

JOHN STILL K-8 SCHOOL

Parent/Student Handbook

2017-2018



HOME OF THE TIGERS!

John Still K-8 School

West Campus (K-4th): 2200 John Still Drive, Sacramento, CA 95832
(916) 433-5191

East Campus (5th-8th): 2250 John Still Drive, Sacramento, CA 95832
(916) 433-5375

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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Amal Wootton, Assistant Principal, 5-8

Joanna Evans, Site Instruction Coordinator

Dr. Josephine Jones, Coordinator Student Support Center

Vernon Gillam, Focus on Family After-School Program

Title IX

“The Sacramento City Unified School District is committed in all its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, sex, religion, color, national origin, disability, marital status, or age.”

WEBSITE: <http://johnstillk8.scusd.edu/>

WEB PAGE: FACEBOOK: <https://www.facebook.com/pages/John-Still-K-8>

Vision/ Mission Statement:

Every child will be supported in engaging in a rigorous, standards-based curriculum that will prepare them for success on their future college and career paths.

In order to bring our vision to reality, we will:

- Build a collaborative culture among all stakeholders dedicated to student achievement.
- Foster a nurturing and safe school climate that is rich with teaching and learning.
- Establish a school-wide focus on employing research-based instructional strategies.
- Provide a rigorous, standards-aligned curriculum and assessments.
- Practice data-driven decision making when planning and modifying instruction.
- Engage in Professional Learning Communities (PLC's) based on analysis of student achievement and instruction.
- Create a school structure that supports student mastery, appropriate student placement, and targeted interventions.
- Promote parent and community engagement that is centered on academic achievement.
- Produce students that are prepared for the next grade level expectations.

- Develop a school program that supports social emotional learning and develop healthy habits for academic success.

Opportunities for Parent and Community Engagement

Parent, family, and community involvement in education correlates with higher academic performance and school improvement. When schools, parents, families, and communities work together to support learning, students tend to earn higher grades, attend school more regularly, stay in school longer, and enroll in higher level programs.

At John Still K-8, we welcome parents as partners. We believe students perform better and are more successful when their parents are actively engaged in their learning. We are committed to partnering with you as you guide and support your student.

Opportunities for Parental Involvement:

- Back to School Night
- Parent/Teacher Conferences in fall and spring
- Book Fairs
- Classroom Volunteer opportunities
- Family Curriculum Nights
- Cultural Heritage Fairs
- School Site Council/ELAC/ Safety Meetings
- Parent workshops
- Open House
- Sporting events
- Award Assemblies
- Principal's Coffee Chats
- Donuts and Dads/ Muffins and Moms

Awards

Students are recognized monthly for their achievements at John Still K-8. Students earn points for positive performance and behaviors both in and out of the classroom through our points-based rewards system, Team John Still. Points are awarded to students who demonstrate positive behaviors that are respectful, responsible, and safe, as well as for being present and on time to school, showing positive behavior with Guest Teachers, and exhibiting appropriate behaviors on the playground. Our K-4 students assemble the first Friday of every month (grades 5 and 6 are recognized on the last Friday of each month) for celebration of academic, attendance, and citizenship achievements . Students in 7th and 8th grades are honored during regularly- scheduled academic and sporting rallies. Parents of students being recognized for achievement will be notified in advance and are welcome to attend. Honor Roll recognizes academic achievement at the end of a grading period but students are encouraged to perform their best through a variety of year-round incentives.

GENERAL INFORMATION

Grades K-4 School Hours

John Still K-8 School's west campus opens daily at 7:30 a.m. *Please be advised, the administration and staff of John Still K-8 School will not accept responsibility for students arriving before 7:30 a.m.* Students arriving for breakfast should proceed directly to the cafeteria; they will then be dismissed to line up at 7:55 a.m. Students are to line up according to their room-numbered dots on the blacktop, and remain until directed by their teacher. **Students are not permitted to play on the playground in the morning before school begins.**

Our school uses a staggered release time to help ease traffic congestion. School begins at 8:00 each day for all students in grades K-4 (with the exception of the pm kinder class, which begins at 10:18 a.m.). As noted in the table below, release times are staggered; this means that students in a.m. kindergarten are dismissed at 11:40, and p.m. kindergarten classes are released at 2:07. 1st through 3rd grades are dismissed at 2:07 p.m. and 4th graders are dismissed at 2:12 p.m. **Due to teacher collaboration time each Thursday, students in 1st through 3rd grades are dismissed at 1:07 p.m. and 4th grade at 1:12 p.m.** The afternoon kindergarten classes are released at 1:10 p.m.

Grades K-4 Regular Day Schedule

	AM Kinder	PM Kinder	Grade 1	Grade 2	Grade 3	Grade 4
Breakfast	7:30-8:00		7:30-8:00	7:30-8:00	7:30-8:00	7:30-8:00
Instruction Begins	8:00	10:18	8:00	8:00	8:00	8:00
Recess			9:20-9:35	9:35-9:50	9:50-10:00	10:05-10:15
Eat	10:30-10:50	10:18-10:38	11:05-11:30	11:30-11:55	11:50-12:15	12:15-12:40
Play			11:30-11:50	11:10-11:30	12:15-12:35	11:55-12:15
PM Recess			1:05-1:15	1:20-1:30	1:30-1:40	
Dismissal	11:40	2:10	2:07	2:07	2:07	2:12

Thursday Schedule Grades K-4

	AM Kinder	PM Kinder	Grade 1	Grade 2	Grade 3	Grade 4
Breakfast	7:30-8:00		7:30-8:00	7:30-8:00	7:30-8:00	7:30-8:00
Recess			9:20-9:35	9:35-9:50	9:50-10:05	10:05-10:15
Eat		10:18-10:38	11:05-11:30	11:30-11:55	11:50-12:15	12:15-12:40
Play	10:20-10:40		11:30-11:50	11:10-11:30	12:15-12:35	11:55-12:15
Dismissal	11:40	1:10	1:07	1:07	1:07	1:12

Minimum Day Bell Schedule Grades K-4

	AM Kinder	PM Kinder	Grade 1	Grade 2	Grade 3	Grade 4
Breakfast	7:30-8:00		7:30-8:00	7:30-8:00	7:30-8:00	7:30-8:00
Lunch	10:20-10:40	10:18-10:38	11:05-11:45	11:10-11:50	11:50-12:30	12:01
Dismissal	11:40	2:10	12:35	12:35	12:35	12:49

5th-8th Grade Schedules

The John Still K-8 School east campus (middle school) opens and breakfast is served at 7:40 a.m. After breakfast, students will be dismissed from the cafeteria at 8:00 and will proceed to the quad area until the bell rings. *Please note, students are **NOT** to arrive to school before 7:40 a.m., as there is no campus supervision prior to that time. John Still administration and staff will not accept responsibility for students arriving prior to 7:40 a.m.*

Grades 5 and 6: REGULAR DAY SCHEDULE-EAST CAMPUS

Time	
7:40-8:05 AM	Breakfast (Warning Bell)
8:10 AM	Instruction Begins
8:25 AM	Attendance Deadline Submission
10:40-10:50 AM	Morning Recess 5 th Grade
10:50-11:00 AM	Morning Recess 6 th Grade
12:10-12:55 PM	Lunch: 5 th eats from 12:10-12:30, plays from 12:30-12:55) Lunch: 6 th plays from 12:10-12:30, eats from 12:30-12:55)
2:22 PM	Dismissal

Grades 5 and 6: Thursday Schedule- East Campus

Time	
7:40-8:05 AM	Breakfast (Warning Bell)
8:10 AM	Instruction Begins
8:25AM	Attendance Deadline Submission
10:40-10:50 AM	Morning Recess 5 th Grade
10:50-11:00 AM	Morning Recess 6 th Grade
12:10-12:55 PM	Lunch: 5 th eats from 12:10-12:30, plays from 12:30-12:55) Lunch: 6 th plays from 12:10-12:30, eats from 12:30-12:55)
1:22 PM	Dismissal

Grades 5 and 6: Minimum Day Schedule- East Campus

Time	
7:40-8:05 AM	Breakfast (Warning Bell)
8:10 AM	Instruction Begins
8:25AM	Attendance Deadline Submission
12:09-12:49 PM	Lunch: 5 th eats from 12:09-12:29, plays from 12:29-12:49) Lunch: 6 th plays from 12:09-12:29, eats from 12:29-12:49)
12:59 PM	Dismissal

GRADES 7 AND 8 REGULAR DAY SCHEDULE

BREAKFAST: 7:40-8:05 (WARNING BELL)

7 th Grade		8 th Grade	
period	time	period	time
1 st	8:10 – 9:02	1 st	8:10 – 9:02
2 nd	9:07 – 9:59	2 nd	9:07 – 9:59
3 rd	10:04 – 10:56	3 rd	10:04 – 10:56
Lunch	10:56 – 11:31	4 th	11:01 – 11:53
4 th	11:36 – 12:28	Lunch	11:53 – 12:28
5 th	12:33 – 1:25	5 th	12:33 – 1:25
6 th	1:30 – 2:24	6 th	1:30 – 2:24

MINIMUM DAY SCHEDULE 7TH AND 8TH (EAST CAMPUS)

BREAKFAST 7:40-8:05 (WARNING BELL)

7 TH AND 8 TH MINIMUM DAY	
PERIOD	TIME
1	8:10 - 8:46
2	8:51 - 9:27
3	9:32 - 10:08
4	10:13 - 10:49
5	10:54 - 11:30
6	11:35 - 12:10 (DISMISSAL)

LUNCH WILL BE OFFERED IN THE CAFETERIA AFTER DISMISSAL

End of The School Day

Students are **required** to leave campus at the end of the school day and go directly home unless they are enrolled in an after-school or sports program. *Students who are not engaged in sports or after-school programs are not permitted to linger on campus after school dismissal.* Parents are encouraged to know where their children are at the end of the school day. If your student is enrolled in an after-school program, they are required to go immediately to the designated campus area assigned to them.

Parking Lot

School drop-off and pick-up can be challenging. Please use patience and courtesy, as well as follow the directional signs, cones, and staff directions to drop off and pick up your child from the curb. If you are planning to park and walk your child, please use the designated parking area in front of the school and use the marked crosswalk areas to cross. Please drive and walk cautiously around campus, as there is much pedestrian and vehicular traffic during school days.

School Attendance

Regular Attendance at school is the first step towards academic success. John Still K-8 School and the Sacramento Unified School District have set expectations for attendance. It is required that students arrive to school on time and remain at school for the entire instructional day, unless it is necessary to miss time due to illness or valid personal reasons.

California Education Code 48200 says that parents must see that their children attend school every day. Failure to keep students in school can result in the filing of a criminal complaint by the District Attorney’s Office. The California Education Code section 48291-48293 gives the District Attorney’s Office the power to prosecute “any person, guardian, or other person having control or change of any pupil who fails to comply with the compulsory full-time education requirements, unless excused or exempted”. Parents/Guardians must also be subject to prosecution under Penal Code Section 272.

Contributing to the Delinquency of a Minor

This section carries a penalty of a fine not to exceed \$2500.00 or imprisonment in the county jail for no more than one year. In addition, as a result of failure to attend school, your children, under the Welfare and Institution Code 601(b) could be made a ward of the court.

WHEN A STUDENT IS ABSENT, THE FOLLOWING STEPS SHOULD BE TAKEN:

1. Parent or guardian is required to phone and inform the attendance office of the student's absence before 10:00 AM. The office number is **916-433-5191(West) or (916) 433-5375(East)**.
2. Parents are requested to send a written excuse with the students on the day the student returns to school to be submitted to the office. Include the child's first and last name, date of the absence, and state if the absence was for health or personal reasons. The note must include parent's/guardian's home and work numbers and parent's signature.
3. When a student has accumulated 10 absences in the school year for illness properly verified by the parent, a physician must verify any additional absences for illness.
4. *Students on a SART/SARB Contract will be required to provide medical verification for each absence.*

All absences require a readmit slip from the office. Unexcused absences become truancies if not properly cleared.

EXCUSED/UNEXCUSED/TRUANT:

In the Sacramento Unified School District, an absence is defined in three categories:

1. **Excused absence:** Excused absences are given only for illness, medical/dental appointments, or death in the family. All others absences are unexcused. You may request homework for an excused absence. Homework requests will be processed within 24 hours. A doctor's note is required after 3 days of consecutive absences.
2. **Unexcused absence:** Any reason for an absence, other than those listed above will be considered an unexcused absence, even if the parent/guardian may have given permission for the student to miss school.
3. **Truancy:** When a student is absent for one or more class periods without parental permission, he/she will be considered truant. Students who leave class or any designated area without permission will be considered truant. In the event of truancy by a student, a letter or phone call will be made by the school staff to the parent/guardian.

PLEASE NOTE THAT EVEN EXCUSED ABSENCES ARE NO LONGER REIMBURSABLE BY THE STATE. ALL ABSENCES HURT NOT ONLY THE ABSENT STUDENT, BUT ALSO THE FUNDING BASE WHICH PROVIDES STAFF AND RESOURCES FOR STUDENTS.

ADVANCE NOTICE OF ABSENCE

A note from the parent/guardian should be brought to the office **ONE FULL WEEK** before the expected absence, stating the reason for the absence. This includes any extended illness, vacation, or personal absence in excess of 3 days. Students must request homework or class work from teacher **prior to** his/her absence. Students will be readmitted in the usual manner by presentation of an additional note from parents upon returning from absence. Students must turn in work for class credit.

EARLY DISMISSALS

Please make every effort to schedule appointments after school hours, so students do not miss learning opportunities during instruction. Regular attendance is a key factor in school success. Students are expected to be in school each day unless it is absolutely necessary that they be absent.

Early Dismissal Procedures (All Grades)

If your student needs to leave school during the day for medical/or dental appointments, illness, family emergency, and/or religious functions, use the following procedures:

- Students must bring a note from their parent/guardian and take the note to the office before school begins. The student will be issued an "early dismissal." Show the early dismissal to your classroom teacher at the beginning of the period or class during which you will leave.
- Students must wait in the office/classroom to be picked up for an early dismissal. Students will only be dismissed to authorized names listed on the emergency cards.
 - For their own protection, students will not be released to walk home without an authorized adult accompanying them.
- **IMPORTANT: The guardian collecting the child must be listed on the emergency card and must come into the office to pick up the student. The guardian must have and present proper identification (driver's License, or I.D. card) for office staff in order to remove a student from campus.**
- If you return to school the same day, report to the attendance office and have your early dismissal time stamped to show when you returned.

In the event a student begins feeling ill at school, **the student must first report to their class/period in order to obtain a pass to go to the office.** The student will be sent to the office to consult with the nurse and if necessary, the parent/guardian will be contacted to take them home.

TARDIES & TRUANCY

Punctuality is an extremely important skill in school and in life. Not only does it establish good habits for future success, but it prevents your child from falling behind the rest of the class first thing in the morning. Tardy students tend to disrupt the entire class when entering during instruction. Please make sure your child is on time and ready to learn! Any child arriving to school after 8:30 am (K-4th) / 8:40 am (5th-8th) is considered absent and will need to report to the office to get an admit slip. Our goal is to make sure that every child has the fullest opportunity to receive a quality education so we will do everything possible prior to a SARB hearing to improve attendance.

Students who are late must go to the office to get a tardy slip before going to class. Repeated tardiness can and will result in parent contact and/or a conference. If a student has three (3) or more unexcused absences or three (3) tardies of 30 minutes or more, he/she is considered truant. Sacramento City Unified School District's truancy program includes partnerships with the offices of the District Attorney, Sacramento Police, Juvenile Probation, City of Sacramento, and several judges. The process when students have three (3) or more unexcused absences includes several steps: letters sent home, meetings with parents/guardians, and Student Attendance Review Board (SARB) hearings. If attendance concerns continue, the District is prepared to carry through with the SARB process to its fullest extent.

All students are expected to be seated and ready to begin work when the final bell rings. Students who are not in class when the bell rings are considered to be excused tardy.

- **Excused Tardy**
A student who is tardy, but has a note signed by a parent/guardian or an adult school staff member is considered to be excused.

- **Unexcused Tardy**

A student who is tardy without a note from a parent/guardian or an adult school staff member is considered to be unexcused. Unexcused tardies may result in parent contact and are subject to the SART/SARB Process.

CONSEQUENCES FOR UNEXCUSED TARDIES

More than five (5) unexcused tardies to class in one school quarter may result in a referral to the School Attendance Review Team (SART). If no improvement is made the student may be referred to the School Attendance Review Board (SARB).

Immunizations

All students are to be immunized against polio, varicella (chicken pox), Hepatitis B, DPT (diphtheria, pertussis, and tetanus), and measles (rubella). All 7th grade students must have the Hepatitis B serious inoculations/ TDAP vaccination. School District personnel will be checking each student's medical records. In accordance with state law, students without verification of immunizations will not be allowed to attend school until verification is received.

Classroom visitors and volunteers

We invite parents/guardians to visit our campus. If you would like to visit your child's classroom during the school day, we ask you provide 24 hours advance notice; please inform the teacher or office and we will make arrangements for your visit. When you arrive on campus, proceed directly to the front office and sign in our visitor's log. Then, you will be given a visitors pass to wear so that our staff recognizes that you have already signed in. Once you sign in, you will then be directed to your destination. Volunteers arriving for duty are required to sign in at the office counter, and wear a visitor's badge at all times.

As a safety consideration, only students enrolled at John Still K-8 are allowed on our campus during and after the school day, unless accompanied by a parent or guardian.

Breakfast and Lunch

Students will eat breakfast and lunch in the cafeteria where they may choose from a hot lunch, sandwich, or may bring their own lunch from home. For safety reasons, students are not allowed to bring glass bottles containing food or beverages to school. All eating and drinking is confined to the cafeteria.

Medication

Students are not allowed to carry prescription or over the counter medication on their person, unless specified by medical verification (i.e. inhalers). All medication must have a written parent permission form filled out and submitted with medication to the school nurse. Prescription medications must have physician consent form filled out and submitted to nurse. Students in grades K-8 must have medication brought in by parent/guardian. Students are not to transport medication to and from school. All medication must be brought into school in the original containers. Please check the expiration date of medication before submitting to school staff.

Students enrolled in the HIPPO MD program may be given over-the-counter medication (Tylenol, Advil, etc.) under the supervision of the nurse.

School Emergency Preparedness

The school has a responsibility to the pupils and community to be as prepared as possible to manage emergencies. In case of an emergency, the SCUSD Emergency Preparedness Guide will be used in the conjunction with the School Safety Plan:

Basic Emergency Signals: Teachers will work with students on evacuation routes from specific areas of the school and on safety procedures within the classroom.

Basic Emergency Actions: The following possible actions may be taken by the school in emergency situations:

- **STANDBY:** A “standby” warning is appropriate for many potential emergencies. The action “standby” will consist of bringing students into the classroom or holding students in the classroom pending further instruction.
- **GO HOME:** “Go Home” involves the decision to dismiss students to a pre-authorized guardian. This decision is made by the Superintendent’s representative, not by the site administrator.
- **EVACUATE THE BUILDING:** Staff and students are notified by an alarm to evacuate the building. Teachers follow designated evacuation routes to areas outside the school.
- **TAKE COVER:** When possible, staff and students will be told to “take cover” through the public address system. In the case where no warning is possible, the intercom system will signal persons to “take cover.”
- **DROP:** The “drop” warning at the school shall be disseminated through the public address system. In the case where no warning is possible, the intercom system will signal persons to “drop.”

Grading Policy (Report Cards, Progress Reports, Parent Teacher Conferences, Infinite Campus)

Student progress is reported to parents in several ways. Students receive a Progress Report no later than 20 days before the end of each trimester or quarter. Students will receive progress reports when there are areas of behavior or academic concern and the student is performing unsatisfactorily. There can also be individual conferences between parents and teachers and/or home visitations to discuss areas of concern. The teachers may also call parents at any time to discuss a student’s progress. Parents who wish to make immediate visits with teachers should call or email the classroom teachers directly or through the office. A written note may also be sent to the teacher in order to request an appointment.

Report Cards – In grades K-6, report cards are issued three times a year, while 7th and 8th grade students receive quarterly report cards . Report cards must be signed by a parent/guardian and returned to school within three days, except at the end of the year.

Progress Reports – The purpose of the mid-term progress report is as follows:

- To provide parents with information on how their child is doing in school
- To provide positive feedback to students who are doing well
- To provide information to students who are not doing well and to give them the opportunity to improve their performance before the marking period ends.

An unsatisfactory notation may be given to a student for a number of reasons. For example, low or failing performance on tests, incomplete homework, not working up to expectations, not submitting work on time, lack of effort, inappropriate behavior, etc. The progress report is an indicator and is intended to be a motivator for improvement. Progress reports are to be signed by a parent/guardian and returned within three school days. Parents can also log in to **Infinite Campus** to stay abreast of student scores, attendance and completion of assignments.

Infinite Campus Access Procedures: Please request access to Infinite Campus at the front office. Parents/guardians are required to present a valid form of identification in order to obtain Infinite Campus login access.

Recess Procedures

1. Students are required to remain on the blacktop during recess, except for restroom use.
2. When the recess bell rings, students will immediately stop their recess activity and remain stationary (freeze) and quiet. Playground equipment must also be held still.
3. A yard supervisor will signal students to return to their lines by using a whistle. Until the whistle is blown, all students must remain stationary and quiet and may not use any playground equipment.
4. Students will return playground equipment and *walk* directly to their designated line area. * These procedures exist for the safety and well-being of all students on campus. Students who do not follow recess procedures may receive a consequence and/or administrative intervention.

Restroom Use:

Students are expected to utilize recess, passing, and lunch periods to use the restroom. Restroom use during instructional time is for urgent use only. Restroom use during the first and last 15 minutes of a class period is restricted.

School Property

Parents and/guardians are responsible for damages cause by their student before, during or after the school day. California Education Code 48909 states that any student who willfully cuts, defaces, or otherwise injures in any way property belonging to the school district is subject to suspension or expulsion and the parent or guardian shall be liable for all damage caused by the student. The parent or guardian shall be liable to a school district for all property belonging to the school district loaned to the student and not returned on demand. The liability of the parent or guardian shall also not exceed \$5000. The parent or guardian shall also be liable for the amount of any reward not exceeding \$2,000 pursuant to Section 53069.5 of the Government Code.

Ways to Support our Students

As parents, you can help support your children's education by working with the school and at home in the following ways:

- Visit our Student Support Center and Parent Center (located on East Campus)
- See that your child is punctual and attends school regularly
- Establish a time, place, and daily routine for homework and review it regularly
- Review and/or sign, and promptly return school communication
- Regularly communicate with teachers/counselor about your student's progress
- Attend school-wide events or meetings (such as Open House, Back to School Night, conferences with teachers, etc.)

John Still Student Support Center

Dedicated to academic success, the Student Support Center offers a wide range of social, emotional, and health resources to help students and families thrive. We promote a positive school climate by focusing on the whole child, providing critical support services and removing barriers to learning.

Location: Middle School Campus in room I-24.

Hours: Monday- Friday 8am-4pm

Services include:

- Schoolwide events
 - Dental and vision screening
 - Bullying prevention
 - Special Assemblies (i.e. kindness, making good choices)

- Individual and group emotional support for students who academically failing or struggling with peers
 - 1:1 Mentoring
 - Groups i.e. making friends, grief, & mindfulness
 - Peer Conflict Resolution
- Access to food pantry and clothes closet
 - **Hours:** Monday-Wednesday & Friday after school (2:30pm-3:30pm) & Thursday: 1:30pm-2:30pm
- Educational Support (parent workshops, support with resource and referral i.e. counseling, housing, tutoring.

School-Wide Student Discipline Policy—Progressive Discipline

At John Still K-8 School, we are pleased to share the features of John Still K-8 Positive Behavior Intervention and Supports (PBIS) framework with you. The goal of this framework is to increase our school’s capacity to address the behavioral support needs of all students and staff effectively and efficiently.

When it necessary to take disciplinary action, administrators and staff will take into consideration the severity of the behavior, the student’s disciplinary history, the age of the student, and other relevant factors. Students will receive a series of consequences (i.e. warning, change of seat, sent to work silently in another classroom or “think space”) before referrals are made to the office. The goal of our discipline policy is the have students take responsibility for their behavior and change negative behaviors before they are punished; therefore, our discipline policy encourages students to rethink their behaviors before more serious disciplinary action is imposed.

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at John Still K-8 School is built on school-wide expectations, which we call ROARS:

Respect
Others
Act
Responsibly and
Safely

In addition to our behavior expectations, PBIS is supported by the following components:

- A behavior matrix which explains behavior expectations in each school setting
- Direct teaching of the expectations
- PBIS recognition assemblies/events
- Behavior tracking sheets to record and address inappropriate behaviors
- Use of the “Team John Still” points system as reward for positive behavior which allows students to “shop” our reward store from their bank of points

Our staff members have been educated and have developed school-wide behavioral expectations and an acknowledgement system. This framework is designed to be implemented consistently across all settings. We strive to assist our student population in reaching their educational, social-emotional and behavioral potential!

A School-Wide Positive Behavior Support system is a set of strategies and systems created to increase the capacity of schools to (a) reduce school disruption, and (b) educate all students including those with problem behaviors. It consists of:

- Clearly defined outcomes
- Research-validated practices
- Supportive administrative systems
- Use of information for problem solving

Features of School-Wide Positive Behavior Support:

- Establish regular, predictable, and positive learning & teaching environments
- Train adults & peers to serve as positive models
- Teach and model behavioral expectations
- Create systems for providing regular positive feedback
- Acknowledge students when they are “doing the right thing”
- Improve social-emotional competence
- Develop environments that support academic success

The school rules will be covered during the first week of school, and throughout the school year. Refer to the John Still PBIS Matrix for more details on these expectations. Students who do not adhere to these rules are subject to disciplinary action.

Personal Fundraising

Personal fundraising by students or staff is prohibited on campus. This includes the sale of candy, cookies, and personal items for outside organizations or non-school sponsored activities.

Gum, Candy, Sunflower Seeds, and Soda

Gum, sunflower seeds, energy drinks and soda **ARE NOT** to be brought onto, chewed, or eaten on campus. If you wish to send a beverage with lunch, milk, juice, or water is recommended. The only exception to this rule occurs when “treats” are supplied or permitted by the teacher or as a ROARS reward. In this case, the treats are eaten under teacher/parent supervision, and it is expected that all wrappers, etc. will be disposed of properly. Students may not have aluminum cans or glass bottles on campus.

Dress Code

The educational mission of John Still is of great importance. Student attire should match that level of importance and in no way should student dress be allowed to disrupt the educational mission of the school. In keeping with California State law and school policies, the following items of clothing will **NOT** be considered appropriate for school and all school related activities:

1. Clothing, jewelry and personal items with inappropriate, obscene, or profane slogans. This would include tobacco, alcohol, drugs, violence, sexual suggestions, racially offensive or gang related signs, symbols, or slogans.
2. Tank tops, tube tops, see-through tops, backless tops, off-the-shoulder tops or blouses, half-shirts which expose the midriff, spaghetti straps, or clothing with extremely large holes (ripped jeans).
3. Cut-offs or “short-shorts” shorts or skirts shorter than fingertip-length (i.e., swimming trunks, gym shorts, or running shorts)
4. Visible underwear (*including female undergarments or bra straps*).
5. Waffle-weave long johns (thermals), or pajama bottoms
6. Bare feet, shoes with retractable wheels, slippers, high-heels, flip-flops, open-toed sandals/shoes, etc.

7. Head coverings (hats, bandanas, "do-rags" etc.) may **not** be worn inside classrooms
8. Sagging pants or shorts (pants/shorts worn below the waist and/or exposing male undergarments)
9. Gym clothes (shirts, shorts and sweatpants) may **be worn in PE class ONLY**

In addition, the following items are NEVER to be worn on campus

- Pajamas
- Fishnet stockings
- Spiked accessories or chains of any type
- Gang style clothing or accessories
- Solid Red/Blue clothing, belts, hair accessories, etc.
- Clothing with images or references to alcohol, drugs, sex, profanity, violence, and/or threats
- Clothing or accessories depicting violence or weapons
- Clothing marked with area codes (for example: "916" or "707")
- Clothing with negative references to law enforcement
- Clothing that uses hate speech
- Slippers, flip flops, or any slide in/backless shoe

Students dressed inappropriately will be sent to the office to change or the student's parent/guardian will be called and asked to bring a more appropriate set of clothing. Should a parent/guardian not be accessible, the office staff has a limited supply of clothing that the student can wear. Please partner with us in creating an environment that promotes learning; we appreciate your support!

Cell Phone/Usage of Other Electronic Devices

John Still K-8 School does not take responsibility for any electronic devices that students bring to school, and will not have the resources to investigate theft of such items. If a parent requires that their child have a cell phone while on campus, your students will be permitted to carry their cell phone during the school day with the understanding that **all cell phones must be turned off and removed from visibility during school hours. Forgetting to turn the cell phone off is not an acceptable excuse, and violation of this policy will result in the actions listed below. Cell phone use is prohibited during school hours.**

Use of cell phones during the school day (receiving or sending calls/text messages, social media, etc.) will result in the cell phone being confiscated and the student will be subject to disciplinary action. Consequences for inappropriate use of electronics or cell phones may result in the following:

- Teacher confiscates and returns the device at the end of the day.
- Phone is sent to office and may be picked up by the student after school.
- Phone is sent to office and parents/guardians must pick up phone.
- Detention, parent meeting, student being sent home, suspension, or other alternative consequences may be applied.

If a student is in the administration office for any reason, they may **not** use their cell phone. Administration will contact parents if necessary and/or the student can request to use the phone in the office to contact their parent. Cell phones will not be released with permission over the phone by the parent or guardian.

Please be aware that calling your student during the school day puts him or her at risk of disciplinary action. If you need to reach your child during the school day, please call (916) 433-5191/ (916)-433-5375.

Music Players: It is best if students do not bring MP3 players to school. However, if students listen to music while coming to and from school, they need to put the device away as soon as they get to school and keep it away for the entire duration of his/her time on campus.

Electronic Games: Electronic games are not to be brought to school. They will be confiscated, and a parent will have to pick them up from the front office.

Finally, by bringing a cell phone or other electronic device to John Still K-8 School, you are assuming responsibility for that device. Please be advised: **the school is not responsible for any lost or stolen cell phone or electronic device, and will not investigate any theft or loss of your device.**

Bicycles

Students may ride bicycles to and from the school as long as they obey the rules and follow all safety regulations in compliance with CA state law:

- Students are required to wear a helmet when riding their bicycles--it's CA state law!
- Students must walk their bicycles on and off campus
- Ensure your bicycle is licensed and registered with the Sacramento City Police Department
- Lock your bicycle to the racks provided with a good quality steel cable or chain and combination or key lock
- For safety reasons, bicycles without brakes ("fixies") are not allowed on campus

THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST, STOLEN, OR DAMAGED BICYCLES!

Skateboards

Skateboards, rollerblades, and shoes with wheels can be dangerous. They are not allowed to be used on campus at any time, including before and after school. Students breaking this rule will have their skateboard/rollerblades confiscated by a staff member.

1st Offense: the student can pick the item up after school. The school is not responsible for the loss of confiscated items. Although the school will do its best to secure confiscated property, parents are reminded, these items should not be brought to school.

2nd Offense: the item will only be returned to the parent

3rd Offense: the item will be held until the end of the semester.

Children who use skateboards for transportation to campus may ask teachers to store them in their classrooms during the school day. They cannot walk around campus carrying a skateboard. However, neither the teacher nor the school is liable for lost, stolen or damaged skateboards. Parents who have concerns about the safety of these items should consider having their child keep the items at home.

Sports Equipment

Students will not be allowed to bring sports equipment to school. This includes Frisbees, basketballs, footballs, tennis balls, baseballs, and softballs. If parents would like to donate equipment to the classroom, the teacher will put the room number on the ball and it will be shared by all students.

Progressive Discipline Policy

The Sacramento City Unified School District has a progressive discipline policy, which begins with minimum behavior requirements and consequences and culminates with expulsion. Individual classroom discipline policies will be covered by the students' teachers during the first week of school.

- a) **Parent-teacher Conference** ----A parent-teacher conference may be requested to discuss unacceptable behavior patterns and/or minimal achievement.
- b) **Teacher Detention** ----Classroom teachers may detain a student after school for an infraction of classroom rules for up to one (1) hour maximum. Students will be given twenty-four hour notice of assigned detention. It is the student's responsibility to inform parents of assigned detentions.
- c) **Office Discipline Referral** --- Teachers or staff may write an office discipline referral for students who demonstrate extreme or repeated misbehavior. Students who receive referrals are sent to the Assistant Principal, who will assign the appropriate discipline. Discipline may include lunch detention, after-school detention, in-house suspension or out of school suspension. Teachers and/or the Assistant Principal will contact home when students are given referrals.
- d) **Administrative Detention** ----Students may be detained in the Detention Room for a maximum of one (1) hour after school per assigned day for a violation of school rules. Students will be given 24 hour notice of assigned detention or parent contacted if less than 24-hours. Students who are assigned detention should bring study materials to make good use of their time. It is the student's responsibility to inform parents of assigned detentions. Students may also be detained in the Detention Room during lunchtime. All students who are assigned lunch detention will be given the opportunity to eat their lunch.
- e) **Teacher Suspension**----Classroom teachers may suspend a student from his/her class for the remainder of a period and the same class period on the following day. This procedure is done in accordance with the guidelines of the California Education Code.
- f) **Administrative Suspension**----A student may be suspended a maximum of five (5) consecutive school days for violations specified in Section 48900 of the California Education Code. Thus, a pupil may be disciplined, suspended, or expelled for acts specified in the Standards of Behavior that are related to school activity or school attendance occurring at any district or within any other school district, including, but not limited to, and of the following: (1) while on school grounds; (2) whole going to or coming from school; (3) during the lunch period whether on or off campus, and (4) while going to, or coming from a sponsored activity. Parents are informed by letter, as well as by telephone, when possible. Parents are encouraged to meet with the administrator who issues the suspension when the student returns to school. During the period of suspension a student is not allowed to attend school, to be on campus, to attend a school activity, or be on or near any other school campus. Homework is **not** given during a suspension.
- g) **School Site Meeting**----A School site hearing may be called by the Principal or Assistant Principal to address specific behavior infractions of the behavior code.
- h) **District Behavior Hearing**----A hearing may be called with the District Hearing Officer to address specific violations of school rules. The result may be a transfer of the student to another school campus or alternative education program.
- i) **Expulsion**----Expulsion proceedings are reserved for the most serious infractions and are always in accordance with Section 48900 and Section 48915 of the California Education Code. Students are usually recommended for expulsion in cases involving use or sale of drugs, the bringing of weapons on campus, extortion, assault, extreme defiance of authority, and intentional injury to another as well as other serious infractions. A student who is expelled is prevented from attending any school within the District for up to a full school year. This action requires consideration by the Sacramento City Unified School District Board of Education.
- j) **Restrictions of Attendance at Assemblies, Dances and Other School Activities.** Students who owe detention time for behavior infractions, tardies, and trancies, and students who fail to pass **one or more of their classes** for the current grading period may be restricted from participating in these events.
- k) **Extracurricular Activities**----Students may be ejected from any school sponsored extracurricular event, including dances, sports, field trips, club meetings, etc. for failure to comply with regular school policy and regulations.
- l) **Restrictions of Attendance at all End-of-the-Year Activities**----End-of-the-Year Activities include any seventh (7th)

grade end-of-the-year activities; the eighth grade dance, promotion ceremony and eighth grade trip. Students are excluded for any of following reasons:

- **Behavior:** Students who have been suspended from school during the fourth (4th) quarter of school year or **students with *any* grades of "U" in citizenship on the 4th quarter report card.**
- **Indebtedness:** Students who have been delinquent in paying for lost or damaged textbooks, library materials and/or other fees by the given deadline.

Suspension

According to the Education Code, Section 48900, the following are some of the offenses which may result in suspension:

- **Fighting** (engaging in mutual combat and/or attempting/threatening injury)
- **Battery** (Willfully using force, causing injury, and/or caused injury)
- **Possession of a weapon** (possession of a firearm, knife, explosive device; brandishing a weapon; or selling or otherwise furnishing any of these)
- **Alcohol/Intoxicant/Controlled Substance** (Possessing, furnishing, being under the influence, and/or selling)
- **Look-alike controlled substance** (Delivering or furnishing or selling)
- **Robbery/Extortion**
- **Damage to school/private property** (Attempting to cause damage or causing damage)
- **Stealing school/private property** (Attempted to steal or stealing)
- **Tobacco** (using or possessing)
- **Obscenity or habitual profanity** (Committing an obscene act and/or using habitual profanity/vulgarity)
- **Unlawful drug paraphernalia** (Possessing and/or offering, arranging, or negotiating a sale)
- **Disruption/insubordination** (Disrupting a school activity and/or defying valid school authority--Grades 3-12)
- **Received stolen property** (Knowingly receiving stolen school/private property)
- **Imitation firearm** (Possessing and/or using in a threatening manner)
- **Sexual assault/battery** (Committing or attempting to commit sexual assault and/or battery)
- **Harassed witness** (Harassing, threatening, or intimidating a witness in a school disciplinary matter)
- **Sexual Harassment** (Grades 4-12)
- **Attempted, threatened, caused hate violence** (Grades 4-12)
- **Created intimidating or hostile environment** (Grades 4-12)
- **Made a terrorist threat**
- **Aiding and/or abetting** (Aiding or abetting the infliction or attempted infliction of physical injury to another person)

Harassment

When students are given an orderly environment for education, with appropriate rules, and are free from of harassment, learning can take place. The California Education Code #300 states:

"Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teachers and others in authority; be diligent in study; respectful to his/her teachers and others in authority; kind and courteous to school mates and refrain entirely from the use of profane and vulgar language."

Title IX Policy on Sexual Harassment 4119.11(a) and 5145.7(a): The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by an employee, student, or other person at school or at any school-related activity.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. The Governing Board prohibits sexual harassment in the working environment of District employees or applicants by any person in any form. Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

Report violations to:

Your supervisor or site administrator for initial attempts at resolution, or the District Title IX Compliance Coordinator: Stephan Brown, Director, Student Hearing and Placement Department at (916) 643-9425.

John Still K-8 Anti-Bullying Policy

John Still K-8 Anti-Bullying Policy

John Still K-8 School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Acts of bullying of students at John Still K-8 School is strictly prohibited. The school administration will promptly and fully investigate all acts of bullying. Students have the right to attend a bully-free school, and John Still K-8 School will work diligently and collaboratively with all stakeholders in the community to prevent all types of bullying of John Still K-8 School Students.

John Still Student Bill of Rights:

Each student at John Still K-8 School has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

Definition of Bullying

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time.

Bullying behaviors normally fall into three categories, physical, emotional, and verbal; and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

BULLYING IS:

- Intent to do harm
- Repeated over time
- Imbalance of power

SCOPE

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school and district staff, students, parents and volunteers. (GLSEN, 2014)

PREVENTATIVE MEASURES:

1. **Student Instruction/Awareness**

Bullying will not be tolerated and all acts of bullying are strictly prohibited.

Student Rules about Bullying

- We will not bully others
- We will try to help others who are bullied
- We will include students who are left out
- If we know someone that is being bullied, we will promptly tell an adult at school and at home

2. Staff Awareness/Action

Staff at John Still K-8 School will engage in the following activities and actions in order to prevent bullying and maintain a safe environment for students:

- Closely supervise children in all areas of the school and playground
- Monitor for signs of bullying
- Address bullying when it happens
- Model appropriate behavior for students
- Additionally the school will follow all SCUSD regulations and Education Code guidelines in order to prevent bullying. John Still K-8 School will raise bullying awareness and create opportunities for response training to bullying for staff.

3. Student/Parent Action

John Still K-8 School encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a school administrator for further investigation. Students who retaliate against those who report bullying shall also be subject to investigation and disciplinary action.

4. Reporting Requirements

- Staff, students, parents and others are required to report bullying
- The Report of Suspected Bullying Form will be completed to document bullying behavior when bullying is observed or reported by students, parents or others
- The completed form is immediately given to the designated site administrator
- The designated site administrator investigates the allegations

ANONYMOUS REPORTING

- The district utilizes the WeTip Bullying Report Hotline (1-855-86-BULLY)
- WeTip should be publicly posted and all staff, parents, and students should be notified annually
- WeTip will contact the district's bullying prevention specialist, who will send it to the site administrator

RESPONSE PROCEDURES

- Designated site administrator will investigate all reports of bullying and determine if bullying occurred
- If the report meets the SCUSD's definition for bullying, the administrator will within three days:
 - Create a written student safety plan for the targeted student
 - Create a written student action plan for the student who engaged in bullying behavior
 - Contact the parents/guardians of the students involved
- The safety and action plan are placed in the student's cum and a copy of all the paperwork gets sent to the bullying prevention specialist

INTERVENTIONS/CONSEQUENCES:

Acts of bullying will be investigated by the site administration at John Still K-8 School in an efficient and timely manner. Consequences may include but are not limited to the following:

- Loss of privilege
- Parent conference
- Counseling
- Suspension
- Expulsion
- Referral to local law enforcement agency

7th AND 8th Grade Activities

The middle school years are an exciting time for students. We sincerely hope that our 7th and 8th graders have a positive and enriching experience at our school. The school year offers several special activities for our students — field trips, dances, etc.—and it is our hope that all middle school students will participate in these events.

However, we want to make it very clear that all middle school activities are special privileges and they are earned by successfully meeting the requirements set for all 7th and 8th graders.

The requirements for participation in all special activities are:

Students must have no U's (Unsatisfactory) in citizenship and no more than one N (Needs improvement). Students who have been suspended will not be allowed to participate in special activities.

REQUIREMENTS TO PARTICIPATE IN THE 8TH GRADE PROMOTION CEREMONY

8th grade students may participate in the promotion ceremony only if:

- They are recommended for promotion,
- Are passing all classes (no F grades and no U's in citizenship),
- Have no unserved detentions; and
- Have handled financial obligations (book replacement fees, repayment for destruction of property, etc.)
- Have met all administrative requirements (i.e., earned enough "points" promote)

The cut-off date for eligibility to participate in promotion is one week before the date of the promotion. NOTE THAT STUDENTS MAY BE PROMOTED TO 9th GRADE EVEN IF THEY DO NOT PARTICIPATE IN THE END-OF-YEAR ACTIVITIES AND WILL RECEIVE THEIR CERTIFICATE ON THE LAST DAY OF SCHOOL.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

The following is for your information:

Education Code 35186 requires that the following notice be posted in each classroom and sent to parents:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. All positions should be filled by qualified teachers. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire year.

Miss-assignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. If you do not think these requirements are being met, a Uniform Complaint Form may be obtained at the school office, district office, or downloaded from the district website. You may also download a copy of the California Department of Education from the following website: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

If you have other questions, contact the Compliance Office, Human Resource Services, Christina Villegas, and Personnel Office Assistant at (916) 643-7488.

Note to Parents:

When you have reviewed this handbook with your child, please sign below acknowledging that you reviewed the important content of the handbook together. **Have your child return only this signed page back to school.** Parents and students should keep the handbook as a reference for future use. Thank you!

“My child and I have read this handbook and we understand the policies and procedures outlined and explained. My child and I agree to follow the policies and procedures of John Still K-8 School.”

Student Name (printed) _____

Student Signature _____

Date_____

Parent/Guardian Name (printed) _____

Parent/Guardian Signature_____

Date_____