sent to the cafeteria and parents will be called to discuss arrival time. Students may not arrive before 7:45 if they are not eating breakfast, and not before 7:30 if they are eating breakfast.

The Sacramento City Unified School District has adopted a new schedule allowing teachers to collaborate during the school day. As a result, students will be dismissed Mondays, Tuesdays, Wednesdays and Fridays at 2:12 and must be picked up by 2:27. Students will be dismissed on Thursdays at 1:12 and must be picked up by 1:27. If you are late picking up your child, he or she will be sent to the office to wait and the office staff will contact you and your child's emergency contacts.

Several school buses arrive on Camellia Avenue near the playground; please do not park in bus loading zones at any time, and watch for flashing red lights on the school buses. You must stop when the lights are flashing even if the bus is at the curb. U-turns are not permitted on any street surrounding the school; this is very dangerous as students are crossing the street and getting dropped off.

Children are not allowed to play on the school grounds outside school hours unless a parent or guardian is supervising them. Children who are on campus after school hours will be brought to the office and the parent/guardian will be called to pick them up. Repeated violations of this guideline may result in discipline and/or suspension.

ATTENDANCE & ABSENCES

The first ten absences for illness must be verified by methods one, two, or three below. Absences that are not excused by one of these two methods will be considered UNEXCUSED and will begin the SART process. After a student has reached the limit of ten excused absences due to illness. Any additional absences must be verified by a note from your child's medical practitioner, otherwise they will be considered UNEXCUSED.

- Method 1: Click on “Report an Absence” on our school website at www.calebgreenwood.scusd.edu
- Method 2: Written note from parent/guardian, or parent representative. The note should include your child’s full name, grade/teacher, date of absence, reason for absence, and a parent or guardian signature
- Method 3: Conversation in person or by telephone between the verifying employee and the student’s parent/guardian or parent representative.

If a student has three or more unexcused absences or three tardies of 30 minutes or more, he or she is considered TRUANT. SCUSD’s truancy program includes a partnership with the District Attorney, Sacramento Police, Juvenile Probation, City of Sacramento, and several judges. The process involves letters sent home, a school site SART meeting and a district level SARB (Student Attendance Review Board) hearing.

SARB Procedure and Process

- 1st Truancy Letter: Sent after three unexcused absences or tardies of 30 minutes or more
- 2nd Truancy Letter: Sent home after one additional unexcused absence or tardy
- 3rd Truancy Letter: Sent after one additional unexcused absence or tardy & SART appointment is scheduled
- SART (Student Attendance Review Team): Hearing and contracts completed and signed
- SARB (Student Attendance Review Board): Referral made after one additional unexcused absence or tardy. Referral may then be made to District Attorney’s Office for prosecution.

It is our goal to make sure every student has the opportunity to receive a quality education, so we will do everything possible prior to a hearing to improve attendance. However, if attendance concerns continue, we are prepared to implement the SARB process to the fullest extent. Remember that school attendance is a key factor in school success, and every effort should be made to ensure that your child is in school every day.

ATTENDANCE PERMITS

A student may attend Caleb Greenwood Elementary from outside the attendance area by obtaining a permit. One must have a valid reason for obtaining a permit. Permits are contingent upon good attendance and good behavior and can be revoked if requirements are not met.

There are two types of permits. Intra District Permits are for students who do not live in the Caleb Greenwood Elementary School attendance area but who live in the Sacramento City Unified School District attendance area. These permits are available at the SCUSD Enrollment Center and must be signed by the principal. Inter District Permits are for students who do not live in the Sacramento City Unified School District attendance area. These permits must be obtained from the SCUSD Enrollment Center and signed by the principal.

BACK TO SCHOOL NIGHT/OPEN HOUSE

Parents are encouraged to attend Back-to-School Night, which will be held this year on September 12, 2018. Parents have an opportunity to meet their child’s teacher, hear about grade-level curriculum, class rules and procedures, and expectations for the school year. This is an evening reserved for parents and guardians only. It is requested that students not accompany their parents.

Open House is in the spring. Parents, friends, and family are invited to accompany their students to visit the classrooms and see displays of student work. There is no supervision for Open House so children are required to stay with their parents. Notices will be sent home for both events.

BICYCLES, SKATEBOARDS, & SCOOTERS

Students who ride bicycles to school must wear helmets and park their bikes in the racks that are provided. Each student must take responsibility for locking his/her bike since the school is not held responsible for lost, stolen, or damaged property. In the event that a bike is stolen from the bike rack, you must call the Sacramento Police to file a report. For safety reasons, students are not permitted to ride their bikes, skateboards, or scooters on campus, including through the hallways, on the yard, or on the blacktop at any time. Failure to meet these expectations may result in the confiscation of bicycle, skateboard, or scooter.

BIRTHDAYS AND CLASS CELEBRATIONS

Due to the severity of unforeseen food allergies and the practices outlined in our Wellness Policy, we will not distribute food or other items to classes in celebration of individual student birthdays. Students with birthdays will receive special recognition from the principal during morning announcements, and parents are invited to visit the classroom and share a favorite book to donate to the classroom library if you would like to honor your child's birthday at school. Please do not put teachers in the uncomfortable position of not being able to distribute treats that a parent brings for the entire class.

Items not meeting the state's nutritional guidelines and Wellness Policy guidelines will not be given to children during the school day or up to 30 minutes after, so parents may not distribute food to other children after school or during field trips. Teachers may plan classroom celebrations for various reasons, and there will always be healthy food options for students, which will be communicated to parents ahead of time.

BULLYING

We do not tolerate bullying in any form, and students and parents are encouraged to report bullying immediately to a teacher or the principal. Any allegation of bullying will be investigated by the principal, and if it is determined that a student is being bullied, a Safety Plan will be put in place for the student being bullied and an Action Plan will be put in place for the student demonstrating the bullying behaviors. Bullying Report forms are available in the office should a report need to be made.

BUS PROCEDURES

Bus transportation is available for a limited number of students residing in specific attendance areas. To determine if your child is eligible for transportation services, please visit the front office.

Students riding the bus will:

- Remain seated, face the front of the bus, and keep the aisle clear
- Stand up only when getting on or off of the bus
- Keep body parts and all objects inside the bus
- Promptly and respectfully obey all bus drivers
- Wait at and walk to all bus stops in an orderly and respectful manner
- Cross the street only when escorted by the bus driver
- Avoid loitering around the bus stop on the way home

- Use your regular bus stop at all times unless your parent gives you written permission that has been approved by a school authority

Students riding the bus will not:

- Distract bus drivers
- Create loud noises
- Deface or tamper with any part of the bus or bus stops
- Purposely touch others or their possessions without permission
- Use offensive language or gestures
- Eat, drink, chew gum, or throw objects
- Behave in any way that is illegal or dangerous

Students who do not follow all bus safety rules will be issued a citation. Repeated failure to follow bus rules will result in suspension from the bus, and may result in the revocation of your child's transportation privileges. Parents will then need to provide transportation to and from school. Please teach your child that bus services are a privilege and to make good choices.

CAFETERIA

Free and Reduced Lunch Program: To ensure that we provide access to all families potentially eligible and to collect valuable information for the district, all families are asked to fill out a lunch application at the beginning of the year. School funding is directly tied to the number of students eligible for free or reduced lunch regardless of whether or not they participate in the lunch program. All information is confidential.

EZSchoolPay.com: Use EZSchoolPay.com to make payments to your student's school meal account anytime. You can monitor the account balance and history, and payments made are immediately applied to your child's account.

Cafeteria Agreements:

- Show respect to students and adults
- Do not share or trade food with others
- To support healthy eating habits, please keep large bags of candy and chips at home and do not bring soda to school
- Use quiet voices and speak only to those seated near you
- Stay in a straight line
- Stay in your seat at your class's table
- Raise your hand to leave your seat
- Use good manners
- Clean your space before being dismissed (no food may be taken from the cafeteria or lunch tables)

Students are escorted to the cafeteria and lunch tables by the teachers and eat lunch for a minimum of 25 minutes before being dismissed for lunch recess. On rainy days, students will be escorted to the cafeteria to eat indoors for a 40-minute lunch period. Eating at the lunch tables with peers is a privilege. Students who choose not to follow the above guidelines may receive a time out, be required to complete a Think Sheet, or be given a referral and required to eat alone for a determined period of time.

In accordance with CA Ed Code, meals provided by Nutrition Services for consumption by school children must be served and consumed under staff supervision.

CELL PHONES, ELECTRONIC EQUIPMENT, AND PERSONAL ITEMS

Student cell phones and tablets are allowed on campus, but all student devices (cell phones and tablets) must remain in students' backpacks during school hours (7:30am-2:12pm) and turned off unless given permission by a staff member to use in an emergency. Cell phones and tablets are not allowed at recess. If parents wish to leave a message for a student during the school day, they should call the school office. Cell phones and tablets may NOT be used to take and share pictures on campus or be used for social media purposes. Students may use cell phones after school to communicate with parents and caregivers, but students are not allowed to share images, messages, games, information, etc. on their phones with other students while on campus, even outside school hours.

If a device is seen or heard by a staff member during school hours (7:30am-2:12pm), it will be taken to the office and may be picked up after school on the first offense. If a device is taken for the second time, a parent must pick it up. If a third offense occurs, the device will be confiscated for the remainder of the school year. See Appendix.

Students are not allowed to bring toys, cards (pokemon, playing cards, etc.), sports equipment, fidget spinners, or other personal items to school. The school provides a full set of playground equipment to each class for use at recess. Fidgets for the use of student attention in class must be pre-approved by the classroom teacher and documented in an IEP, 504 or SST.

DELIVERIES TO STUDENTS

Students should not receive any items unrelated to instruction at school. This includes flowers, balloons, or other personal items. If such items are delivered to school, the office will notify the student to pick the items up after dismissal. The school will not be responsible for the delivery of such items. Personal party invitations should be delivered before or after school, outside the classroom. Forgotten items should be brought to the office rather than directly to the classroom. The office will deliver items to the students at a time that will not disrupt instruction.

DISCIPLINE & ESSENTIAL AGREEMENTS

Caleb Greenwood Elementary School prides itself on a discipline plan that is fair, restorative, and consistent. We feel that all students have a right to go to school in a safe environment. Each student also deserves the opportunity to learn in an atmosphere of respect, free from the influence of disruptive classmates. Each student and teacher has a responsibility to do their part in creating and maintaining a respectful, safe and stimulating learning environment. We realize that there will be times when students forget their responsibility or are temporarily unwilling to be cooperative. For this reason we have developed a plan of positive discipline that restores a safe and stimulating environment and supports those who are negatively impacted by the misbehavior.

In alignment with the International Baccalaureate Primary Years Program, we have established school-wide Essential Agreements for our common spaces and each classroom has developed a set of Essential Agreements. If students require support in keeping our Agreements, the following process is in place:

Informal Process: Usual Constructive Reminders

Student is made aware of being off task or of their disruptive behavior with in-class reminders:

- Eye contact with student
- Teacher moves closer to student
- Students attention is redirected back to the lesson
- Teacher pauses to gain attention
- Student is offered a specific choice: follow Essential Agreements (explain desired behavior) or accept specific consequence (move to another location, missed recess or preferred activity, time out, Teacher/Student Conference, Think Sheet, Parent Contact, Principal Referral, etc.).
- Student who modifies behavior with these reminders is encouraged and supported
- If the student does not modify his/her behavior, Formal Process begins

Formal Process:

Please note: There are times when a teacher or the principal will need to skip steps based on student behavior and response. As always, we will use our best professional judgment to determine the appropriate steps for correcting student behavior and restoring a safe environment.

Step 1: Reminder of Essential Agreements

- Make student aware of their disruptive behavior
- Invite student to remember Essential Agreements and ask if they plan to follow the agreements.
- Offer student a specific choice: follow Essential Agreements (explain desired behavior) or accept specific consequence (move to another location, missed recess or preferred activity, time out, Teacher/Student Conference, Think Sheet, Parent Contact, Principal Referral, etc.)
- Encourage and support student who modifies behaviors
- If the student continues to refuse to cooperate proceed to Step 2

Step 2: Teacher/Student(s) Conference

- These conferences should take place outside of instructional time. Using a portion of recess or other preferred activity time in class is acceptable
- Discuss behavior and its impact on the classroom and/or school community. Student(s) and teacher each describe the problem, listening and summarizing each other
- Work with student to develop a plan for following Essential Agreements
- Follow up to ensure the agreements are being kept
- Encourage and support student who modifies behavior with these reminders
- If the agreements are not kept, repeat Step 2 or proceed to Step 3

Step 3: Think Sheets

- Required for students who do not modify their behavior with Steps 1 & 2
- Students will be required to complete a Think Sheet in their own classroom, during recess, in another classroom, or in the office if necessary
- When Think Sheets are sent home for parent signature, the Time Out Record (on the back of the Think Sheet) will be completed in order to provide parents with additional information about the incident or behavior
- When students have completed the Think Sheet, they will be invited them to work with the teacher and any other involved students to fully resolve the conflict
- If a student refuses to complete the Think Sheet and resolve the problem cooperatively, proceed to Step 4.

Step 4: Principal Referral

- If a student refuses to complete the Think Sheet and resolve the problem cooperatively, student will be sent to the office with a Principal Referral
- If the principal is able to resolve the behavior with the student and the student agrees to keep the Essential Agreements made and accept the determined consequence, the student will return to class and Principal Referral will be sent home for parent signature

Step 5: Cooperative Agreement

If the misbehavior is a serious concern, but not an immediate safety risk or if the student refuses to resolve the problem cooperatively with school personnel, the principal will contact parents to schedule a meeting. Parents are also contacted if a student has been involved in something that is a serious safety concern outside of the classroom. Parents are invited to help their child consider resolving the problem cooperatively with them present. The group writes and signs a Cooperative Agreement developed to resolve the problem. When a Cooperative Agreement is developed, follow-up meeting(s) are scheduled and convened until the problem is resolved. If a Cooperative Agreement is not developed or is violated, proceed to Step 5.

Step 6: CA Ed Code School Suspension

If a Cooperative Agreement has not been developed or signed or is violated, or if the California Education Code requires a specific action, the administration will take immediate action as required.

DRESS CODE

Board Policy #5132

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing may not present a health or safety hazard or create a distraction which would interfere with the educational process.

- All clothing must be clean, suitable, and appropriate for school activities.
- All clothing must fit.
- Shirts should be long enough to cover stomachs even when hands are raised. Shirts cannot be mesh, see-through, or have spaghetti straps.
- Pants, shorts, and skirts must be fit around the waist; no sagging. Pants should not drag on the ground. Shorts and skirts should be longer than the fingertips with arms extended.
- At no time should undergarments be visible. Pajamas and undershirts are not be worn as outerwear.
- Shoes must be tie or strap-on and suitable for running and other recess or PE activities. No flip-flops, wheelies, or high heels.
- Jewelry should be age appropriate. Chains and other jewelry that could present a safety hazard are prohibited.
- All clothing should be free of "put downs" or other forms of language contrary to supporting academics and student success (ie "The dog ate my homework). Clothing that contains images of violence, is known by local law enforcement to be gang related, is distracting to the learning environment, or promotes or glorifies drugs or violence is strictly prohibited. Students wearing such clothing will be asked to call home for a change of clothes or required to change into clothing provided by the school.

EARLY DISMISSAL

Students are not permitted to leave the school grounds before their regular dismissal time without being signed out by their parent or guardian. Parents are required to COME TO THE OFFICE TO SIGN OUT THEIR CHILD. Students will not be dismissed directly from their classroom. If you wish another adult to pick up your child for an early dismissal, his/her name must be registered on the student's Emergency Card and PROPER IDENTIFICATION WILL BE REQUIRED.

EMERGENCY CARDS

At the time of registration and the beginning of each new school year, parents and/or guardians are required by law to complete an emergency information card. This information will be filed in the office in case the school must contact either the parent or someone designated by the parent for sudden illness, accident or any other emergencies. Please be sure that you complete an emergency card for each child in your family and that it is complete with accurate information. Please notify the school if any changes occur during the year so that the school can update the student emergency information card.

EMERGENCY DRILLS

A monthly fire drill will be conducted according to California Ed Code. The purpose of a fire drill is for students to practice our evacuation procedures in the event of an actual fire or other emergency. During a fire drill, students will go out the nearest exit without any pushing, shouting or running. There should be no talking while the students go to their assigned places. One long ring of the yard bell will be used to signify the end of the fire drill. We will also hold two lock-down drills and four earthquake drills, as required by California Ed Code.

FOOD ALLERGIES

The SCUSD district board food allergy policy provides guidance for accommodating students with serious food allergies. In order to comply with this policy, we will offer an "Allergy Aware" table in the cafeteria for students who have serious food allergies. We will also do our best to identify students with serious food allergies and communicate with the other families in that class and grade level about those allergies. Parents of students with food allergies are encouraged to visit the office to discuss documentation and an Emergency Healthy Plan with the school nurse.

GUM & SNACKS

Caleb Greenwood is a gum-free zone. Students are not permitted to chew gum at any time on campus. Students are allowed to bring a snack to eat during morning recess, and we encourage families to send their children to school with healthy snacks such as fruit, vegetables, low-fat dairy, or whole grain items. Sugary foods can interfere with a child's ability to learn and function in the classroom and we strongly encourage families to not send these types of items to school with their children. The stage area beneath the tree and tables in the courtyard are designated as our snack areas and students are asked to keep the area clean by throwing any trash away in the can provided. California legislation bans the sale of soda and candy to students at elementary schools, and all families are asked to read and honor our Wellness Policy attached to this document.

HEAD LICE

The district has adopted a new Head Lice Procedure and Policy. A child showing symptoms of head lice will be checked by office manager or nurse. If lice are found, parent/guardian will be contacted and child will be allowed to stay at school until the end of the day with instructions to treat lice and home environment. Siblings or close contacts in the classroom will be checked as referred by the

classroom teacher only if they exhibit symptoms. The whole class will not be checked. Child may return the next day after treatment. They will be rechecked upon arrival. If they still have lice, the parent/guardian will be contacted and the child will be allowed to remain at school for the day with further instructions for removal. If any student has head lice on three occasions during one school year, Health Services will be notified and a school nurse will contact the family to determine next steps. An Exposure Letter will be sent home at the discretion of the principal and only after several cases are reported.

HOMEWORK POLICY

Homework is independent practice of grade level skills or material already taught in class. Homework should be meaningful and directly connected to daily instruction and/or inquiry work. Students should spend approximately 10 minutes per grade level per night on homework in addition to time spent reading independently (10 minutes in K-1, 20 minutes in 2nd grade, etc.). Students may also be required to complete assignments that they did not complete in class if they were given ample time and support to complete them in class and chose not to do so. Teachers will communicate with parents if homework is not being completed. Homework may be modified when agreed upon by the parent and teacher. Make-up homework for a sick child will be available in the classroom the day following the absence.

LGBTQ RIGHTS

Assembly Bill 1266, the School Success and Opportunity Act, is a piece of legislation that was signed into law by Governor Jerry Brown in August of 2013 and went into effect January 1, 2014. It amends the California State Education Code to clarify the roles of school staff in working with students of all genders, and clarifies that students' access to educational resources shall correspond to the student's gender identity. Transgender and gender non-conforming youth face unique challenges and obstacles in schools that may inhibit a student's ability to learn. The School Success and Opportunity Act was written to provide these youth with equal access to educational programs. Caleb Greenwood staff will adhere to AB 1266 guidelines. Any questions or requests for support regarding these guidelines should be directed to the principal or the SCUSD Connect Center.

LOST & FOUND

All clothing and other personal items, such as lunch boxes and backpacks, should be clearly marked with your child's name. It is difficult to identify ownership if items are not labeled. All lost clothing will be put on the hooks in the back of the Multipurpose Room. Other small articles will be kept with the office manager in the front office. Please be aware that all articles of clothing and personal items that have not been claimed will be donated to a clothes closet at the end of each trimester.

MANDATED REPORTER POLICY

Under California State Law, classroom teachers and school personnel are identified as "mandated reporters" of child abuse and neglect. This means that school personnel who have knowledge of or have observed a child whom he/she reasonably suspects has been the victim of child abuse or neglect are required to report the suspected instance of child abuse to the appropriate law enforcement agency and the County Welfare Children's Protective Services. No person making such a report shall be subject to any sanction for making it.

MEDICATION AND STUDENT HEALTH

No medication of any kind, whether prescription or over-the-counter, is allowed to be brought by a child without written authorization. Pain relievers and any other over-the-counter medications may not be dispensed to students. The school is only equipped to treat minor injuries with ice and band-aides. Parents/guardians will be called for more serious injuries. If parents cannot be contacted the emergency personnel noted on the emergency card will be contacted.

Students are not allowed to possess any type of medication. Education Code 49423 states, "Notwithstanding the provisions of 49422, any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician may be assisted by a school nurse or other designated school personnel if the school district receives the following:

- A written statement from physician detailing the method, amount, and time schedule by which medication is to be taken
- A written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the manner set form in the physician's statement
- Medication is to be kept in a secure area and dispensed per the physician's instructions.

If a child is to temporarily take a non-prescription medication, such as an over-the-counter pain reliever or cough drop, the medication must be kept in the office in its original container. The parent/guardian must provide a note to the front office stating the time and dates the medication is to be given. The medication will be kept locked in the office.

OFFICE PROCEDURES

The front office is a very busy place. Students must have a pass from their teacher to come to the office, unless there is an emergency. Please make all after school arrangements with your child prior to the start of school. Telephone use in the office is limited to emergency calls only. In addition, teachers will not be disturbed during instructional time for phone calls, except in the case of urgent emergencies.

PTSO

Our PTSO (Parent Teacher Student Organization) is an integral part of our school community and provides funding for many of our special programs, including assemblies, field trips, art, Spanish, music, and other costs of our IB PYP. Elections are held each spring for officer positions, but all parents are welcome and encouraged to attend meetings. PTSO meetings occur monthly and will be announced in the weekly newsletter. The PTSO Board meets monthly on the first Wednesday at 6:00pm in the Library and all interested parents and students are encouraged to attend.

PARENT-STUDENT-TEACHER CONFERENCES

Conferences are held two times each year (at the end of the first and second trimesters). The first conference is a student-led conference, so both parents and students are expected to attend. The second conference is held at the request of the parent or teacher and students may or may not attend depending on the content of the meeting. Academic progress, student work, and goal setting are the primary topics of the conferences. We highly value students' self-assessments and reflections on their own work, so students are actively included in the conference. Parents are encouraged to maintain close contact with the school and are invited to make appointments whenever they have questions or concerns they would like to discuss without their child being present. Please call the office to schedule an appointment with the appropriate staff member to make sure he/she is available to meet with you. Parents or guardians do not have to wait for conference week to confer

with the teacher or principal. They may conference at any time as long as an appointment is made prior to coming in.

PARENT/SCHOOL COMMUNICATION

Regular parent-school communication is welcome and encouraged. A positive working relationship between parents, teachers, and staff is critical for student success. To that end, we ask that parents, teachers, and staff seek to establish positive relationships for the betterment of the students. We also ask that parents seek to discuss their questions or concerns first with their child's teacher. This helps promote trust and respect between parents and teachers on campus. The weekly parent newsletter, the Cougar Chronicle, and other school and class communication will be sent home each week in the Wednesday Folder and a weekly phone message will go out to families each Sunday. Parents are highly encouraged to "like" our Facebook page for regular school updates and sign up for the "E-mail Blast" on our school website at www.calebgreenwood.scusd.edu.

PROMOTION AND RETENTION

District officials and Caleb Greenwood Elementary School have an important obligation to inform all parents of their child's progress towards proficiency. The Promotion/Retention process has been put in place to support students in meeting state standards. Part of the process is to identify students who are below grade level in reading and/or math and to provide additional support that will assist students in improving these areas. A retention decision will require that effective instructional programs, practices, and strategies are in place and the unique instructional needs of each student are recognized. A parent/teacher conference will be scheduled to inform you if your child is at risk for retention, and a plan will be developed to help your child meet grade level requirements.

REGISTRATION REQUIREMENTS

Enrollment at Caleb Greenwood is limited to neighborhood students and those students who enroll through a limited number of spots open to Open Enrollment. Proof of residence must be provided, and enrollment may be discontinued if your residence should change. In limited circumstances, a provisional permit may also be approved by the principal.

Kindergarten

According to California State Law a child may be admitted to kindergarten in any term during the first school month of the term if he/she will be five years of age on or before September 1st.

First Grade

According to California Education Code, a child may be admitted to the first grade if he/she is six years on or before September 1st of the current school year. No child shall be admitted to the first grade of an elementary school unless he/she is at least five years of age.

Evidence of Age

In accordance with the California Education Code the parent or guardian of a child shall, prior to the admission of the child to the kindergarten or first grade, present proof that such child is of the minimum age fixed by law for admission. Such evidence shall be in the form of a certified copy of a birth record, a statement by the local registrar, a county recorder certifying the date of birth, a baptism certificate duly attested, a passport, or an affidavit of the parent, guardian or custodian of the minor.

Immunization, Physical Examination, and Dental Oral Exam

Students should have immunization against polio, measles, D.P.T. (Diphtheria, Pertussis, and Tetanus) and Hepatitis B and Varicella (Chicken Pox) before entering a California school. A first grade child being enrolled for the first time must present a certificate signed by a physician that he/she has received a physical examination within the year. The purpose is to prevent illness and disability in children through early identification.

To make sure your child is ready for school, California law, Education Code Section 49452.8, now requires that your child have an oral health assessment (dental checkup) by May 31 in either kindergarten or first grade, whichever is his or her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional.

SCHOOL SAFETY

The safety of our students is of critical importance. All faculty and staff are familiar with district "Emergency Preparedness Guidelines," which are posted in each classroom. In addition, our school site has safety procedures which are implemented as needed.

Earthquake/ Duck and Cover Drill: During an earthquake, severe wind storm, and other defined emergencies, children duck for cover under desks. In 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 for return. A monthly fire drill is conducted in accordance with California State Law.

Intruder: A school alarm and intercom announcement alerts staff that an intruder is on campus or nearby. Children remain in their classrooms, doors are locked, and curtains are closed to provide further security. The principal and/or police determine when it is safe to resume normal operations.

Other School-Wide Emergencies: Comprehensive school plans exist to deal with a full spectrum of emergency conditions which may 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 the student out of the site. Parents should come to the multi-purpose room and NOT the student's classroom. In the event of a school-wide evacuation, the Sacramento Police Department as identified the Scottish Rite Center on H Street as our Reunification Point. 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. If the students have been evacuated, parents would be directed to the Scottish Rite Center.
2. Parents will be asked to get in a line.
3. Parents will receive an emergency student release request to complete prior to reunification.
4. 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.
5. A photo ID from the person will be required.
6. 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.

SCHOOL PROPERTY

Students are expected to take care of school property, including books, paper, supplies, and other necessary materials used to enhance learning. Students must pay for damaged or lost items. Parents/guardians have a responsibility to the community for damages caused by their children to school property during or after school. The California Education Code 48909 states that any student who willfully cuts, defaces or otherwise injures in anyway property belonging to the school district is liable to suspension or expulsion, and the parent or guardian shall be liable for all damages so caused by the student. The parent or guardian of a student shall be liable to a school district for all property belonging to the school district loaned to the student and not returned on demand. The liability of the parent or guardian shall also not exceed five thousand dollars. The parent or guardian shall also be liable for the amount of any reward not exceeding two thousand dollars pursuant to Section 53069.5 of the Government Code.

SCHOOL RESPONSIBILITY FOR STUDENTS TO AND FROM SCHOOL

According to the California Education Code 44808, no school district, city or county board of education, county superintendent of schools, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any student of the public schools at any time when such student is not on school property, unless such district, board or person has undertaken to provide transportation for such student to and from the school premises or in a school-sponsored activity.

SHORTENED DAYS

A shortened day is when students are excused from school earlier than the regular dismissal time. A notice will be sent in advance indicating the dismissal times and dates for shortened days. Shortened days are used for district-scheduled parent conferences, teacher in-service training sessions and other occasions as announced during the school year. Please review the calendar in this handbook for the list of scheduled shortened days for 2018-19.

SPECIAL PROGRAMS/SERVICES

Arts & Music Instruction: IB World Schools encourages schools to have a well-balanced curriculum that includes visual and performing arts, and as such, visual and performing arts are embedded in each grade level units of inquiry. Students will also receive music and arts enrichment once per month. Students learn to create art using a variety of mediums and techniques, and their works are connected to the IB PYP Units of Inquiry.

Social Emotional Learning: Teachers and staff will use the IB Learner Profile and Approaches to Learning to reinforce positive character development throughout each day. Each classroom and school space will have Essential Agreements to support students in contributing to a positive school culture. Students are recognized by teachers, other staff, and peers using IB Superstars which acknowledge students for demonstrating the IB Learner Profile Attributes and Approaches to Learning. On the first Friday of each month, we will hold Student Recognition Assemblies during which we recognize students for demonstrating IB Learner Attributes.

Childcare: Childcare is available on campus for school-aged children through the 4thR Program run by the City of Sacramento Parks and Recreation Department. This program provides appropriate learning experiences such as homework time, arts and crafts, sports, field trips, drama, science, cooking, and more. For registration information, please contact www.4thRchildcare.com, call 277-6185 ext. 1054 or visit the 4th R office in the back portables.

Computer Lab and Technology: Thanks to the generous support of our PTSO, we have a state-of-the-art touch screen computer lab accessible to all students and regularly used for research and multi-media experiences. We also have mobile laptop carts that teachers bring into the classroom in order to regularly integrate technology into instruction.

Garden: We have a beautiful school-wide garden regularly used for both educational and recreational purposes. Parents interested in volunteering in the garden should contact their child's teacher for more information.

Gifted and Talented Education (GATE): All students will be screened in first and third grades for GATE services, and in other grades with a teacher referral or parent request. Caleb Greenwood uses the instructional methodology required by the International Baccalaureate World Schools and our teachers meet the needs of our GATE-identified students through inquiry and differentiated instruction. We provide students with learning opportunities that allow them to gain deeper access and interaction with content and concepts in a heterogeneous classroom with learners of varied talents, potentials and exceptionalities. Parents of students who qualify may elect to implement a GATE Learning Plan in which classroom enrichment opportunities based on the student's strengths are documented and monitored throughout the school year. If a parent elects to implement a GATE Learning Plan, the plan can be discussed and revised at anytime and will be reviewed as part of the parent-teacher conference process.

Inclusive Practices: We believe in the right of every child to receive a high-quality education designed to meet their individual needs in their neighborhood school. To this end, we fully include students at all levels in our classrooms and create classrooms are heterogeneously mixed as possible. Our IB pedagogy requires a high level of student-centered learning, and teachers are able to differentiate curriculum to meet the needs of a wide range of students while creating a learning environment that is nurturing, inclusive, and supportive of all students. Students with special needs receive the majority of their services within the general education classroom, and the special education and general education teachers co-teach the class in order to provide a greater degree of differentiation and support.

International Baccalaureate Primary Years Program: We received formal authorization from the International Baccalaureate Organization as an IB PYP World School in May 2015. We will continue reflect on, refine, and grow our program and will have another visit from the IBO to evaluate our program and progress during the 2018-19 school year.

Library: Every class visits the library once a week to browse and check out books, and the library is accessible to students during lunch on Tuesdays and Fridays. Classes may schedule additional time in the library whenever needed for research or other inquiry projects. Students must have turned in the Library Use Permission Slip in order to check out books. Our Library Docents funded by the PTSO do a wonderful job keeping the library up-to-date and ordering new books that are both high interest and aligned to our IB PYP units of inquiry and the IB Learner Profile.

RSP/SDC Teachers: The Resource Specialist and Special Day Class teachers work with students who need additional support to succeed academically in the classroom by addressing their needs according to their Individualized Education Plan (IEP). This is accomplished through a combination

of co-teaching in the general ed classroom and targeted small group instruction held throughout the day.

Spanish: IB World Schools requires IB authorized schools to teach an additional language, and as such all 1-6 students will receive weekly Spanish immersion instruction for 60 minutes per week in two sessions. Claudia Miler, our Bilingual Instructional Aide, will deliver the curriculum using an immersion model, and the classroom teacher will be there to join in the learning and integrate the language in the general ed classroom. The PTSO has purchased a highly engaging and interactive curriculum for our Spanish classes.

Student Study Team: The Student Study Team (SST) is one of the most powerful tools available for creating a positive learning environment for all students. The purpose of the SST is to identify areas in which a particular student is having difficulty with learning or behavior. The team (parents/guardians, classroom teacher, principal, resource specialist and/or school psychologist) will establish a plan that will build more success for the child in the classroom. The effects of this plan are monitored and reevaluated within 6-8 weeks to determine its successes or if further modifications are necessary. If changes are needed, a new plan is implemented until an effective approach can be found.

Nurse: Caleb Greenwood Elementary has a nurse for one day a week. The primary functions of the school nurse are administering assessments and serving as a member of the Student Study Team or IEP team.

Psychologist: The primary functions of the school psychologist are administering tests and serving as a member of the Student Study Team or IEP team. The Psychologist works exclusively with Special Education students.

Speech: Our speech and language specialists evaluate the areas of language, articulation, fluency, and voice. If a child qualifies for services, the specialists provide therapy.

STUDENT INSURANCE

Student accident insurance is available and may be applied for anytime during the school year. There are several different types of coverage available. Application forms may be obtained from the school office.

STUDENT LEADERSHIP

There is an application process for our student leadership group, Leaders in Action. Students in this group focus on taking action to improve our school and community by conceptualizing and implementing projects of their choosing while receiving guidance from our IB Coordinator and other staff.

STUDENT RECORDS

According to the California Education Code 49069, parents of currently enrolled or former students have a right to all student records related to their children which are maintained by school districts. In order for parents to see their children's records, they need to appear in person during the regular school hours. Parents should notify the school office in advance so that qualified personnel will be available to interpret test scores, grades or reports.

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.

When materials are damaged but still usable the student will be charged as follows:

<i>Damages</i>	<i>Cost</i>
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

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)

VISITORS

Parents are welcome and encouraged to visit the school any time during our business hours. All visitors to the school must sign in at the front office, where you will be given a visitor's badge to wear during your stay. Please sign out in the office when leaving. Parents and guardians are welcome to visit their child's classroom, but are asked to make arrangements at least one day in advance. If you'd like to meet with the principal or other staff member, please call ahead to make an appointment. One time visits, observations and presentations may be conducted without volunteer clearance. However, regular visits of more than 15 minutes per school day require parents and guardians to undergo the volunteer clearance process detailed below.

VOLUNTEERS & FIELD TRIP DRIVERS

All families are invited to play an active role at the school by maintaining strong communication with your child's teacher, visiting campus on a regular basis, attending school events, and becoming involved in one of several leadership opportunities we have for families. There are also many opportunities for adults to volunteer at school as morning greeters, field trip chaperones, yard duty supervisors, classroom tutors, mentors, readers and library volunteers. There are also opportunities for adults to do volunteer work at home.

Volunteers working with children or attending field trips must complete a background check EACH YEAR, even when fingerprints have been cleared in previous years. Fingerprinting must only be done once, but the background check must be conducted each year. Volunteers must also have a

current TB test on file. In addition, volunteers who wish to drive on field trips must also submit a Volunteer Personal Automobile Use Form and proof of insurance (insurance declarations page). Drivers must also submit a copy of their driver's license to the front office to send to HR to be cleared through the DMV. Due to the time it takes to process these documents, drivers must submit all required paperwork no less than eight weeks prior to the planned field trip. Drivers submitting the paperwork less than eight weeks prior to the field trip will be ineligible to drive. Volunteers who wish to attend, but not drive, on the field trip must also clear all background checks and TB tests prior to attending the field trip.

WELLNESS POLICY

Our school Wellness Policy was developed in accordance with CA Education Code and the Federal Healthy Hunger Free Kids Act. All parents are asked to read and follow our Wellness Policy carefully, and know that it will continue to be revised as our Wellness Committee continues their work. You can find an updated version on our web site. If you would like to be involved with the Wellness Committee, please contact Principal Erin Hanson. All are welcome.

TITLE IX: *(Non-discrimination on the Basis of Gender)*

Includes Sexual Harassment

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The Board shall promote programs to eliminate discriminatory practices in all district activities (BP0410).

TITLE IX: *Policies on Sexual Harassment 4119.11 (a)*

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by an employee, student or other person at school or at any school-related activity. Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action.

The Governing Board prohibits sexual harassment in the working environment of District employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

Report Violations to:

1. Your supervisor or site administrator for initial attempt at resolution

OR

2. Contact District Title IX Compliance Coordinators:

Student Related Issues: Michael O'Leary, Hearing Officer at 643-9425

Employee Related Issues: Marianne Clemmens, Director of Risk Management at 643-9421

Caleb Greenwood Student & Family Handbook
2018-19 Agreement
Please Sign and Return to Your Child’s Teacher

Communication and positive relationships are critical aspects of bringing a school community together under a common vision for students. Therefore, you will receive a weekly parent newsletter in the Wednesday Folder titled The Cougar Chronicle, and a weekly phone message every Sunday evening. All parents are also encouraged to “like” us on Facebook and to sign up for our e-mail blast on our website at www.calebgreenwood.scusd.edu for regular updates from the school and the PTSO. Teachers will send home regular communication, including unit newsletters, and we are all accessible by email if you have a question or want to set up a time to talk.

Please keep this Student & Family Handbook in an easy-to-find location throughout the year, as it is another vital communication tool. It contains important information about our special programs, policies and procedures, and expectations for student behavior and safety. Our **Student & Family Handbook** is a also a vital communication tool, and includes important information for student and families, including:

- Attendance Policy
- Cell Phone Policy
- Discipline Policy
- Homework Policy
- Wellness Policy
- Dress code
- Special programs
- School safety protocols

This document is available on our school website at www.calebgreenwood.scusd.edu, and we will always have additional copies in the front office as well. To save on paper, we will not be printing the document for every student, but we will ask that you **sign and return this “Caleb Greenwood Student & Family Handbook Agreement Form” after your family has reviewed and discussed the information.**

Yes, my child and I have reviewed the 2017-18 Caleb Greenwood Student and Family Handbook, and we understand and agree to follow the Policies and Procedures established by the school.

Student Name _____

Student’s Teacher _____

Parent Signature _____ **Date** _____