

Clayton B. Wire Elementary School

2012 - 2013 Parent Handbook



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ARRIVAL and DISMISSAL

Students may arrive at school beginning at 7:45am. Students not participating in supervised activities after school must be picked up no later than 2:20pm.

Students riding bicycles will follow safety rules including walking their bicycles across major intersections and on the school campus. California law states that all cyclists under 18 years old must wear a properly fitted helmet in order to ride a bike (if your child needs a helmet, please contact the Youth & Family Resource Center in Room B-1). For added security, students should have a padlock and bike chain/cable to lock up their bicycles on the rack next to the Office. The school is not responsible for lost or stolen bicycles.

ATTENDANCE, TARDIES and EARLY DISMISSALS

Attendance at school *every day* is critical to your child's success.

Students are expected to attend school every day except when ill. Students returning to school after an absence must bring a written note signed by the student's parent or guardian, explaining the reason for the absence. Excused absences include illness, quarantine, doctor or dental appointments, or funeral for immediate family. If the illness is prolonged, or is contagious, please inform the school nurse. Students with excessive absences are reported to the Student Attendance Review Board (SARB), where the office of the District Attorney may intervene.

Students arriving to school late must a) bring a note stating the reason for tardiness, and b) report with the note, to the office to receive a tardy slip before going to their classrooms.

During school hours, students are not permitted to leave school grounds without administrative permission. If a student is to be dismissed early from school, a note should be sent to the teacher stating the date, time and reason for the dismissal **prior** to the dismissal. An adult must sign out the student at the Office. **Only adults over 18 years old, with a valid ID, that are listed on the emergency card will be allowed to sign out students.**

Every student is required to have an up-to-date emergency card on file with the school office. In case of sudden illness or accident or other emergencies, the school must be able to reach the parent or guardian. When there is a change of address or phone number, please notify the school office as soon as possible.

BELL SCHEDULE

Regular Bell Schedule

	A.M. Kinder	P.M. Kinder	Primary (1 st – 3 rd)	Intermediate (4 th – 6 th)
Start Time	8:00am	12:30pm	8:15am	8:00am
Morning Recess	N/A	N/A	10:00 – 10:10am	10:20 – 10:30am
Lunch	11:20 – 11:50am	10:10 – 10:40am	11:00 – 11:40am (1 st /2 nd) 11:30am – 12:20pm (3 rd)	11:35am – 12:15pm (4 th) 12:00 – 12:40pm (5 th /6 th)
Afternoon Recess	N/A	N/A	12:50 – 1:00pm	N/A
Dismissal	11:20am	3:30pm	2:00pm	2:00pm

Shortened Day Bell Schedule

	A.M. Kinder	P.M. Kinder	Primary (1 st – 3 rd)	Intermediate (4 th – 6 th)
Start Time	8:00am	12:30pm	8:15am	8:00am
Morning Recess	N/A	N/A	10:00 – 10:15am	10:20 – 10:35am
Lunch	11:20 – 11:50am	10:10 – 10:40am	11:00 – 11:30am (1 st /2 nd) 11:30am – 12:00pm (3 rd)	11:30am – 12:10pm (4 th) 11:50am – 12:25pm (5 th /6 th)
Afternoon Recess	N/A	N/A	N/A	N/A
Dismissal	11:20am	3:30pm	12:50pm	12:51pm

CELL PHONES

We discourage students from bringing phones to school. If you feel your student must bring his/her phone, it must be kept "OFF" during school hours, kept out of sight and not be used on school property. The school is not responsible for lost or stolen cell phones. Cell phones may be confiscated; in this instance the Principal will keep the phone and return it only to the parent.

DRESS CODE

Clayton B. Wire is a uniform school, and as such, all students are expected to be in uniform every day. The school uniform for students is:

- Solid white or navy blue shirt with collar and without any logos or printing;
- Solid navy or denim pants, jeans, shorts, skirts or jumpers.

Students must adhere to the following dress code at all times:

- Revealing clothes such as pants riding to low or too tight, or tops exposing the mid-section or underclothes are prohibited;
- Shirt straps must be at least three fingers' width;

- Shorts, skirts and dresses must reach below the fingertips with arms extended to the side;
- Shirts must be long enough to be able to tuck into pants;
- Clothing and accessories must be free of logos, writing and pictures;
- Clothing and accessories will be worn in an appropriate manner for the purpose intended;
- Closed-toe shoes are to be worn at all times. Heels, flip-flops, or skate shoes are not allowed.
- Hats may only be worn outdoors only for sun protection in an appropriate manner and must be solid color without logos or writing.

If it is determined that a student’s attire is disruptive to the educational environment or is unsafe, the student will be asked to change clothes, and parents may be notified to bring a change of clothing to the school. Repeated violations of the uniform/dress code will result in consequences at school.

EXPECTATIONS and DISCIPLINE

Expectations: The School-Wide Code of Conduct

1. Show respect
2. Make good decisions
3. Solve problems

PLAYGROUND EQUIPMENT

Students are provided with balls, jump ropes and other playground equipment. Students must keep their balls, bats and other equipment at home. Hardball baseballs are prohibited on all school playgrounds throughout the School District, except on designated high school fields. Students are expected to use the provided equipment safely and appropriately.

SNACKS

Eating is confined to the cafeteria with the exception of certain classroom activities. Gums, candy, soda, Kool-Aid, sunflower seeds, peanuts, etc., are not to be brought to school. Students are encouraged to stay away from houses or street vendors that sell candy and other food items. Students are not to sell candy or snack-like items on the school campus.

TOYS and ELECTRONIC ITEMS

Problems arise when students bring articles that are hazardous or that disrupt the educational process. Such items include, but are not limited to: skateboards, to guns, water guns, electronic games, radios, personal music players, balloons, cell phones, trading cards, etc. Items brought for “show and tell” must have prior permission from the teacher and remain in the classroom for the entire school day. The school is not responsible for lost or stolen items. Confiscated items will be returned only to the parent/guardian, and not to the student.

VALUABLES

Students should not bring valuables to school such as jewelry, watches, excessive money, heirlooms, collectibles, etc. The school is not responsible for such valuables.

VANDALISM

Every student will show respect for the people, items and campus here at Clayton B. Wire. Vandalism is a serious offense. Parents are held financially responsible for the damages done by their student(s) to any school property including in- and out-of-school times, such as weekends,

holidays and vacations. The involved student(s) may also be reported to the appropriate law enforcement authorities.

TOBACCO-FREE POLICY

We strive for a healthy campus environment, where learning and success take place. Therefore, all School District property is alcohol, tobacco and drug-free property. No student or adult is allowed to use these substances at any time on any part of the school campus.

Any student who possesses, sells, uses or is observed under the influence of alcohol, drugs or narcotics on school property may be suspended and recommended for expulsion. The involved student(s) may also be reported to the appropriate law enforcement authorities.

General Discipline Procedures

School rules are determined by state law and school district policy. The following procedures are used when a student is accused of a rule violation.

1. The student is informed specifically of his/her violation.
2. The student is provided an opportunity to present his/her explanation.
3. The consequence for the violation will be determined by law, school or district policy, and the judgment of the person administering discipline.
4. Parents or legal guardians of the accused student are contacted. Procedures will be outlined for parents who wish to appeal.

Classroom Discipline

Teachers have the responsibility of maintaining a safe, pleasant, learning environment in their classrooms. To ensure that all students have an opportunity to learn and grow, teachers use the following procedure to create and maintain the classroom attitude they feel best suits their teaching style.

- Teacher develops classroom rules.
- Teacher explains classroom rules to students.
- Teacher counsels students, assigns classroom based consequences to students who exhibit inappropriate behavior.
- Teacher contacts parents for students' repeated inappropriate behavior.
- Teacher refers to administration those students whose behavior continues to be inappropriate. Consequences are determined by law, school and district policy, and judgment of administration. Parents receive copy of discipline referral and/or are contacted by phone. Referrals **must** be signed and returned the next school day.
- Students' conduct of extremely disruptive nature, such as fighting, swearing at a teacher, or endangering other students, will result in immediate removal from the classroom. The student will be sent or brought to the office. Consequences are determined by law, school and district policy, and the judgment of the school administration. Parents receive copy of discipline referral and/or are contacted by phone. Referrals **must** be signed and returned the next school day.

Forms of Discipline Used at Clayton B. Wire Elementary School

TIME OUT

A teacher may exclude a disruptive student from his/her classroom or classroom activities for a short time-out period.

CONFISCATION

Items inappropriate for school or disruptive to the educational environment, such as cigarettes, lighters, matches, radios, cell phones, iPod/Mp3 players, weapons, noise makers, poppers, stink bombs, drug paraphernalia, etc. will be taken away. These items may be returned after a parent conference. Illegal items will not be returned and may be turned over to a law enforcement officer and appropriate disciplinary action taken.

RESTITUTION

Damaged or stolen property will be replaced or repaired by students and/or parents.

CLASSROOM DETENTION

Assigned and supervised by teachers and will not exceed 15 minutes before or after school.

RECESS DETENTION

Students who violate minor classroom rules may lose all or part of their recess.

SCHOOL DETENTION

After school detention is on Wednesdays and Fridays from 2:10 PM to 2:45 PM. It is assigned by administration and supervised by school staff members. Parents are notified at least the day before students are to report to detention. **Failure to serve school detention on the assigned day or to return signed referral will result in a doubling of assigned consequences.**

STUDENT RESPONSIBILITY CHECK (SRC)

Administered by administration. Any time a student receives a referral, he/she will be required to answer 4 questions about their offense. These questions are: 1) What were you doing? 2) How was it inappropriate? 3) What should you have been doing? 4) How can you handle this situation in the future to avoid the problem? These questions will be answered in the form of a written essay. A parent signature is required.

CLASS SUSPENSION

A teacher or administrator may suspend a student from a class period for up to two days.

SHORT-TERM SUSPENSION

Administered by administration. The student is sent home for one to three days and is not permitted to come to school or be on school property. Parents are contacted prior to dismissal if possible, and a parent conference is scheduled. A letter is sent home. Students may make up all work missed during the suspension. The student is responsible for getting the assignments.

LONG-TERM SUSPENSION

Administered by administration. The student is sent home for three to five days and is not permitted to come to school or enter school property. Parents are contacted prior to dismissal if possible, and a parent conference is scheduled. A letter is sent home. Students may make up work missed during suspension. The student is responsible for getting the assignments.

PARENT SHADOW

When it is appropriate to avoid suspension, the opportunity for a parent to shadow their child in class may be offered. This opportunity is at the sole discretion of the school, and requires the parent to shadow their student for the entire length of the shadow opportunity.

COMMUNITY SERVICE

When it is appropriate to avoid suspension, the opportunity for community service during recesses may be offered. This opportunity is at the sole discretion of the school, and requires the student(s) to clean up around the school with staff supervision.

FIELD TRIPS

Field trips are valuable teaching tools. They provide direct experiences for learning and are an extension of classroom instruction. A signed permission form is required for all field trips, and a fee may be collected depending on the destination/activity. Good school behavior is required in order for a student to participate in field trips. A student may be excluded from one or more field trips if the teacher and administrator feel that the child's participation presents a safety issue.

HEALTH SCREENING and MEDICATIONS

Health screenings consist of vision, hearing, speech and Sclerosis checks. Screenings are conducted by the School Nurse or by other district nurses. If you do not want your child to participate, please notify the Principal in writing.

Students requiring medication during the school day must have the following:

1. A completed Medication Form on file at the school (one may be obtained from the School Nurse)
2. A written statement or prescription from the student's doctor
3. A written statement from the parent or guardian giving permission to school personnel for administration of the medication.

School Board Policy states that school personnel cannot dispense medication to students unless it is a long-term requirement and unless proper medication forms are completed and on file at the school. Students are not allowed to carry medication at school. This includes all types of over-the-counter medications such as aspirin, Tylenol, ibuprophen or eye drops. Prescription medications are kept in the School Nurse's offices, along with their completed Medication Form.

LOST and FOUND

The Lost and Found is located in the Multipurpose Room. Small items are kept in the Office. Students may check after school or during lunch for lost items. We recommend writing student names on personal possessions such as jackets, binders, backpacks, sweaters, lunch boxes, notebooks, etc. clothing items not claimed by the end of the school year will be collected and sent as donations to the PTA Clothes Closet.

PARENT and GUARDIAN PARTICIPATION

Parents and guardians are the heart of our school! We welcome all parents to become involved here at Clayton B. Wire, in whatever way feels most comfortable. Some options for parent/guardian participation include:

School Site and English Learners Advisory Committees

These committees are composed of parents and staff to advise school staff and administrators regarding components of federally funded programs. We invite parents to participate in either or both of these leadership committees. If interested, please see the Principal or visit our website at cbwire.scusd.edu.

Visitation and Volunteering

Parents, guardians and community members are welcome and encouraged to visit our school, especially our classrooms. For our students' safety, **all** visitors are required to report to the Office before visitation. In order to promote a safe school environment, we ask that all visitors wear a "Visitor's Badge" while on campus. A Badge will be given to you once you have checked in at the Office.

Volunteers can tutor, help supervise the yard during out-of-class times, chaperone field trips, share and teach special interests or talents, set up learning stations, read to students, help correct papers, and so much more! All volunteers must follow District requirements by completing District clearance procedures. These services are available at the Serna Center – 5735 47th Avenue – or by contacting the Principal. All visitors – including volunteers – must sign in at the Office, and wear the provided badge while on campus.

STUDENT and FAMILY SUPPORTS

Students and their families must have access to the supports necessary for success. These supports may include:

- Academic assistance
- Basic needs (clothing, food, shelter) resources,
- Health access,
- Mental health supports
- and more!

All students and their families have access to the **Clayton B. Wire Youth & Family Resource Center (YFRC)**, located in room B-1 at the northwest end of campus. Families seeking help for themselves or their students may visit the YFRC in person, complete and return a referral form (available in the Office), or visit the YFRC page on our website at cbwire.scusd.edu.



SEXUAL HARRASSMENT and TITLE IX

The Sacramento City Unified School District (SCUSD) – and Clayton B. Wire Elementary School – are committed in all of their 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, ability, marital status or age.

UNIFORM COMPLAINT PROCESS

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disability, District staff shall help to file the complaint. A Uniform Complaint Form may be obtained at the school Office, the District Office (Serna Center), or downloaded from the SCUSD website at www.scusd.edu.

SCHOOL PLEDGE

I will show respect for myself.

I will show respect for others.

I will be responsible for my own learning.

I will do my best.

I can learn.

I will learn.