Samuel Kennedy Parent Student Handbook

2020 - 2021



7037 Briggs Drive

Sacramento, CA 95828

916-383-3311

blogs.egusd.net/kennedy

IG: @samuelkennedyes

Facebook: @SamuelKennedyES

WELCOME!

**At Samuel Kennedy Elementary, we have Cougar Pride!**

Students, parents, teachers, and staff work together to create a school community where every child learns and every child is loved. Our school is a welcoming place where students are challenged to succeed every year, from pre-kindergarten through sixth grade and beyond. This year we continue to revise our curriculum to reflect the Common Core State Standards, and teachers work together daily to provide targeted teaching at each child’s level. Students benefit from clear behavior expectations throughout the school and frequent opportunities to be recognized for good citizenship, strong attendance, and academic achievement. We actively seek family participation in all aspects of their child’s education. Together we are moving Samuel Kennedy Elementary forward, ensuring that our students receive an excellent education that opens doors for every child to be college and career ready.

Elk Grove Unified School District

# MISSION STATEMENT

Elk Grove Unified School District will provide a learning community

that challenges ALL students to realize their greatest potential.

# CORE VALUES

# Outcomes for Students

Achievement of Core Academic Skills

Confident, Effective Thinkers and Problem Solvers

Ethical Participants in Society

**Commitments about How We Operate as an Organization**

Support Continuous Improvement of Instruction

Build Strong Relationships

Find Solutions

**High Expectations for Learning for ALL Students and Staff**

Instructional Excellence

Safe, Peaceful, and Healthy

Enriched Learning Atmosphere

Collaboration with Diverse Communities and Families

**BOARD OF EDUCATION**

Dr. Crystal Martinez-Alire, Beth Albiani, Carmine Forcina, Nancy Chaires Espinoza,

Chet Madison, Sr., Anthony “Tony” Perez, Bobbie Singh-Allen

**DISTRICT ADMINISTRATION**

**Superintendent**

Christopher R. Hoffman

**Associate Superintendent of PreK-6 Education**

Dr. Bindy Grewal

**Directors of Elementary Education**

Fawzia Keval, Ed.D., Martin Fine & Janet Anderson

# POLICIES AND PRACTICES

The Elk Grove Unified School District has a uniform complaint policy for all district staff and students. The Elk Grove Unified School District has a non-discriminatory practice in all district programs and activities for students. In the event that you have a complaint regarding gender equity in the Elk Grove Unified School District, please contact the Title IX Coordinator.

The Kennedy Key

MISSION

We are committed to giving children

a world-class elementary education,

the key that opens doors to infinite possibilities.

Because we care about

*all* children learning to their maximum potential,

*every* adult in the Kennedy community will work together

to ensure that our students think critically,

act compassionately, and persevere through life’s challenges.

VISION

* We will **learn**!
* We will **lead**!
* We *will* **succeed**!

VALUES

*We are the Cougars!*

We…

Create a connected community

Open our minds to opportunities

Understand our impact

Grow beyond expectations

Accept no limitations

Respect all people

Share our success by helping others

**Samuel Kennedy Elementary School**

**2020/2021 Daily Bell Schedule**

# Kindergarten/TK

# Regular Day Schedule

|  |  |
| --- | --- |
| AM Kindergarten | 8:00 - 11:35 AM |
| PM Kindergarten/TKLunch before with Parent 10:20 – 10:45 | 10:50 - 2:35 PM (M,T,TH,F)10:50-1:40 (W) |

**1st – 6th Grades**

# Regular Day Schedule

|  |  |
| --- | --- |
| Grades 1st – 6th | 8:00 - 2:35 PM |

**Morning Recess**

|  |  |
| --- | --- |
| 1st Grade | 9:20 – 9:35  |
| 2nd Grade | 9:35 – 9:50 |
| 3rd  Grade | 9:50 - 10:05 |
| 4th Grade | 10:05 – 10:20 |
| 5th Grade | 10:20 – 10:35 |
| 6th Grade | 10:35 - 10:50 |

 **Lunch Recess**

|  |  |  |
| --- | --- | --- |
| 1st Grade | 11:10 - 11:30 | 11:30 - 11:50 |
| 2nd Grade | 11:30 - 11:50 | 11:50 - 12:10 |
| 3rd Grade | 11:50 - 12:10 | 12:10 - 12:30 |
| 4th Grade | 12:10 - 12:30 | 12:30 - 12:50 |
| 5th Grade | 12:30 - 12:50 | 12:50 - 1:10 |
| 6th Grade | 12:50 - 1:10 | 1:10 - 1:30 |

 Early Out Wednesday Schedule

|  |  |
| --- | --- |
| Grades 1st – 6th | 8:00 - 1:40 PM |

 **Recess Lunch**

|  |  |  |
| --- | --- | --- |
| 1st Grade | 9:20 – 9:35 | 11:10 – 11:50 |
| 2nd Grade | 9:35 – 9:50 | 11:30 - 12:10 |
|  |  |  |
| 3rd Grade | 9:50 - 10:05 | 11:50 - 12:30 |
| 4th Grade | 10:05 – 10:20 | 12:10 - 12:50 |
|  |  |  |
| 5th Grade | 10:20 - 10:35 | 12:30 - 1:10 |
| 6th Grade | 10:35 - 10:50 | 12:50 - 1:30 |

Minimum Day Schedule

|  |  |
| --- | --- |
| Grades 1st – 6th | 8:00 - 12:30 PM |

 **Lunch and Recess**

|  |  |
| --- | --- |
| 1st & 2nd Grade | 10:00 - 10:30  |
| 3rd & 4th Grade | 10:30 – 11:00 |
| 5th & 6th Grade | 11:00 – 11:30 |

7037 Briggs Drive  **SAMUEL KENNEDY ELEMENTARY**

Sacramento, CA 95828 2020-2021 “AT A GLANCE”

Phone: 383-3311 Fax: 383-0242 www.http://blogs.egusd.net/kennedy/



**REGULAR OFFICE HOURS ~ 7:30 a.m. – 3:30 p.m. (Monday - Friday)**

**MINIMUM DAY OFFICE HOURS ~ 7:30 – 12:30 p.m.**

Regular School Hours ~ 8:00 – 2:35 p.m.Minimum Day Schedule ~ 8:00 – 12:30 a.m.

Kindergarten AM ~ 8:00 – 11:30 a.m. **(1st - 6th Grades)** Early Out Wednesday ~ 8:00 – 1:40 p.m.

TK/Kindergarten PM ~ 10:50 – 2:35 p.m. (Kindergarten PM) Early Out Wednesday ~ 10:50-1:40 p.m.

**BACK TO SCHOOL NIGHT**

**B, C, & D Track Thursday, August 6**

 **A Track Thursday, August 27**

**HOLIDAYS AND VACATIONS** ~ **NO SCHOOL**

Sept. 7 Labor Day Jan 18 Martin Luther King Jr. Day

Nov. 11 Veterans’ Day February 8 Lincoln’s Birthday

Nov. 23- Nov. 27 Thanksgiving Break February 15 Washington’s Birthday

Dec. 23 – Jan 1 Winter Break May 31 Memorial Day

## Minimum Days

## 1st – 6th Grades ~ 8:00 – 12:30 p.m.

## cougar academy ~ 12:30 – 6: 00 p.m.

 August 21 March 5

 September 11 March 25

 October 2 April 27

 October 20 May 25

 November 20 May 28 (Last Day D-Track)

 December 22 June 25 (Last Day Tracks A, B, C)

 January 29

#  REPORT CARDS

## No cougar Academy

## December 22 ● November 20 ● June 25

## REPORT CARDs

|  |  |  |
| --- | --- | --- |
| First Trimester | Second Trimester | Third Trimester |
| C Track: 11/13/20B/D Tracks: 11/20/20A Track: 12/18/20 | A Track: 03/05/21C Track: 03/12/21B Track: 03/19/21D Track: 03/26/21 | D Track: 05/28/21A/B/C Tracks: 06/25/21 |

Getting To and From School

**Please Note: Student supervision for students who are dropped off begins at 7:15. For the safety of your child, please do not drop him/her off before 7:15. Thank you!**

**Bus Transportation**

Bus transportation to and from school is available only to students who live outside of the school “walk zone”, or who are offloaded because of overcrowding at our neighborhood schools. To obtain a bus pass for your child, please fill out an application at the front office. All busing questions can be answered by calling the transportation department at (916) 686-7733.

**Arrival Procedures**

If you are bringing your child to school in a car, please drive into the main parking lot and drop them off on the sidewalk by the front gate. Children should not walk unattended in the parking lot. When you exit the parking lot, please turn RIGHT in order to prevent a traffic jam. Please follow traffic guidance from those providing assistance in the parking lot.

**Dismissal Procedures**

Students who WALK home must leave campus on the sidewalk and go directly home. Students must walk their bikes or scooters until they are off campus. Students who RIDE THE BUS home will be supervised at the front circle until they board their bus. **Only buses are allowed in the front circle at dismissal time.** Traffic is very heavy at dismissal time. Parking on the street and walking on to campus may make it easier to pick up your child more quickly.

**Pedestrian Safety**

Please drive slowly and carefully in the school parking lot and in the neighborhood surrounding the school. When walking, please cross the street at the marked crosswalk. Children are not allowed to be left unattended in the parking lot.

Cafeteria

**Breakfast and Lunch Program**

The Elk Grove Unified School District provides a breakfast and hot lunch program for all students who wish to participate. All students are assigned a four-digit PIN number by the Food and Nutrition Services Department. All meals are provided **free of charge** to enrolled students. Meals may not be shared with family members or taken outside of the cafeteria as required by the federal National School Lunch Program.

Please Note: Breakfast is available in the Multipurpose Room from 7:15-7:50 a.m. for all students. Students must finish their meal in the Multi-Purpose Room before going to class.

In the Classroom

**Academic Competitions**

Students are invited to participate in academic competitions and events including the Spelling Bee, writing contests, and other events which pertain to their grade level.

**Classroom Visits**

All visitors must be cleared by site before entering the school. Visitors will be provided with a Visitor Pass to be worn at all times on school grounds. For safety reasons, teachers have been instructed not to admit anyone to the classroom until they have checked into the office and picked up a pass.

Per Ed Code, legal guardians have the right to visit the school to volunteer, observe classes, and/or participate in school activities. Please provide 24 hours’ notice. If you plan to volunteer, you will need to complete fingerprinting that is offered free through the district. Please contact (916) 686-7795 ext. 67172 for more information.

**Clubs & Activities**

Before-school or after-school programs require parent permission, and parents must agree to provide timely transportation and to assume all costs associated with the activities.

**Field Trips**

Field trips are planned as an extension of the regular instructional program, and do not affect students’ grades in the relevant subject area. All grade levels plan approximately three field trips per year, and some also invite professional guest speakers to make presentations for their classes. Elk Grove Unified School District policy does not allow parents to give verbal permission over the phone for a student to attend a field trip. Only approved transportation will be used. Parents may be cleared to chaperone once they have fingerprint clearance.

**Homework**

*General Philosophy*

* Homework reinforces student performance.
* Homework reinforces classroom instruction in a variety of ways.
* Homework should provide use of resources that are available to all students.
* Homework should be able to be finished in a reasonable amount of time.
* Homework should not be used as a punitive measure.

*Characteristics of Effective Homework*

* Relates to lesson objectives and classroom instruction
* Prepares, reinforces, enriches, or extends learning
* Practices basic skills to promote immediate recall
* Matches the needs of the learner

*Grading of Homework*

Teachers must clearly outline with parents the grading policy as it relates to homework. Teachers should share with parents the portion of the child’s grade for homework in relation to the student’s overall grade for the subject area. Teachers should also outline how feedback will be given to students and parents.

*Make-up Homework*

Teachers allow for make-up of missed homework under reasonable conditions, (i.e. absences, family emergencies).

*Minimum Daily Amount of Homework Minutes per Grade Level*

Kindergarten: 20 minutes, which includes reading to or with parent, or by themselves

1st Grade: 20 minutes, which includes reading to or with parent, or by themselves

2nd Grade: 30 minutes, which includes reading to or with parent, or by themselves

3rd Grade: 30 minutes, which includes reading to or with parent, or by themselves

4th Grade: 45 minutes, which includes reading to or with parent, or by themselves

5th Grade: 1 hour, which includes reading to or with parent, or by themselves

6th Grade: 1 hour 15 minutes, which includes reading to or with parent, or by themselves

Projects may be used as a replacement for homework assigned on a weekly basis (i.e. a project assigned in social studies may reduce the amount of daily homework during the week to allow for completion of the project).

**Items Brought from Home**

Dangerous items are not allowed at school and will result in disciplinary action. This includes matches or lighters and pocket knives. Distracting items such as electronic games or music players, laser pointers, or other non-essential items are not allowed at school. Toys that look like weapons should not be brought to school. Students who bring knives, guns, weapons, or drugs to school will be suspended.

**Reporting Student Progress**

*Report Cards*

Report cards are issued three times during the school year, at the end of each trimester. Teachers evaluate student work in relation to the standards and benchmarks established for their grade level. Behavior and effort are reported separately. Any modifications of curriculum are indicated on the report card. Missing, late, or incomplete assignments get an incomplete only when a student’s work is not finished because of illness or other excused absence.

*Progress Reports*

Deficiency notices are sent six weeks prior to report cards if your child may receive a D or F on the next report card.

**Recognition of Students’ Accomplishments**

*Awards Assemblies*

Kindergarten through sixth grade students attend awards assemblies, held shortly after report cards are sent home for academic and citizenship awards. Parents are notified in advance and invited to attend.

*Honor Roll*

Students in Grades 4-6 may be on the Elk Grove Unified School District Honor Roll each trimester by earning a grade point average of 3.5 or better with no grades below a C.

*Perfect Attendance*

To achieve perfect attendance, a child must be present *every single day* with no tardies or early outs.

*Paw Prints*

Paw Prints are awarded to students demonstrating safe, respectful, and responsible behavior. A Paw Print drawing is held each Friday and students are recognized over the loud speaker. These students receive a small prize in the office.

**Student Leadership**

The Student Council helps develop an understanding of the democratic process, leadership, and school spirit. It provides communication between the administration and students, and supports the school community.

**Textbooks**

Each student is issued a numbered copy of the textbooks used at his/her grade. Parents will be asked to pay for lost or damaged books.

**Distribution of our SARC**

Samuel Kennedy Elementary School’s SARC (School Accountability Report Card) is located on our school’s website and a flier was distributed to all parents during the week of Feb 1, 2020. Additional hard copies are located in the office for new students and their parents. The SARC is also available in Spanish.

Getting Involved

Bring Your Parent to Lunch Day

Bring Your Parent to Lunch Day is held every year. Parents are invited to come and share lunch with their children. It’s a great way to meet members of our school community.

Open House

Open House takes place in the spring. Families view students’ work and visit teachers. Individual parent conferences should be arranged for a different date.

Parent Teacher Association

The PTA supports the school by coordinating events that foster a sense of community and raise funds for important supplies for students. PTA meetings are held once a month.

English Learners Advisory Council (ELAC)

Parents of bilingual students meet four times during the school year. The purpose is to gain information, to provide input into the school programs, and to address state and federal requirements. One or more representatives attend district advisory meetings and serve as a link between the site and the district. A Chairpersons is elected at the fall meetings.

School Site Council

The School Site Council is an elected committee of ten members composed of parents, community members, teachers, administrators, and other school staff. Council meetings are open to the public and the dates are communicated on the school website and on the school marquee.

Sports Programs

After-school sports programs require parent volunteers to assist and to coach. Please contact the school if interested.

*Samuel Kennedy Elementary welcomes those with disabilities to participate fully. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this or any program, service or activity offered you, please contact Kennedy Elementary School Administration, (916) 383-3311, at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. {Government Code Section 54953.2; Americans with Disabilities Act 1990, Section 202 (42 U.S.C. Section 12132).]*

Attendance

Attendance

One of the most important elements of successful learning is regular, on-time attendance at school. If an absence is necessary, a telephone message or a note upon return is required. The note should include the date(s) and the reason for the absence.

State law permits limited excused absences for the following reasons:

* Illness
* Quarantine, as directed by the Health Department
* Medical, dental, or eye exam *for the student* (bring a note)
* Observance of religious holidays
* Attendance at the funeral of an immediate family member for one day in California, and no more than three days outside of California

The following reasons for being absent are NOT EXCUSED and will be marked as a truancy:

* Oversleeping, alarm didn’t go off
* Family out of town or on vacation
* Celebrating a birthday
* Illness of parent or siblings
* Taking care of parent or siblings
* Car problems or other transportation issues

When students frequently are absent or arrive late, the School Attendance Review Board (SARB) process begins. The first SARB letter is sent when a total of 10 tardies and/or absences accumulate. A second letter will be sent for any additional five tardies and/or absences. After the second SARB letter, a district attendance officer and a sheriff’s deputy will visit your home to discuss your child’s attendance. School attendance is required by state law, and there are legal consequences when your child is truant, including arrest and prosecution.

Checkout of Students during School Hours / Early Dismissal

Any adult picking up a child must first come to the school office. The person taking the child is to give his/her name and relationship to the child, and sign the child out. Identification may be required. Only adults who are listed on a student’s information card will be permitted to take a child from school, unless the custodial parent or guardian provides specific permission. Students will remain in class until the person requesting their dismissal arrives. All early dismissals are recorded on your child’s attendance record.

School Starts at 8! Don’t Be Late!

Please report all absences to the office at 383-3311

Other Important School Information

**Communication between Home and School**

Our school website is at [www.blogs.egusd.net/kennedy](http://www.blogs.egusd.net/kennedy) where you may find a variety of information and our newsletter. Samuel Kennedy Elementary also has a Facebook page. Teachers communicate with families regularly, using a combination of phone calls, emails, newsletters, notes, or class websites. Please make sure your information is current so you will receive school and district communication. You will also be sent home a ParentVue code to activate the district online portal, Synergy. Parent-teacher conferences may be scheduled in advance with your child’s teacher.

We also invite you to join our school’s Facebook and Instagram accounts.

**Accidents and Insurance**

If an accident occurs, the school will make every effort to contact the parent or guardian. If that is not possible and there is a doubt about the seriousness of the injury, the school will contact the child’s physician or call for emergency services. Be sure the emergency information in the office is up to date. The school district offers an insurance policy for interested families. Please refer to the packet that is sent home the first week of school for more information.

**Cell Phones**

Students may bring cell phones in their backpack, as long as they are not visible and the phone is turned off or on silent. They may not be used on campus during school hours, except in an emergency. Students are not allowed to use phones during the after-school program. If a student’s cell phone is found to be other than OFF AND IN THE BACKPACK, it will be confiscated. A parent or guardian is the only person who can pick the cell phone up in the office during normal business hours. Cell phones may be used off campus outside of the black gates.

**Health and Medication**

Children should not come to school with a fever, rash, vomiting, severe cold or any other illness that would infect anyone else or prevent any child from learning. The parent of a student with a communicable disease should notify the school by telephone as soon as the illness is diagnosed. Please call us at 916-383-3311.

Please Note: Students must be free of symptoms for 24 hours before returning to school.

If your child is not to participate in physical education for medical reasons, a note from the doctor is required.

Medication, including over-the-counter and other non-prescription drugs, will be given at school only under the following conditions:

* Request for students to be given medication must be submitted on the District Medical Form and signed by the parent and physician. These forms are available in the office and must be completed annually.
* Medication must be in the original container, properly labeled with the prescription number, patient’s name, doctor’s name, and dosage clearly marked.
* Medications will be stored in the school office. The fact that this is a service which the school is not legally required to perform is recognized by all parties and they agree to hold the school and its personnel harmless from any and all liability which might arise out of these arrangements.

Students may not bring medicine including cough drops to school without the doctor’s paperwork described above. **Please do not send your child to school with any kind of medicine in his or her pocket or backpack.** Our office staff is happy to assist you in completing the paperwork needed to ensure your child’s health at school.

If your child is requiring an assisting device (crutches, wheelchair, boot, arm sling, etc.), a note from the doctor must be provided to the school office.

**Lost and Found**

To help avoid a loss, please mark children’s possessions with their name. Lost clothing may be in the bin on the stage in the Multi-Purpose Room. Smaller items may be in the office lost and found.

Kennedy Elementary School Dress Code

|  |  |
| --- | --- |
| **General Information** | **The purpose of a dress and grooming code is to facilitate education, not to inhibit any person’s taste in attire or appearance. Students should be dressed in a manner that will be appropriate to a school setting, not hazardous to the health and safety of the students, and not disruptive or distracting from the educational program of the school. Please wear clothing and carry school items that are free from words and images that are: crude, vulgar, profane, sexually suggestive, racially, ethnically or religiously intolerant, or contain images of weapons, tobacco, and drugs and/or alcohol.**  |
| **Pants, Skirts, and Shorts** | * Pants must cover the lower body so that undergarments are covered
* No holes, rips or fray higher than mid-thigh
* No sagging pants
* No short shorts or short skirts
* No pajamas except during designated spirit days
 |
| **Tops** | * Tops must cover the upper body and undergarments are covered
* No “see through” or fishnet fabrics
* No halter tops, strapless tops, off the shoulder or bra-like tops
 |
| **Footwear** | * Safe shoes with heel straps must be worn at all times
* No skate (wheelies) shoes, bare feet, flip-flops, bedroom slippers, or stocking feet
 |
| **Hats & Head Coverings** | * Hats and hoods may be worn outdoors **only**.
* No bandanas
* Grooming items and headwear (hair rollers, hair rags, etc.) are not allowed
* Skull/wave caps and masks are not permitted on campus
 |
| **Jewelry** | * Students may wear earrings, watches, and necklaces that surround the neckline. Long chains and necklaces are not allowed.
* Jewelry or other items which could be regarded or used as a weapon are not allowed (studded belts, studded bracelets, or studded necklaces, dog choke chains, wallet chains, large rings)
 |

**Samuel Kennedy Elementary is a PBIS school. We believe that we can enhance students’ social, emotional and behavior competency when we:**

* Regularly review our school’s agreed upon school-wide social values
* Provide specific recognition when students engage in expected behavior
* Extend expected behaviors to all parts of the school, especially in classrooms to enhance student academic engagement and success
* Provide predictable instructional consequences (reteaching) for challenging behaviors without inadvertent rewarding of challenging behavior
* Use a common language for communication, collaboration, play, problem solving, conflict resolution, and securing assistance

At Kennedy Elementary School, we support our students to become leaders and learners. We spend the first two weeks of the school year teaching our students school-wide procedures and protocols. Students are taught to be **SAFE**, **RESPECTFUL**, and **RESPONSIBLE**. Rules are posted in every room on our campus. Students can earn **Paw Prints** from staff members when they are following school rules. Students who earn Paw Prints can give them to their teacher and be entered into a raffle each Friday to win prizes.

**Character Education Monthly PBIS themes:**

Character education is a key element of the Kennedy experience. Each month we honor students at the Cougar of the Month assembly that demonstrate the following traits:

**FALL: August:** Safety **September:** Respect **October:** Responsibility **November:** Friendship

**WINTER: December:** Generosity **January:** Courage **February:** Kindness and Compassion

**SPRING: March:** Citizenship **April:** Honesty & Integrity **May:** Perseverance **June:** Leadership

**Student Discipline:**

Our mission statement reminds all members of our school community that we can do our best work in a safe and supportive learning environment for all students. As a **Positive Behavior Intervention and Support** (PBIS) school, **our goal is that all students are very clear on class and school behavioral expectations and clear, fair consequences.** Regular home/school communication is crucial to supporting positive choices at school. **Teachers will communicate** **with families via** **email, phone calls, face to face, and technology (Synergy, Class Dojo, etc.**). When students do not meet those expectations, we will practice progressive discipline to refocus students on their learning.

* Each classroom teacher has their own Classroom Management Plan with rules, rewards, and consequences.  If a student disobeys a classroom rule the teacher will follow-up with a consequence according to their written plan.
* Students who disregard site expectations outlined in the handbook will be given any one of the following consequences:

**Verbal Warning**, **Time out/self-reflection in another room**, **possible loss of privileges**, a **phone call home with a note to be signed by the parent and returned to school**, **a referral to the office to speak to administration.** When behavior escalates, additional privileges can be taken away and/or school suspension is possible.

**Bullying:**

Bullying is defined as repeated teasing or harassment that may

include a real or perceived power differential or group to individual

harassment. No individual or group shall, through physical, written,

verbal, or other means, harass, sexually harass, threaten, intimidate,

 retaliate, cyberbully, cause bodily injury to, or commit hate violence

against any student or school personnel. Our mantra for student

safety is “If you see something, say something” by reporting incidents

of bullying to administration. Students who are demonstrating bullying

behaviors will lose privileges and may be placed on a No Contact Contract

for the remainder of the school year.

**Prohibition on Possession and Use of Tobacco and Nicotine Products**

 District policy and the Education Code prohibit the possession, use, manufacture, distribution, or dispensing of tobacco and nicotine products at school or during school related activities. The District defines “tobacco and nicotine products” as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes. “Electronic cigarettes” are defined as battery-operated or other electronic products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user, including, but not limited to electronic vaping devices, personal vaporizers, digital vapor devices, electronic nicotine delivery systems, and hookah pens. Students determined to have used or to be in possession of tobacco or nicotine products at school or school related activities may be subject to discipline under District policy, Education Code 48900(h), and/or other applicable laws. Students determined to have used or to be in possession of products at school or school related activities that can be used to consume and/or use tobacco or nicotine products, including but not limited to “electronic cigarettes” as defined above, but which do not contain tobacco, nicotine, or any other controlled substance, may be subject to discipline under District policy, Education Code 48900(k)(1), and/or other applicable laws. [E.C. 48901] applicable laws. [E.C. 48901]

**Prohibition of Discrimination or Harassment and Related Complaint Procedures**

**PROHIBITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING, AND RELATED COMPLAINT PROCEDURES**

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student’s actual or perceived disability, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics. The district has a policy of nondiscrimination in accordance with federal law and Title IX, and also prohibits sexual harassment of or by any student or by anyone in or from the district. More detailed information regarding the district’s prohibition of discrimination, harassment, intimidation, and bullying or the prohibition against sexual harassment is contained in the district’s Parent & Student Handbook and is also available on the district’s website.

 Parents, students and staff should immediately report incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal or designee, but if your concerns are not resolved, you may also contact the Associate Superintendent for Human Resources, at (916) 686-7795, for matters involving a potential complaint or concern regarding a district employee. You may contact the Associate Superintendent for Pre-K-6 Education, at (916) 686-7704 regarding a potential complaint or concern related to a PreK-6 student (or students); and you may contact the Associate Superintendent for Secondary Education, at (916) 686-7706, regarding a potential complaint or concern related to a student (or students) in grades 7-12. No one shall be retaliated against for reporting any incident of alleged discrimination or harassment, and complainants’ identities will be kept confidential to the extent practical in the course of investigating the incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment.

Pursuant to California Education Code 221.5, a pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil’s records. Questions regarding the foregoing rights shall be directed to your Principal or Vice Principal.

**THE COUGAR CODE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Be Safe** | **Be Responsible** | **Be Respectful** |
| **EVERYWHERE** | * Kind Hands
* Walk
* Report Danger
 | * Ready to Learn
* Five Ways to Solve a Problem
* Keep It Clean
 | * Follow Directions
* Check Your Volume
* Kind Words
* Personal Space
 |
| **ARRIVAL** | * Use sidewalks and crosswalks
* Walk to designated locations
 | * Be on time
* Stay in supervised areas ONLY
 | * Greet adults
* Follow directions the first time
 |
| **DISMISSAL** | * Leave promptly
* Use crosswalk
* Walk straight home
* Walk bikes, skateboards or scooters on school grounds
 | * Know and follow your after-school plan
* Go directly home or to your designated line/area
 | * Say goodbye to adults
 |
| **YARD &****PLAYGROUND** | * Be careful of others
* Keep hands and feet to selves
* Use equipment and play areas appropriately
* Walk on the blacktop
 | * Eat snacks at picnic tables only
* Use bathroom and get a drink before the bell
* Put recess equipment away
* Take a knee at the first whistle
* **Walk to your line at the second whistle**
 | * Clean up after eating snacks
* Follow the game rules
* Listen to yard supervisors
* Play fairly and take disagreements out of the game
* Kind words
 |
| **BATHROOMS** | * Keep water in sink
* No playing
* Feet on the floor
* Walk in and out
 | * Toilet paper goes in the toilet, nowhere else
* Flush toilet
* Wash hands
* Problem? Inform an adult
 | * Give others privacy
* Clean up after yourself
* Use quiet voices
 |
| **DRINKING****FOUNTAIN** | * Give space to the person drinking water
* No pushing
 | * Get a drink during recess
 | * Take turns
* Only drink, no spitting or playing
 |
| **LINE** | * Walk in a single file line
* Hands and feet to yourself
* Arms and legs close to your body
 | * Quiet voice
* Stay in your original spot
* Follow instructions the first time
 | * Leave room between yourself and others
* Wait patiently for adult
* Be aware of other lines
 |
| **HALLWAYS** | * Walk directly to destination
* Hands and feet to yourself
* Use appropriate language
 | * Quiet voice
* Hold equipment
* Follow directions
 | * Do not disturb other classes
* Watch out for others
* Keep safe distance from classroom doors
 |
| **MP ROOM** | * Walk in and out calmly
* Eat only your food
* Keep hands and feet to yourself
 | * Stay at assigned table
* Clean up after yourself
* Stay seated until you are dismissed
* Keep food in cafeteria
 | * Follow directions of staff
* Allow anyone to sit next to you
* Hands, feet and food to yourself
* Remove hats and hoods
* Say please and thank you
 |
| **OFFICE** | * Walk
* Remain seated while waiting
* Check with office staff FIRST
* Keep hands, feet and objects to yourself
 | * Know your phone number
* Quiet voice
* Check with office staff FIRST
 | * Come to the front counter and wait quietly for an adult
* Say please and thank you
* Hats and hoods off
 |
| **CLASSROOM** | * Keep hands, feet and objects to yourself
* Walk
* Always follow emergency procedures
 | * Quiet voices
* Have materials needs and care for them properly
* Help others learn
* Solve problems
 | * Be an active listener
* Use kind words and actions
* Raise a quiet hand
* Remove hats and hoods
 |

**Samuel Kennedy Elementary School**

# Title I, Part A School-Level Parent and Family Engagement Policy

This policy describes the means for carrying out designated Title I, Part A parent and family engagement requirements pursuant to ESSA Section 1116(c).

To involve parents in the Title I, Part A programs, the following practices have been established:

* The school and the parents will jointly develop a Parent and Family Engagement Policy for distribution to parents of participating students.
* The school will distribute the Parent and Family Engagement Policy in an understandable and uniform format and in a language the parents can understand.
* The school will make the policy available to all stakeholders.
* The school will periodically update the Parent and Family Engagement Policy to meet the changing needs of the parents and the school
* The school will adopt the School-Parent Compact as a component of its Parent and Family Engagement Policy.

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school’s Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]).

* The school will hold open elections for parent members of the School Site Council. (SSC)
* The SSC will provide input and feedback in creating the LCAP plan.
* Feedback regarding our programs is solicited from parents during our Title I Parent Meetings, ELAC meetings, Parent Nights, and via surveys.

The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]).

* The annual Title I meeting will be held before our Back to School Night every year.
* The school will inform parents about the requirements of Title I
* The curriculum, assessments, and proficiency levels of students will be explained.
* The services available to eligible students and parents will be explained.
* The school will seek input in Title I services, our School-Parent Compact, and our site LCAP.
* The school will seek input for improving student academic achievement, annual progress, and parent involvement at our school.
* The school will explain ways parents can volunteer in classrooms and on our campus.
* The school will explain the benefits of their child being in a Title I school.

The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]).

* Meeting information will be sent to parents via School Messenger, on social media, and also as a handout.
* Bilingual Teaching Associates will make phone calls home to ELL families.
* Parent Nights will be held at various times throughout the year and will offer parents opportunities to be involved in our school and gain knowledge of how their children learn.

The school provides parents of Title I, Part A students with timely information about Title I, Part A programs (ESSA Section 1116[c)(4][A]).

* Title I information will be available on our school’s website.
* Title I information will be included in our school’s handbook.
* Back to School Night will be held to inform parents of our Title I program and progress.
* Open House will be held in the Spring.
* ELAC meetings will be held at least three times a year. One meeting will be held during each trimester.

The school provides parents of Title I, Part A students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet (ESSA Section 1116[c][4][B]).

* Curriculum and assessments will be reviewed during Back to School Night.
* Parents will learn more about student expectations during Back to School Night and during parent conferences.
* Parents will have multiple opportunities to learn about grade level expectations during school parent nights.
* Parent Conferences will be held to inform parents of students progress and proficiency.

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c][4][C]).

* School Site Council Meetings
* English Language Advisory Committee (ELAC)
* GATE Parent Advisory Meetings
* DELAC (District English Language Advisory Committee)
* Teacher Parent Conference
* IEP Meetings
* 504 Meetings
* Student Study Team Meetings
* PBIS Meetings

This School-Level Parent and Family Engagement Policy has been developed jointly with, updated periodically, and agreed on with parents of children participating in Title I, Part A programs, as evidenced by:

* Parental input on this policy at our Back to School Night.
* Our School Site Council assists in the joint development of this policy and reviews it periodically.
* The policy is distributed to parents of participating Title I children at the beginning of the school year in the handbook. When changes or additions are made to the policy, the policy is sent home for parents to review and sign. The school handbook is posted on our school’s website.

If the schoolwide program plan is not satisfactory to the parents of the participating children, submit any parent comments on the plan when the school makes the plan available to the LEA.

This policy was adopted by Kennedy Elementary School on February 19, 2020 and will be in effect for the remainder of the 2019-2020. This compact will also be in effect for the 2020-2021 school year.

This policy will also be added to our school handbook at the beginning of the 2020-2021 school year.

The school will distribute the policy to all parents of students participating in the Title I, Part A program on, or before: September 4, 2020.

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 ***Signature of Administrator Signature of Parent***

 *Sandra K. Brown, Principal*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 ***Date* Date**

\*Please keep this copy for your records. Thank you!

**Samuel Kennedy Elementary School**

**School-Parent Compact**

Samuel Kennedy Elementary School distributes to parents of Title I, Part A students, a school-parent compact (Compact). The Compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The Compact describes specific ways the school and families will partner to help children achieve the state’s high academic standards. The Compact addresses the following legally required items, as well as other items suggested by parents of Title I, Part A students:

* The school’s responsibility to provide high-quality curriculum and instruction (ESSA Section 1116[d][1]).
* The ways parents will be responsible for supporting their children’s learning (ESSA Section 1116[d][1]).
* The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child’s class; and opportunities to observe classroom activities (ESSA Section 1116[d][2]).
* Teachers provide full implementation of the Common Core State Standards in English Language Arts and Mathematics.
* Parents agree to ensure prompt and regular attendance and assist their child with classroom responsibilities and homework.
* Parents agree to stay informed about their child’s education and communicate with the school by reading all notices from the school and school district.
* Parents and/or teachers may request a conference at any time.

Samuel Kennedy Elementary engages Title I, Part A parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides Title I, Part A parents with assistance in understanding the state’s academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e][1]).

* Parents play an integral role in assisting with their child’s learning and academic achievement.
* Parents are encouraged to be actively involved in their child’s education at school.
* Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

The school provides Title I, Part A parents with materials and training to help them work with their children to improve their children's achievement (ESSA Section 1116[e][2]).

* The school will provide parent nights and events that will help strengthen families. The school will provide parents with additional reading, writing, math, and technology support.
* The school will provide translators at all parent events so that parents can access the information shared during all presentations.

With the assistance of Title I, Part A parents, the school educates staff members in the value of parent contributions, and in how to work with parents as equal partners (ESSA Section 1116[e][3]).

* Parents are solicited for feedback at our parent events, ELAC meetings, School Site Council meetings, PTA meetings, and during parent conferences.
* Parents are encouraged to join our PTA and participate in our monthly events.

Samuel Kennedy Elementary School coordinates and integrates the Title I, Part A parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children (ESSA Section 1116[e][4]).

* Back to School Nights
* Open House
* ELAC Meetings
* Parent Literacy Nights
* PTA Events

Samuel Kennedy Elementary School distributes Information related to school and parent programs, meetings, and other activities to Title I, Part A parents in a format and language that the parents understand (ESSA Section 1116[e][5]).

* Back to School Nights
* Open House
* ELAC Meetings
* Parent Nights
* PTA Events
* School Messenger
* Social Media
* Newsletters

Samuel Kennedy Elementary School provides support for parental involvement activities requested by Title I, Part A parents (ESSA Section 1116[e][14]) by providing the following:

* Literacy Training for parents
* Hold regular parent/family events
* Parent Liaison to assist with parent involvement
* Provide reasonable support for parent involvement activities
* Provide child supervision for parents while parents are attending events

Samuel Kennedy Elementary School provides opportunities for the participation of all Title I, Part A parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand (ESSA Section 1116[f]) by hosting the following:

* PTA Meetings
* ELAC Meetings
* BTA Support
* Parent/Family Nights

**Samuel Kennedy Elementary School Compact**

**As part of this Compact, the administrators, teachers, and staff agree to**:

* Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic standards.
* Hold parent-teacher conference during which this compact will be discussed as it relates to the individual child’s achievement.
* Provide parents with frequent reports on their children’s progress, through report cards, progress notices, regular assessments, and classroom newsletters.
* Provide parents access to staff by holding parent conferences as needed, available before and after school for phone calls and via email as needed.
* Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, such as school field trips and supporting the teacher in their child’s classroom during the school day.

**As part of this Compact, parents agree to:**

* Ensure that your child comes to school daily and on time.
* Make sure that homework is completed.
* Ensure your child is getting enough sleep every night.
* Volunteer in your child’s classroom.
* Participate, as appropriate, in decisions relating to your children’s education.
* Attend parent/teacher conferences.
* Stay informed about your child’s education and communicate with the school promptly reading all notices from the school or the school district.
* Carefully monitor your child’s computer and cell phone use.
* When possible, serve on parent advisory groups, such as the School Site Council, the Title I parent advisory, the District Categorical Advisory Committee, Parent Teacher Association, and our English Learner Advisory Committee.

**As part of this Compact, students agree to**:

* Be safe, respectful, and responsible at all times.
* Complete class work and do homework every day. Ask for help when needed.
* Read at least 30 minutes every day outside of school time.
* Give parent/guardian all notices and information receive from the school every day.
* Comply with standards of expected behavior at school, to and from school, and on the bus.

**This compact was adopted** by Samuel Kennedy Elementary School on February 19, 2020. This compact will also be used during the 2020-2021 school year and will be included in our handbook at the beginning of the school year.

The school will distribute the Compact to all parents of students participating in the Title I, Part A program on, or before: September 4, 2020.

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 ***Principal Date Student Date***

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Teacher Date Parent Date**

**\*Please keep this copy for your records.**

**ELK GROVE UNIFIED SCHOOL DISTRICT**

**SCHOOL HANDBOOK**

 **2020-2021**

## Disciplinary Practices

A student may be disciplined, suspended, or expelled for acts enumerated in Disciplinary Practices and Progressive Discipline that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following:

1. While on school grounds.

2. While going to or coming from school.

3. During the lunch period whether on or off campus.

4. During, while going to, or coming from a school sponsored activity.

5. For conduct which occurs after school hours and off District property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance. [EGUSD AR 5144.1]

##

## Alternatives, Interventions and Progressive Discipline

## The Elk Grove Unified School District has a defined and progressive set of interventions, remediations and consequences that schools follow when a student misbehaves. The superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion to address student misconduct. [E.C. 48900(v), 48900.5] [EGUSD AR 5144]

* Parent Contact – verbal or written communication with the parent or guardian
* Counseling – individual or group meetings of the student, which consist of teachers, counselors, administrators, parents, and the student to address the behavior issue and develop a plan of action to correct the student’s behavior.
* Personal Responsibility – students participate in directed activities such as written apologies, restitution, school/community service, conflict resolution skills
* Detention – Students participate in behavior modification for a period of 30 minutes to two hours during non-instructional time
* Community Service - Student may be assigned work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs.
* Parent Conference – a formal meeting between the parents or guardians and school personnel to discuss the student’s needs
* In-School Suspension – assignment of student to separate supervised activity during the school day with the intent of correcting inappropriate activity.

**Grounds for Suspension or Expulsion**

A student shall not be disciplined, suspended or recommended for expulsion unless the Superintendent, a designee or the principal of the school in which the student is enrolled determines the student has violated one or more parts of an act as defined by any of the following subdivisions identified in Ed Code 48900 inclusive of:

* Acts of Violence [E.C. 48900(a)]
* Weapons and Dangerous Objects [E.C. 48900(b)]
* Drugs and Alcohol [E.C. 48900(c)]
* Sale of “Look-Alike” Controlled Substance or Alcohol [E.C. 48900(d)]
* Robbery or Extortion [E.C. 48900(e)]
* Damage to Property [E.C. 48900(f)]
* Theft or Stealing [E.C. 48900(g)]
* Tobacco [E.C. 48900(h)]
* Profanity, Obscene Acts, Vulgarity [E.C. 48900(i)]
* Drug Paraphernalia [E.C. 48900(j)]
* Willful Defiance or Disruption of School Activities [E.C. 48900(k)(1)]
* Possession of Stolen Property [E.C. 48900(l)]
* Imitation Firearm [E.C. 48900(m)]
* Sexual Assault or Sexual Battery [E.C. 48900(n)]
* Harassment of a Student Witness [E.C. 48900(o)]
* Prescription Drug Soma [E.C. 48900(p)]
* Hazing [E.C. 48900(q)]
* Bullying and Bullying by Electronic Act [E.C. 48900(r)]

*(Please see the Table of Education Codes Related to Discipline for more detail.)*

Students who commit these offenses may be suspended from school and/or to the Superintendent’s designee with the recommendation for reassignment to an alternative program or expulsion and transfer to an alternative program. Major acts of misconduct must be reported to the school administrator immediately after the incident and may result in the immediate removal of a student from the school following suspension due process procedures.

##

Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by a teacher or school administrator. A principal or designee may suspend a student for up to five days. A teacher may suspend a student for the remainder of the class in which the misbehavior occurred and for the next day’s class. A suspension may be extended under certain conditions.

There are two kinds of suspension – on-campus suspension and home suspension. Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension. They may, however, be required to complete assignments and tests which will be made available to them through an intermediary.

Expulsion, as ordered by the Board of Education, is the removal of a student from all schools in the Elk Grove Unified School District for violating the California Education Code. The expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period. State law provides for due process and rights to appeal any order of expulsion.

If a student’s behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student may be suspended in accordance with state law and district policy.

Suspension may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated Education Code 48900(a)-(e) or if the student’s presence causes a danger to persons. [E.C. 48900.5]

For all other acts and conduct for which a student is subject to discipline under Education Code 48900 through 48900.7 and which are not specifically listed or addressed under Education Code 48915(a) or 48915(c), a student may be recommended for expulsion where other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or where due to the nature of the student’s conduct violation, the presence of the student causes a continuing danger to the physical safety of the student or others. [E.C. 48915(b) and (e)]

## The Role of Parents and Guardians

School rules are designed to teach children to be responsible, respectful, and safe. Parents and guardians have a key role in maintaining welcoming, safe campus environments that are conducive to learning.

Parents and guardians are urged to review district and school standards of conduct and rules with their children at the start of each school year, with special emphasis during critical transitional years when children move from elementary to middle school, and from middle to high school. Reinforcing positive behavior and acknowledging children for demonstrating appropriate conduct is important. If parents or guardians spot a behavior problem, they should contact school staff, who will partner with them to find solutions. Parent/student handbooks are available online in English, Spanish, Hmong and Vietnamese.

The Elk Grove Unified School District is committed to strong partnerships between home and school to establish and enforce appropriate standards of conduct for students. In the event of student misconduct, teachers, school or district personnel will contact parents first, unless the infraction is so serious that police notification is mandated.