

# William Land Elementary Parent/Student Handbook



<http://williamland.scusd.edu/>



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# William Land

## Parent/Student Handbook

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# *William Land School*

## **POLICIES, PROCEDURES AND** **INFORMATION**

### **Accidents or Illness**

If your child becomes ill or injured at school, he/she will receive aid and assistance from the school staff or nurse (if available). If it is determined that your child should go home and/or receive additional professional attention we will use your child's emergency card to contact you or other authorized persons listed on the card.

Please be sure that your child's emergency card is kept up to date by immediately informing the school office of any changes.

### **Absences/Tardies**

As a parent, it's your responsibility to ensure that your child is in school and on time each day. If your child must be absent, you can report it (24 hours a day) at the 'Report an Absence' quick link on the school website. Please note that the student information system, Infinite Campus, will only allow us to verify unexcused absences within three weeks of the absence, so please report your child's absence as soon as possible.

The only excused absences are illness, doctor/dentist appointment, or death in the immediate family. If your child is absent 4 or more consecutive days a doctor's note is required to verify the absence. State policy requires that a student who is absent 3 or more days without a valid excuse be considered truant and a letter may be mailed home with a copy kept in the student's file. Additionally, excessive excused absences and/or excessive tardies (5 or more) may result in a truancy letter being issued.

Students are tardy if they arrive after 9:00 a.m. Tardy students will be signed in by the office staff and given a 'late pass'. As stated above, excessive tardies may result in a truancy letter being issued.

If your child's absences (excused or unexcused), equal 10% or more of the current total attendance days, they are considered 'chronically absent'. The Attendance and Engagement office works with a company called EveryDay Labs to improve chronic absenteeism in the district. EveryDay Labs notifies parents by mail and text when their child has chronic absences. Please use the contact information on the notifications, if you have questions.

### **Before & Afterschool Programs**

Lion's Den before school program offers fun, recreational activities for students to start their day. Lion's Den after school program provides academic support, homework assistance, as well as recreational/enrichment activities. Please contact Mr. Luis Calderon-Huezo at 916-896-6221, or [lcalderonnhdc@gmail.com](mailto:lcalderonnhdc@gmail.com), for before school information. For the after school program, Mr. Michael Herrera, can be reached at 916-450-0948, or [michael@sccsc.org](mailto:michael@sccsc.org).



### **Bicycles / Scooters / Skateboards**

When on campus, bicycles must be walked and scooters/skateboards must be carried. Students who ride bicycles to school should park and lock them in the bike rack immediately after arriving at school. Students who ride scooters or skateboards should take them directly to their classroom or the school office and retrieve them at the end of school. Please note - skateboard and scooter use is prohibited on school grounds including the front of school area and parking lot.

### **Birthday Recognition / Outside Food**

Due to nutritional guidelines, health/allergy concerns, and the effort to maximize instructional minutes, **food items are not permitted for classroom birthday celebrations.** Also, **please do not bring balloons or balloon bouquets on campus.** With teacher approval, your student may distribute pre-packaged "non-food goodie bags" at dismissal.

### **Classroom Over-enrollment / District Transfer (CON-CAP)**

At the beginning of the school year (and at other times) grade level / classroom enrollment may exceed the maximum enrollment numbers allowed by the state. When classrooms become 'over-enrolled' the school district will transfer (Con-Cap) students to other schools in the district where space is available. The district will not provide transportation (from William Land School) to and from the assigned school each day. Student enrollment dates are used to determine who will be transferred.

### **Contacting Teachers / Principal**

Parents are always encouraged to contact their child's teacher with any questions, concerns or problems they have regarding their child's education. To contact your child's teacher, email them through the 'Our Teachers' link, on the 'About Us' tab of the school website. Many teachers also use their Goggle Classroom for communication to and from parents. Please be aware that teachers may not have an opportunity to respond until the following day.

Parents should contact their child's teacher first with any questions, concerns or problems they have. Teachers interact daily with students and can help identify issues that may be affecting student behavior or academic success. If a situation hasn't been resolved after working with the teacher, parents may contact the school office to schedule a meeting with the principal.

### **Custody Agreements**

Parents with custody or visitation agreements will need to provide the school office with current court documentation that indicates the exact nature of the arrangement. Without this documentation, the child can legally be released to either parent listed on the birth certificate.

### **Dismissal Procedure (Requesting a change)**

To request a temporary change in your child's dismissal procedure please send a signed note with your child to be given to their teacher. If your child is in the Lion's Den program please also call the program manager, Mr. Herrera, at 916-450-0948. In an emergency; you can call the school office before 2:30PM, let them know it is an emergency, and ask to be transferred to the classroom teacher.

### **Early Dismissals**

Parents picking students up early must come to the school office and ask staff to call their child's classroom to release them. Office staff will record the date, time, reason, and name of person picking up, on the 'Early Dismissal Log'. Students are NEVER allowed to leave campus or walk home on their own during the school day. Early dismissals for medical appointments can be 'cleared' if a doctor/dentist note is provided to the office. Excessive early dismissals will be documented and will affect student's attendance record.

### **Emergency Cards**

Emergency cards must be submitted at the beginning of each school year. Please go to the '1<sup>st</sup> Day Packet' link on the school website to complete the 'Student Emergency Card' Goggle Form'. Once completed, a link to the form will be emailed to you for review or to edit if information needs to be updated. For student safety, it's important that this information be kept up to date. **Please note that a 'Student Emergency Card' Google Form must be submitted at the beginning of each school year for your child to attend field trips.**

### **Field Trips**

Field trips are a fun and memorable activity for our students and staff. The classroom teacher will send information and permission slips home with students for up-coming field trips. Only students who have returned completed/signed permission slips may attend a field trip. **An 'Emergency Card' Google Form for the current school year (from 1<sup>st</sup> day packet link) must also be on file for all students attending a field trip.** Parent chaperons are welcome provided they have clear and active volunteer status, are needed, have conferred with the teacher, and space is available. Participating in field trips is a privilege contingent on attendance, academics and/or behavior. A suspension will result in the loss of this privilege for the duration of the suspension and may exclude the student from attending field trips for the remainder of the school year

### **First Day Packets**

On the first day of school, students will bring home a 1<sup>st</sup> Day Packet containing some important documents and a link to the remaining materials on the school's website. Please access/read all the information and be sure to complete and submit, or promptly return, required documents. A 'School Pledge' envelope is also included for donating to the school. If you make donations through your employer or have a donation matching program at your company, please let the school office staff know. This will help ensure the funds are flagged and applied to the school's account.

## **Home / School Communications**

Active communication between home and school helps to create a strong partnership that is vital to student success. Listed below are various ways parents, students and school staff can stay involved and informed.

- **School / District Web Sites**

The school website is the primary method of communication for the school. This is where families will find calendars, schedules, enrollment packets, teacher and staff contact information; information on activities, events, fundraisers, meetings, resources, and more. Please visit the school website at <https://williamland.scusd.edu/> . District information, resources, news, procedures and protocols can be found at <http://www.scusd.edu> .

- **Automated Phone Calling System/REMIND App**

William Land School and the Sacramento City Unified School District use Infinite Campus's Messenger automated calling system to inform parents and students of school and district news, upcoming events, and situation updates in case of emergencies. Infinite Campus automated messages MAY be sent to ALL parent/guardian emails and phone numbers listed. If you DO NOT want messages sent to all emails/phone numbers, please go to 'Settings' in your Infinity Campus Parent Portal to customize the selections. If you need access to your Parent Portal account please complete the 'Access Request' at <https://www.scusd.edu/form/request-parentguardian-infinite-campus-portal-access>. Please do not contact the school.

- **Back to School Night**

'Back to School Night' is held at the beginning of each school year and is an opportunity for parents to meet their child's teacher, learn about curriculum, grading practices, homework policies, standards, and general expectations. Information on enrichment programs will also be available.

- **Hallway Bulletin Boards**

The hallway bulletin boards are used to display school, district, and community notices/flyers; meeting agendas, minutes, and schedules; public interest information and other items.

- **Open House**

Parents are invited to attend our annual 'Open House' each spring. Each classroom will display selected student projects, journals, art, etc. so parents can see what their students (and others) have been working on during the school year.

- **School Office 'Information Racks'**

The 'Information Racks' contain copies of the school year calendar, dress code flyer, bus schedule, menus, district information, etc.

- **Student Backpacks**

Help your child check their backpack on a regular basis to ensure you receive permission slips for field trips, classroom and school notifications, etc.



## **Homework**

Homework is an important part of the learning process. Homework assignments may be given to reinforce instruction or for students to complete work they did not finish during class time. Students are expected to complete and return assignments on time and in a neat manner. Parents can help students complete their homework by providing encouragement, assistance, and a specific time and place for studying.

If a child is absent for three consecutive days or more, parents can contact the school office to request and arrange to pick up homework assignments for their child.

## **Library Books**

Students have an opportunity to check out books during scheduled library visits. Before books can be checked out, a 'Library Permission' form must be complete, signed, and returned to school. Library books should be handled carefully and returned on time. Parents are expected to pay for books that are lost or damaged. Final report cards will be held if there is an outstanding balance due at the end of the school year. Any outstanding balance from the previous year must be paid before your child will be allowed to check out books again.

## **Lost and Found**

Found items are placed in the large 'Lost and found' drums in the multi-purpose room and are available daily for students and parents to look through and retrieve missing items. On Thursday afternoons, items are placed at the front of the school to make it convenient to view and reclaim belongings at dismissal and afterschool program pick up. At the end of each trimester all lost and found items are donated to various local organizations. **Please be sure to write your child's name (in permanent pen) on their backpack, coat, jacket, gloves, etc. to help ensure that the items can be returned to them.**

## **Medications**

If your child needs to take any medication while at school an 'Authorization for Administration of Medication by School Personnel' form must be completed by the parent and physician, and be on file in the school office. This form is required for **all prescription medications such as asthma inhalers and antibiotics, as well as non-prescription, over the counter, medications such as Tylenol, cough drops, cold medicines, etc.** All medications must be brought to the office by the parent in the original container.

For short-term illnesses, parents are welcome to bring and administer medication to their child during the school day as needed. Parents should report to the school office where the staff will assist them by calling the student from class.

'Authorization for Administration of Medication by School Personnel' forms are available from the school office and on the school website.

### **Progress Notices / Report Cards / Parent –Teacher Conferences**

Progress Notices are issued to inform parents that their child is falling below expected goals. Parents can contact their child's teacher to discuss any questions they have regarding these notices.

Report Cards indicate the student's academic performance in regards to grade level standards. First and second trimester report cards are generally given to parents at their scheduled parent / teacher conference. Third trimester report cards are sent home with students.

Parent / teacher conferences provide an opportunity for teachers to share information with parents about their child's progress in school. The parent / teacher conference is an important means of reporting to parents and guardians. These conferences are scheduled in the fall and spring of the year. Additional conferences may be held at the request of the parent or teacher anytime during the year.

Please refer to the 'Calendar & Events' tab on the school website for Parent-Teacher conference dates.

### **Pets on Campus**

For the safety of all, animals of any kind, including family pets, are not allowed on school grounds. Occasionally, animals are used for instructional purposes under strict compliance with district regulations and guidelines.

### **Picture Day**

Individual student pictures are taken in the fall and spring of the school year. Class pictures are taken in the fall only. Parents have the option to purchase these pictures. Ordering information is sent home with students prior to each 'picture day'.

### **Recognition, Honors and Awards**

William Land students have many opportunities to be recognized for their achievements:

- Our 'Personal Best Assembly' is held on the last Friday of each month. Students are presented with certificates for academic and character recognition.
- Student CAASPP test scores are celebrated at the annual 'Medals Assembly'.
- At our 'End of Trimester Awards Assembly', students with exemplary behavior and work completion.
- 3 times each year, students who have met reading goals in Scholastic Reading Counts (SRC) are included in a trimester celebration.

### **School Bus Transportation**

The SCUSD provides transportation to and from school for eligible students as outlined by bus routes. Good conduct and compliance with transportation rules are required to maintain bus transportation privileges. Transportation rules are posted on the school webpage.

### **School Bus Transportation (continued)**

To ensure the safety of our students, kindergarteners will only be released at their drop off stop if their parent/guardian is present to receive them. If the parent is not available and an alternate person (neighbor, relative, etc.) will be picking up the student, please call the school office before 12:00pm and speak to the office staff (do not leave a message on the office answering machine). The office will then notify the transportation department as to who will be meeting the student. If no one (or an 'unauthorized' person) is at the stop, the kindergartener will be returned to the school office for pick up by the parent.

### **School Calendars**

Please refer to the school website for monthly and year calendars.

### **School Safety Plan**

William Land School has (as part of the district wide plan) a School Safety Plan which outlines the procedures and processes to be followed in various emergency situations. Drills (drop/cover, fire, lock-down, and evacuation) are conducted throughout the school year.

In addition, bullying policies and procedures are standard throughout the district. Please refer to <https://www.scusd.edu/school-climate-and-bullying-prevention>. Bullying is defined as behavior that is intentional and is meant to harm, threaten, intimidate, disturb, or exclude. It is behavior carried out repeatedly over time and includes an imbalance of power.

### **Student Cell Phones**

Cell phones, including watch phones, are to remain off and out of sight while students are at school. Any student's cell phone that is 'visible' during school hours will be confiscated. Using a cell phone to take pictures and/or videos is not allowed under any circumstances while on school grounds. Parents may be asked to come to the school to retrieve confiscated phones. The school is not responsible for the loss, theft, or damage of items brought from home.

In an emergency, if parents need to contact their child during the school day they must call the school office. The office staff will notify the student.

### **Student Supervision**

Supervision is provided fifteen (15) minutes before and after school in designated areas only.

When arriving in the morning, students not in tutoring or the before school program should report directly to the cafeteria and should **not arrive before 8:30 a.m.** Students in tutoring are to remain in their classroom, with their teacher, until they are dismissed to the cafeteria at 8:30 a.m.

### **Student Supervision (continued)**

Upon dismissal, students attending the afterschool program, tutoring, or a supervised after school activity **must report** directly to the program's location. These students should never leave the campus at dismissal time for any reason, including going to the nearby corner store. All other students must **be picked up or leave campus within fifteen (15) minutes of the dismissal bell.**

Due to safety concerns, parents of students who habitually disregard the 15 minute policy will be asked to meet with the principal and further actions may be taken.

**These actions may include contacting the Sacramento Police Department and/or Child Protective Services to initiate neglect charges against the parent(s)/guardian(s).**

Students are **NOT ALLOWED to be on campus or wait at the front of the school** for siblings or friends to be dismissed from after school programs

### **Student Use of School Phones**

The school phones are for school business use only. Students are only permitted to use the school phones, after receiving permission from school staff, to contact parents in case of emergencies such as illness/injury, missed bus, etc.

### **Student Use of Technology**

The SCUSD Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology enables students to practice skills and to develop reasoning and problem-solving abilities, as well as supports improved academic achievement.

Use of school computers and access to the Internet is a privilege and will only be used for school-related education and research. Students are expected to follow the directions of school staff and abide by the rules of the school and school district. If students fail to follow the rules, they may lose their computer privileges and face other consequences.

Students must abide by the following technology rules:

- a) Handle all equipment with care and only with permission.
- b) Any type of food, drink, or gum is not allowed in the library, in classrooms using mobile technology equipment, or near any computers at any time.
- c) Protect your password. Do not allow anyone else to use your password and do not use anyone else's password.
- d) Do not alter the log-in screen or desktop screen-saver or any other settings on any school devices.
- e) Never vandalize or copy computer data, including copyright protected material (plagiarism) or other students' assignments.
- f) Students will only visit websites pertaining to their class work that are appropriate and approved by school staff.
- g) Students/parents are responsible for equipment damage caused by negligence or vandalism.
- h) Students will be responsible, appropriate, legal and ethical users of technology.

### **Tests / Assessments**

During the school year your child will receive on-going testing to assess their academic progress. Interim assessments are conducted 2 or 3 times a year to track how students are progressing towards meeting year end grade level standards. In addition, teachers administer a variety of 'Common Core State Standards' (CCSS) assessments throughout the year. Teachers use these assessments as feedback to help target the areas that students need help with.

Each spring, California students in grades 3-11 take standardized tests (CAASPP). These tests measure student proficiency in meeting 'Common Core State Standards' (CCSS).

### **Tutoring**

Most teachers offer before or after school tutoring for students who need additional help. Tutoring sessions usually begin the second month of school. Tutoring is by invitation only and parents will be notified if their child's teacher believes the student would benefit from attending. Tutoring is provided outside of the regular school day and therefore it is the parent's responsibility to arrange for their child to be dropped off or picked up from the sessions.

### **Visitors to School**

For the protection of our students, all parents and visitors must check-in at the school office and be approved to enter the campus. Parents and visitors must sign-in (and out) on the "Visitors Log" located on the counter. After signing-in, identification will be checked by office personnel. Parents are encouraged to contact their child's teacher prior to visiting to arrange a time that won't interfere with instruction/testing or disrupt normal school activities. Approved visitors will be provided with a "Visitors Pass" by the school office personnel. Parents and visitors to the campus should always carry valid identification with them and be prepared to show it to school staff if asked.

### **Wellness Policy**

According to the USDA "A Wellness Policy is an important tool for parents, educational agencies and school districts in promoting student wellness, preventing and reducing childhood obesity, and assuring that school meal nutrition guidelines meet the minimum federal school meals standards. It contains goals specifically for nutrition promotion and education, physical activity, and other school based activities that promote student wellness." SCUSD promotes, and is committed to healthy schools by recognizing the link between student health and learning. Please refer to <https://www.scusd.edu/district-wellness-committee> for SCUSD Wellness Policy and information.



# *William Land School*

## **PARENT INVOLVEMENT**

### **Parent Involvement Opportunities**

- **School Site Council (SSC)**

The role of the SSC is to assist in the planning, implementation and evaluation of the School Plan. The School Plan describes the goals, programs, and funding that are used to support student achievement. For schools receiving Title I or LCFF funds, the SSC provides parents the opportunity to be involved in the School Plan process as well as in planning, annually reviewing, and revising the Title I School-Parent Compact, and Parent & Family Engagement Policy (posted on school website). A Title I Annual Parent Meeting is held during the first SSC meeting each school year to explain the program and how parents can be involved.

- **English Language Advisory Committee (ELAC)**

This committee provides parents of English Learners the opportunity to learn more about the EL programs offered to students and to work with the principal and school on actions to support English Learners.

- **William Land PTA**

All parents, grandparents and other interested family members are encouraged to join our PTA and attend the PTA General Meetings. The group supports students, families and teachers by planning and sponsoring numerous activities and events throughout the school year. PTA information is posted on the hallway bulletin board. Membership envelopes are distributed in the 'first day packets' and are also available at the school office. Checks should be made out to William Land PTA.

- **Parent Coffee Connection**

Throughout the year, we invite parents and families to join the principal and other staff members for coffee and refreshments at our Parent Coffee Connection meetings. This is a wonderful opportunity to talk with the principal, learn more about the school, and share any ideas or concerns. Translators are typically available.

- **Volunteers**

Parents are always encouraged to become volunteers however, due to safety concerns, volunteer activities may be limited. Information, instructions, cost (DOJ 'LiveScan' fingerprinting/background check), and necessary forms are all included in the Volunteer Packet. Please stop by the school office to pick up a packet. To maintain 'active' volunteer status, an Annual Volunteer Registration form must be submitted to the school office at the beginning of each school year. The form is part of the 1<sup>st</sup> day packet which is available on the school website.

*William Land School*

**STUDENT ENRICHMENT PROGRAMS**

**Student Enrichment Programs**

William Land School (in conjunction with several wonderful community partners) offers a variety of enrichment classes and activities for students to participate in. These programs vary each year and may not be available for all grade levels. Only students currently enrolled at William Land School can participate in enrichment programs. Students who dis-enroll from William Land during the school year are automatically unenrolled from enrichment programs. Please check the school website after Back to School Night, for a current schedule.

# William Land School



## **STUDENT DRESS CODE**

The dress code at William Land Elementary School sets a standard that is in the best interest of students and is considered appropriate for school.

All students, staff, teachers, and parent volunteers are expected to be neat, clean, and wear clothing that does not draw undue attention to the wearer.

### **NOT ALLOWED:**

#### **Shirts / Tops**

- Spaghetti/thin straps (Strap test – put index and middle fingers together, place them over the strap, the strap must be at least as wide as the two fingers)
- Low scoop or deep v neck
- Racer Back tank tops
- Deep armhole tank tops
- “Underwear” tank tops
- See through material
- Halter / crop tops or bare midriff tops

#### **Shoes**

- Shoes with skates
- Shoes with high heels, cleats, spikes, or wedges
- Shoes without back and toe coverage (platforms, sandals, jellies, clogs, flip-flops)
- Slippers

#### **Bottoms**

- Cutoff shorts
- Baggy (oversized)
- Saggy (not belted at waist)
- “Pajama” pants
- Short skirts, short shorts or short skorts (Length test – stand up, extend arms straight down on sides, keep hands open, the garment must be longer than where fingertips touch legs)

#### **Other**

- No solid red or blue clothing, belts, shoelaces\*
- Hats &/or sunglasses may be worn only outside to shade face and eyes
- No bandanas
- No clothing with inappropriate or offensive slogans or images (beer, cigarettes, insults, etc)
- No grills (tooth/teeth)
- No “bling”
- No hair dyes of unnatural color
- No make-up or glitter on faces
- No tattoos
- No tongue rings or visible body piercings (other than earrings)

Wearing the traditional white/navy blue school uniform clothing is always acceptable and at the discretion of parents and students. Students cited for inappropriate dress will be asked to call home to have a change of clothes brought for them. **Continued violation of the dress code will result in a parent/principal conference being scheduled.**

***PLEASE REMEMBER TO SIGN THE RETURN THE 'ACKNOWLEDGEMENT OF RECEIPT & UNDERSTANDING OF SCHOOL BEHAVIOR POLICY AND SCHOOL DRESS CODE' FORM***

\* Our school specifically bans solid red or blue attire, including bandanas, belts, and shoelaces. Additionally, due to the highly changeable nature of gang-associated clothing, the administration reserves the right to declare any clothing, accessory, color, or specific item of clothing, (which has been identified as associated with gangs) as off-limits on the school premises.

# *William Land School*

## **STUDENT TEXTBOOK POLICY**

1. Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)
2. Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost 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)
3. Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.
4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.
5. When materials are damaged but still usable the student will be charged as follows:

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

6. All textbooks must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904). The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

# *William Land School*

## **STUDENT BEHAVIOR POLICY**

A major goal at William Land is to provide a school climate that is conducive to learning. Students and parents rightfully expect school to be a safe, pleasant, and positive place for children. William Land has adopted a Code of Behavior to help both students and parents understand the expectations for student behavior. The students should learn and practice behaviors that are appropriate to creating and maintaining a positive learning climate. They should also become responsible for their own behavior and understand how their behavior affects safety and learning opportunities for others.

### **A. GENERAL SCHOOL BEHAVIOR**

#### **Students WILL:**

- Demonstrate respect for and follow instructions given by teachers and other school personnel without defiance.
- Treat one another with courtesy and respect. Fighting, intimidation, threats, name calling and racial or gender slurs will not be tolerated.
- Treat school and private property with respect. Stealing or vandalism will not be tolerated.
- Be on time for school every day.
- Bring any supplies (pens, paper, pencils) specified by the teacher to school every day.
- Complete all assignments to the best of their abilities.
- Use appropriate language and voice level. Obscene or vulgar language will not be tolerated.
- Use restrooms designated for their grade levels. They should not loiter or play in the restrooms.
- Use trashcans to dispose of waste materials. Keep our school litter free.
- Walk bicycles on school grounds and keep them locked in the bike racks during school hours.
- Walk quietly in the hallways.



## A. GENERAL SCHOOL BEHAVIOR (continued)

### Students WILL NOT:

- Possess weapons or knives. This **includes any item that resembles a weapon such as toy guns, toy swords, pocketknives, water pistols, etc.** Violation will result in an automatic suspension and possible expulsion.
- Bring personal objects from home (such as toys, radios, trading cards, nail polish, CD players, etc.) without prior permission from a teacher or the principal. Parents may retrieve confiscated items at the end of the day. The school will not be responsible for lost items. **Please note that the use of skateboards is not allowed on campus at any time.**
- Leave the school grounds during the instructional day without parent permission and authorization from the school office.
- Arrive at school before 8:30 am (unless attending before school tutoring).
- Remain on campus or at the front of the school after 3:15 pm (excludes students in Lion's Den, tutoring or other supervised activity).
- Have chewing gum or candy at school.
- Have food or beverages outside the classroom or designated eating areas during the instructional day without teacher or principal permission.
- Engage in body contact such as shoving, tackling, wrestling, play fighting, or inappropriate touching.
- Throw anything other than P.E. equipment during games.
- Sell candy or other items unless participating in approved fund raising activities.
- Leave the classroom without staff permission. Students may not be in the office or use the phone without a written note from staff.
- Run or play in the hallways.
- Spit - it is a violation of the public health code.

## **B. CAFETERIA AND DESIGNATED EATING AREA BEHAVIOR**

Students will follow established behavioral expectations while in the cafeteria or designated eating areas and must be supervised at all times. Unless other arrangements are made through the school office, all students must eat lunch in the cafeteria or designated areas.

### **Students WILL:**

- Eat lunch daily in a relaxed environment.
- Bring only single serving size snack bags/containers
- Line up in an orderly fashion.
- Walk with their trays to a table.
- Use normal voices.
- Clean their areas after eating.

### **Students WILL NOT:**

- Move out of line (unless directed by a teacher).
- Bring only a snack (cookies/chips) for lunch.
- Bring sodas for lunch or snack
- Yell, push, or bounce balls.
- Run.
- Throw food.
- Eat outside of designated areas.

## **C. PLAYGROUND BEHAVIOR**

### **Students WILL:**

- Play safely on the playground and use equipment properly.
- When dismissed from the cafeteria, go directly to the playground along a designated route and remain on the playground until the bell rings.
- Remain seated on slides and remember that only one child should be on a slide at one time.
- Take the opportunity at recess to use the restrooms and drinking fountains.
- Remember that only one child may use the metal parallel bars at a time.
- Freeze when the bell rings and walk to their classroom line after whistle blows.

### **Students WILL NOT:**

- Throw wood chips or any other objects in a threatening manner.
- Sit on or kick the tetherballs.
- Climb up the slide.
- Kick or throw balls onto the roof.
- Climb on top of the metal parallel bars.
- Go to the restrooms or drinking fountains after the whistle blows (they should proceed directly to the classroom line).
- Play tag on the equipment or in the equipment area.
- Play football (unless directly supervised by PE teacher or school staff).
- Play in the hallways
- Go into the pod areas and/or classrooms
- Go into the areas surrounding the portable classrooms

## **D. CONSEQUENCES FOR MISBEHAVIOR AT SCHOOL**

Most problems are resolved within the classroom. Methods may include verbal or non-verbal reminders, counseling, warnings or reprimands. A student may be given a supervised "time-out" and/or lose recess or free choice time. For more serious or continuing misbehavior, William Land staff has adopted the **School Citation Form**.

This form will be completed in triplicate and a pink copy will go home with the student for a parent/guardian signature. The teacher may also contact the parent/guardian. The white copy will be kept on file in the office. The teacher of record will keep the yellow copy. Accumulating citations may result in a behavior conference with the parent, teacher, principal, and, or student.

This step-by-step approach will be followed in the majority of the cases. Some misbehavior is so flagrant, violent, racist, sexist, or dangerous that strict adherence to the steps outlined is not appropriate. A student with severe misbehavior will be sent directly to the principal for action, in which case some steps may be skipped and alternate action, such as suspension by the principal, will be taken. In those cases a member of the school staff will attempt to contact parents and will take appropriate action.

A suspension will result in the loss of the privilege to participate in school sports, school wide or classroom celebrations/activities, any other school related (including before/after school program) extra-curricular activities for the duration of the suspension. Students who are suspended may also be excluded from attending field trips for the remainder of the school year.

Parents will be notified of any changes in this process.

## **E. DUE PROCESS**

The school's primary objective is to resolve problems involving students as quickly and as fairly as possible. The underlying concept of due process will apply in reaching decisions for the action taken.

- The student must have knowledge of the contemplated action against him/her.
- The student must be presented with the opportunity to be heard and present informal evidence in his/her behalf.
- Parents will be kept informed of behavior problems and be asked to work with the school staff in bringing about desired changes.

## **F. SUSPENSION**

Definition: "Suspension" means removal of a K-6 student from ongoing instruction for adjustment purposes. It means that the student is not to attend or participate in school and extracurricular activities for the duration of the suspension. A suspension may also exclude the student from attending field trips for the remainder of the school year.

Reasons for suspension: See current District **Standards of Behavior Handbook**

## **G. EXPULSION**

Definition: "Expulsion" means removal of a student from the supervision and control or the general supervision of school personnel. A student who is expelled shall not attend any school or alternative instructional program within the Sacramento City Unified School District for the duration of the expulsion.

Reason for Expulsion: Students are recommended for expulsion from the Sacramento City Unified School District when (1) any of the acts listed under suspension involve continuing danger to the physical safety of the student or others; or, (2) a student reaches 20 days of suspension in a school year and other means of correction have repeatedly failed to bring about proper conduct. Mandatory reasons for recommending expulsion include sale or furnishing of a controlled substance, or sale of a substance represented to be a controlled substance.

**Please go to '1<sup>st</sup> Day Packet' link on school website,  
<https://williamland.scusd.edu/>**

**To SUBMIT the  
'ACKNOWLEDGEMENT OF  
RECEIPT & UNDERSTANDING'  
GOOGLE FORM**



