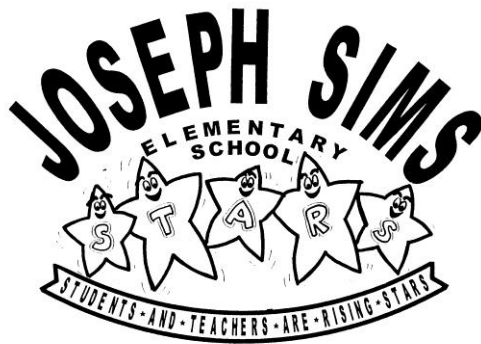


# Joseph Sims Elementary School



## Parent and Student Handbook 2022-2023

Robin Riley, Principal  
Peter Lew, Vice Principal

3033 Buckminster Drive  
Elk Grove, CA 95758  
Phone: 683-7445  
Fax: 683-6313

## **Mission Statement of the Elk Grove Unified School District**

---

***Elk Grove Unified School District will provide a learning community that challenges ALL students to realize their greatest potential.***

### **Our Core Values:**

- Outcomes for students
- Achievement of core academic skills
- Confident, effective thinkers and problem solvers
- Ethical participants in society
- Commitments about how we operate as an organization
- Supporting continuous improvement of instruction
- Building strong relationships
- Finding solutions
- High expectations for learning for ALL students and staff
- Instructional excellence
- Safe, peaceful, and healthy environment
- Enriched learning environments
- Collaboration with diverse communities and families

### **DISTRICT ADMINISTRATION**

Christopher R. Hoffman, *Superintendent*

Mark Cerutti, *Deputy Superintendent, Education Services and Schools*

Martin Fine, *Director, Pre-K 6 Education*

Michael Gulden, *Director, Pre-K 6 Education*

Elizabeth Rueda, *Director, Pre-K 6 Education*

Tabitha E. Thompson, Ed.D., LCSW-, *Director, Pre-K 6 Education*

### **BOARD OF DIRECTORS**

Beth Albiani

Dr. Crystal Martinez-Alire

Nancy Chaires Espinoza

Carmine S. Forcina

Anthony "Tony" Perez

Sean J. Yang

Gina Jamerson

Jaime Nguyen

### **SCHOOL SITE ADMINISTRATION**

Robin Riley, *Principal*

Peter Lew, *Vice Principal*

### **School Office**

Bridgette Hall, *School Secretary*

Dawn Wirick, *Office Assistant II*

Dinora Razawi, *Office Assistant II*

Sandra Jones, *Office Assistant II*

# JOSEPH SIMS ELEMENTARY

## Mission

Joseph SIMS Elementary is a community dedicated to providing a well-rounded education in a safe environment that academically challenging and nurturing to all students.

## Vision

Every Day We Ensure Our Students Will:

- Share and experience the world through the arts and sciences
- Thoughtfully engage in the learning process
- Amaze themselves with their new personal best
- Respect themselves, others, and the environment
- Shine and delight in learning with the best

## Joseph Sims

It is said that Joseph Sims was the first of the Freeport settlers who recognized the value of moving inland away from the flooding Sacramento River. He settled on Franklin Boulevard where members of the Sims family lived until Joseph Sims, the grandson of the founder passed away at the age of 97 in 2000. The Sims Ranch is in what is now known as North Laguna, west of Franklin Boulevard.

## SIMS WELCOME

From the inception of Joseph Sims Elementary School, teachers, support staff, parents, and community members have been committed to helping students achieve their personal best. This is accomplished by creating a place where ALL students are provided with the best possible instruction on a daily basis in a school climate that is safe, challenging, and nurturing. In recognition of our work in school-wide achievement, we were proud to be honored twice with the California Distinguished School Award.

Joseph Sims Elementary School supports student behavior with school-wide Positive Behavior Interventions and Supports (PBIS). Through a non-punitive approach, students are rewarded for positive behavior and re-directed in a positive way for negative behaviors. The focus is primarily on the explicit instruction of the school –wide expectations that ALL Shining Stars are RESPECTFUL, RESPONSIBLE, and PERSEVERE.

The following pages will highlight important information regarding school policy and procedures. We encourage parents and students to review the contents together. If you have questions, please contact the school office at 683-7445. We look forward to open and clear communication between school and home to work together for to the success of your child and our educational program.

## Office Hours

---

School office hours are 7:30 - 4:00. The telephones are answered **between the hours of 7:30 - 3:30**.

### Answering Machine

To accommodate parents and their needs, an answering machine operates before and after school hours. When calling the school number (**683-7445**) before 7:30 a.m. and after 3:30 p.m., a machine will take your messages. The machine will be used during the day when there are emergencies or fire drills or we are busy at the counter.

## Academics

### CITIZENSHIP STANDARDS:

The following grades are issued for the evaluation of citizenship: E, S and U. Good citizenship evaluation is required and promoted by all teachers.

#### **E = EXCELLENT**

A student who enthusiastically comes to class each day prepared and motivated to independently learn, leads class discussion and initiates a leadership role in group work. He/she consistently models class rules, is an optimistic and constructive role model for other students to follow, and seeks to surpass class expectations.

#### **S = SATISFACTORY**

A student who comes to class each day prepared, takes responsibility for his/her own learning, participates in classroom discussions and group work, follows class and school rules, and is a positive and constructive role model for other students.

#### **U = UNSATISFACTORY**

A student who is minimally prepared for class, inadequately participates in classroom discussions, and rarely participates in group work. He/she may have an irregular attendance record. This student's behavior may be disruptive and warrant behavior consequences. This student fails to follow class, school rules, and/or teacher directives.

### COMMON CORE STATE STANDARDS

In California the educational program is based on district and state standards. It is our desire that you thoroughly understand your child's educational program. In July and August a "Back to School" night will be scheduled to better acquaint you with the year's program. A summary of some of the student programs follows:

#### **ENGLISH LANGUAGE ARTS:**

California Wonders is a comprehensive K-6 ELA/ELD program built on the California ELA/ELD Framework and the CA Common Core State Standards. Through its connected pathways, intentional instruction, and inspiring content, *CA Wonders* prepares all students for college and career in the 21st century. To learn more about what your student is learning, log in to your student's portal using their username and password at [Connected.mcgraw-hill.com](http://Connected.mcgraw-hill.com).

#### **MATH:**

*California Go Math!*™ is a K-8 program written specifically to support the Common Core State Standards for Mathematics with an emphasis on developing 21st-century skills. The Standards for Mathematical Practice are integrated into the content, along with an equal emphasis on conceptual fluency. The program provides rigor, depth of understanding through interactive lessons, research-based instructional approaches, best practices, English learner support, and differentiated instructional resources to ensure success for all students. The comprehensive digital resources promote college and career readiness and support students, teachers, administrators, and parents.

#### **HISTORY/SOCIAL SCIENCE:**

The History/Social Science program in the Elk Grove Unified School District is standards-based with an emphasis on both subject content and historical and social science analysis skills. History/Social Science programs contain strategies for writing, note-taking, critical thinking, vocabulary development, and building success in comprehending expository text. Primary source materials, both written and through media, are included to enhance student engagement in learning about events of the past.

#### **SCIENCE:**

The Board of Education recently adopted new science curriculum to be used by teachers to teach the science standards. All students are instructed in physical science, life science, earth science and investigation and experimentation. Students will receive science instruction by their classroom teacher or other grade level instructor. Please look for additional information from your child's teacher and the school.

#### **PHYSICAL EDUCATION:**

*Ed Code section 512109(g) for Grades 1-6 specify the number of minutes of P.E. provided each ten days: 200 minutes every 10 days.* Physical Education instruction consists of a program providing for student participation in psychomotor activities, gymnastics, individual games and group games. Good sportsmanship and positive attitude are stressed throughout the year. Students are not allowed to bring P.E. equipment to school, as we will supply all equipment. Students must wear lace-up type shoes, preferably rubber-soled, to provide for a safer participation in the physical education program. Students are not allowed to bring P.E. equipment to school, as we will supply all equipment. Students must wear lace-up type shoes, preferably rubber-soled, to provide for a more safe participation in the physical education program.

#### **COMPUTERS:**

The technology program at Joseph Sims is designed to implement the best practices possible in computer education and instruction. Our goals are:

1. To meet literacy standards while increasing the relevance of learning for students.
2. To integrate the use of technology to support learning throughout the curriculum.
3. To use technology tools effectively, connect students to the world of careers and develop classroom practices that enable students to show that they know how to use the world of technology.

The computer lab has 40 computers to allow each student to have the use of a computer for direct instructional setting on a weekly basis. The district provides a Chromebook for every student, so that they can access technology daily.

### SCHOOL AGENDA PROGRAM

The School Agenda Program will assist in the following ways:

1. Learning how to become more organized.
2. Students will become more accountable due to recording daily homework assignments.
3. Parents in seeing what their children are doing at school and communicating with teachers by writing brief notes in the AGENDA.

## **COMMUNICATION**

### **STUDENT ACHIEVEMENT**

There is a minimum of three report card reporting periods during the school year. Parent/teacher conferences are scheduled throughout the year, rather than during a designated parent conference week. Conferences may be held in person, on Zoom, or you may be contacted by phone. If you have a question or concern regarding your child's progress, please do not hesitate to contact your child's teacher.

### **HOME & SCHOOL**

#### Contacting a Teacher:

Parent/Teacher communication is extremely important to the success of our children. Teachers will accept phone calls in the morning prior to 7:50 a.m. and after school at 2:30 p.m. Teachers welcome your notes, e-mails, and calls with e-mail being the preference. Please allow time for teachers to return your messages outside of the instructional day.

#### **IF YOU ARE CONCERNED ABOUT SOMETHING:**

1. **Talk to the teacher first.** Besides you, the teacher has the most direct contact with your child.
2. If the situation is still not resolved, please contact the office for administrative support.
3. You may also utilize the Elk Grove Unified School District Uniform Complaint procedures. More information can be found under the specific section in this handbook.
4. Incident reporting is available after school hours on our webpage <http://blogs.egusd.net/sims/general-info/>

### **EDUCATIONAL USE of the INTERNET**

All of our students are given the opportunity to develop technology skills that support learning, personal productivity, decision making, and daily life. Our standards provide a framework for preparing students to be lifelong learners who make informed decisions about the role of technology in their life. We base our technology curriculum and lessons on the NETS (National Technology Standards for Students) for Students. There are opportunities for students to work with computer and multimedia equipment in their classroom or in the computer lab under the direction of the classroom teacher.

- All students who attend the computer lab or use a EGUSD Chromebook will need to sign and return the "Application for Use of the Internet" prior to being able to participate in internet related activities. (The form is provided to each student on their first day of school.)

### **ENRICHMENT/GIFTED and TALENTED EDUCATION (GATE)**

All students identified as GATE receive specialized instruction when applicable for Reading/Language Arts and/or Mathematics in the general education classroom. In addition, GATE students receive enrichment opportunities during our school's WIN (What I Need) Time four days a week. Gate identified students are also invited to participate in enrichment programs at lunch, before or after school

### **FAMILY ENGAGEMENT**

#### **ENGLISH LEARNERS ADVISORY COMMITTEE (ELAC):**

The Elk Grove Unified School District has an English Learners Advisory Committee that consists of representatives from schools in the district. A majority of members of the committee are parents of students who are English Learners. The ELAC annually approves the plans for English Learners, both at the district level and at the school site. They also approve the annual census of LEP students and participate in the annual needs assessment. Information regarding student performance, student services, and site level needs for EL students is gathered throughout the year. The priority for all schools is focused on the identified site level needs such as after school assistance with homework, tutoring and additional materials, instructional supplies and books that reflect the culturally related academic needs of students. We welcome any parents of English Learners to participate in the Joseph Sims Elementary School English Learners Advisory Committee.

#### **SCHOOL SITE COUNCIL:**

The primary role of the School Site Council is to assist in the planning, implementation and evaluation of our school plan. The Plan focuses on enhancing targeted areas of our curriculum and other key aspects of our school environment. This is done through collaborative decision making on the allocation of funds received annually from the state. The primary responsibility of the SSC is to:

- Monitor the Local Control and Accountability Plan (LCAP) a multi - school year plan.
- Assure that resources and budgets are aligned to the LCAP

The School Site Council works in parity with the teachers and principal in an advisory manner.

## **PTO: Parent Teacher Organization**

The PTO is a vital part of the community and is comprised of parents, school personnel, and other community members. It sponsors activities for our school community in correlation with goals of the school. We would love to have your support.

Ways to support PTO:

- \$20.00 Family Membership Dues
- Volunteering to help with activities
- Attending monthly PTO meetings
- Supporting fundraisers that give monies to school programs

We look forward to and encourage all parents to become involved in the PTO. Check out our new website: <https://josephsimsppto.org/> or call the school at 683-7445 if you have questions.

## **Donations to Schools**

The Elk Grove Unified School District recognizes that community organizations, especially parent clubs associated with our schools, often wish to support school programs through privately raised funds. Such clubs and groups are encouraged to work with the school's administration to discuss the needs that the school may have. These support organizations may donate money to the school. Reasonable efforts will be made to provide the services, equipment, or materials that meet the intent of the donor however, the donations from private groups become a part of the school's general fund.

## **PROTECTING INSTRUCTIONAL TIME**

PHONE CALLS WILL NOT BE PUT THROUGH TO THE CLASSROOM DURING INSTRUCTIONAL TIME. IF YOUR CHILD HAS CALLED YOU FROM THE CLASSROOM, THEY HAVE BEEN INSTRUCTED TO LEAVE A MESSAGE IF THEY DON'T REACH YOU DIRECTLY. PLEASE LISTEN TO THE MESSAGE BEFORE CALLING THE SCHOOL.

- We will not interrupt classrooms. Consider e-mail whenever possible to communicate with the teacher. You can find the staff e-mail list at the last page of this handbook.
- Forgotten items can be dropped off in the office. We will notify teachers via email that items are in the office.
- There is a lunch cart in the office if you are dropping off lunch for your student. Please make sure the lunch is labeled with name and grade
- Should you have an emergency and need to get a message to your child, please call the office by 2:00 p.m. (1:00 on Wednesdays) and we will make every attempt to get the message to the teacher but there is no guarantee that the message will reach your student on time.

## **SCHOOL ASSIGNMENTS**

### **Reporting Pupil Progress to Parents**

1 <sup>st</sup> Trimester			2 <sup>nd</sup> Trimester		
Track	Deficiencies sent by	Report Cards	Track	Deficiencies sent by	Report Cards
D	8/12/22	9/30/22	D	11/18/22	1/27/23
C	8/19/22	11/4/22	C	12/9/22	3/10/23
B	8/12/22	11/4/22	B	1/13/23	3/10/23
A	9/16/22	10/28/22	A	12/21/22	2/24/23
Traditional	9/23/22	11/18/22	Traditional	12/16/22	3/3/23

### **3<sup>rd</sup> Trimester**

Track	Deficiencies sent by	Report Cards
D	3/31/23	5/26/23
C	3/31/23	6/23/23
B	4/27/23	6/23/23
A	4/28/23	6/23/23
Traditional	4/14/23	5/26/23

## Grading Criteria/Report Cards

The school is implementing the district standard criteria for grading. Plus (+) and Minus (-) signs may be used at the option of the teacher. This criterion is the basis for report card grades. Report cards are a standard format across the district. Report cards are delivered through the Parent VUE Portal.

### **Grades K-2 Standards**

A	Exceeds Grade-Level Standards
B	Good/ Above Average
C	Meets Grade-Level Standards
N	Needs Improvement
N/A	Not Applicable at this time

### **Grades 3-6 Standards**

A	(90-100%)	(4.0 points)	Outstanding Achievement
B	(80-89%)	(3.0 points)	Above Average Achievement
C	(70-79%)	(2.0 points)	Average Achievement
D	(60-69%)	(1.0 points)	Below Average Achievement
F	(0-59%)	(0 points)	Little to No Achievement
I		(0 points)	Incomplete

### **Honor Roll/Perfect Attendance**

**Grade 3 Honor Roll:** To qualify for the Honor Roll, a student must receive no current grade below a C and have a grade point average of 3.5 or better.

**Grades 4-6 District Honor Roll:** Current Board Policy states: "Each school shall post an Honor Roll. To qualify for the Honor Roll, a student must receive no current grade below a C and have a grade point average of 3.5 or better."

### **Homework Policies**

The optimum amount of homework varies with grade level. Homework research conducted over many years indicates, that for primary students, no amount of homework-large or small-affects achievement. If you have any questions, please feel free to discuss them with your children's teacher or the administration.

Homework is assigned for the following purposes:

- To reinforce, enrich, or extend in-class instruction
- To practice basic skills needed for immediate recall (math facts, sight words, etc.)
- To develop effective study skills for now and later in life.

The following daily "minute" requirements include reading with, reading to, or having the children read by themselves.

Whenever homework crowds out social experience, outdoor recreation, family time, and creative activities and whenever it usurps time devoted to sleep, it is not meeting the basic needs of children and adolescents.

- Kindergarten – no requirement, however, reading to children every day, playing with children, talking to children, doing activities with children have many benefits.
- First – 10 minutes
- Second – 20 minutes
- Third – 30 minutes
- Fourth – 40 minutes
- Fifth – 50 minutes
- Sixth – 60 minutes

Additional reading time is encouraged for all children!

### **Make Up Work**

For every day out ill (**with an illness note submitted by the parent or a telephone call into the office**), the student has the same number of days to make up the missed work. (For example, if a child is ill one day, then they have one day to make up their work, after they return to school, and so on.)

## **STUDENT PROGRAMS**

### **NATIONAL ELEMENTARY HONOR SOCIETY**

National Honor Society recognizes the accomplishments of students, as a whole child, specifically the full range of a student's academic achievements and the ability to be a responsible student at school, at home, and in the community.

National Elementary Honor Society (NEHS) also involves all students through leadership development and service activities, enhancing the 'culture of achievement' at Joseph Sims Elementary.

## **VAPA:**

Throughout the year students will participate in a Visual and Performing Arts (VAPA) program onsite where they will study visual and performing arts based on the adopted VAPA state standards. **Young Rembrandts** is a program that gives our students a chance to continue lessons in art after school in a fee based program.

Our site enhances our VAPA program with band offered before school for 5<sup>th</sup> and 6<sup>th</sup> grade students.

The Art Docent Program is still a strong component of the visual arts curriculum. Trained parent volunteers work with individual classrooms using art portfolios furnished by the District. The District provides free training in the Fall of every year to parents interested in Art Docent. Contact the Office of Instructional Support at 686-7748

**SYNERGY Parent VUE PORTAL** - See District Handbook. Call the office if you need help activation or re-activating your parent VUE account.

## **SPECIAL EDUCATION**

### **Psychologist**

The school psychologist is assigned to schools based on enrollment. The three main functions of the Psychologist are:

1. Assess students for special programs;
2. Serve on the Student Study Team to assist with program planning;
3. Counsel students/parents who need assistance.

The Psychologist can be contacted through the school office during regular school hours.

### **Student Study Team**

A Student Study Team (SST) is composed of regular education teachers, special education teachers, psychologist, speech/language specialist, and site administrator who meet regularly to study, discuss, and decide about appropriate programs for:

- Students who are accelerated.
- Students with behavior problems.
- Students with possible learning difficulties.
- Students who have been recommended for retention or acceleration.

Parents are first notified of their student's needs and are then invited to attend the SST meeting where they participate in the discussion along with the SST members.

### **Learning Center for Resource Program**

A Learning Center model will be used for meeting specific learning needs of students. Any student, who has an active Individualized Education Plan (IEP) and receives resource program services, or any student with an active IEP will be served through this model.

All students are in regular education classrooms with students receiving their services in two ways:

1. In the classroom with the special teacher coming into their class.
2. At times that will not disturb the core subjects, students will be pulled into the learning center to receive special instruction to meet the goals of the IEP.

### **Resource Specialist Program**

Students who have minor learning problems can be recommended for assistance in the Resource Specialist Program. After review and approval by the site Student Study Team, a student with a mild problem may be assessed for qualification to this program. Sometimes, the assistance may occur within the classroom while at other times it may occur during some pullout time within the center designed for this purpose. It is a part of the Learning Center Model.



## ATTENDANCE

One of the most important elements of successful learning is regular, **on-time attendance** at school. If an absence is necessary, **please call the office between 7:30 a.m. – 10:00a.m (before the auto-dialer goes out at 10:30)**. Before 7:30 a.m. an answering machine will pick up all calls. STATE LAW permits the excuse of an absence for the following reasons:

- \* Illness
- \* Quarantine, as directed by the Health Department
- \* Medical, dental, or eye services rendered
- \* Attendance at funeral of immediate family member to extent of ONLY ONE DAY in California, and NO MORE THAN THREE DAYS outside of California.

For full list of Excused attendance codes: See district handbook

The school office Assistants and other designated office staff have been directed to contact the home on a daily basis if necessary to follow-up when students are shown to be absent on the attendance roster. These calls will confirm your notes to the teachers or make you aware of any absence that has occurred without your knowledge.

**Tardiness** can also interfere with success in school. **Students are expected to be at school before the tardy bell rings.**

Students must report to the office for a tardy slip when late, in order to be admitted to class. **Please do not send or take your child to class without stopping by the office. The teacher cannot admit any student without an entrance slip.**

**Leaving early** is sometimes necessary. Students can be released from school early when a parent signs them out for early dismissal. However, this is permitted on a “need basis” only and should not occur on a regular basis. Parent(s) or a person identified by the parent must sign the student out in the office before the student can leave the campus. **Students cannot sign themselves out. This guideline is for the protection of your child. The office can require identification of a person other than a parent or guardian picking a student up for an early dismissal.**

**PLEASE NOTE: A student will not be permitted to leave school with a person other than his/her own parent or guardian unless we receive a note signed by the parent or guardian. A student cannot ride another bus or go home with another student without written permission from the parent. Students who are bus riders may not walk home without written permission from his/her parent.**

### Perfect Attendance

To achieve perfect attendance, a child must be present every single day and can have up to 3 excused tardies or early dismissals (for dental or doctor appointments only) per trimester. Car trouble, overslept, running late, etc., are not excused tardies.

If a student is suspended, this suspension counts as an absence and will disqualify a student for perfect attendance. An official in-school suspension is considered the same thing as out-of-school suspension and counts as days absent from the regular program.

### TRAVELING STUDENT

It may become necessary for families to travel for emergency reasons during the period of time when school is in session. In order to provide on-going education for students whose families must travel, the Elk Grove Unified School District offers “K-6 Independent Study for Traveling Students” to all elementary sites; administered through Las Flores High School – Independent Study. Independent study is available for students who will be gone from school for a period of two to four weeks. Independent study provides structure and accountability for learning during family travel.

Independent study is a “privilege” whereby unique partnership is formed between the school, the student, and the parent. Its success depends on the commitment and cooperation of the parents and student while away from school. The site administrator will determine the eligibility of the student/parent partnership to participate in the Traveling Student program. All requests must be made at least 2 weeks prior to the scheduled time of the trip. No students with poor attendance will be approved. Approved requests require a Master Agreement to be completed by the parent. **If a student does not fulfill the agreed upon goals, and/or does not return at the agreed upon time, his/her space at the school may be filled by a waiting student. In addition, all future requests will be denied.**

## REGISTRATION

### Transitional Kindergarten

A child must be 5 between September 2<sup>nd</sup> and December 2<sup>nd</sup>.

### Kindergarten

Kindergarten registration for the 2023-2024 school year have yet to be determined. A child must be at least 5 on or before September 1.

### Physical Examination

At first grade entry, all students must provide the district with written evidence of a physical examination (by licensed physician, surgeon, or clinic), completed ***no sooner than 18 months prior to first grade entry.***

### Dental Screening

As of January 1, 2007, California law, *Education Code* Section 49452.8, requires that your kindergarten child have a dental screening by May 31. Dental screenings that were completed within the 12 months before your child entered school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional. California law requires schools to maintain the privacy of student's health information. Your child's identity will not be associated with any report produced as a result of this requirement.

### New Students From Within EGUSD

Parents are required to register children who have been attending other Elk Grove schools. Registration occurs in the school office. At the time of registration, the Office Staff will request all documents from the previously attended school. **Two Proof of residence (within our school zone) must be presented at the time of registration.**

### Comprehensive Safe School Plan

As part of the Comprehensive Safe School Plan, the Joseph Sims Elementary School has crafted a plan to deal with any unforeseen emergency. A crisis response box is located in the school's office and is updated every year.

In July of 2022 our staff updated and reviewed our School Safety Plan. An 'Emergency Procedures' flip chart is located on the wall in every classroom for immediate access. Students and staff participate in monthly fire drills and quarterly lock down and earthquake drills. Random school safety inspections are conducted by the County of Sacramento. The district's Police Services Department also works closely with our school site to provide a safe, secure environment for all.

### PESTICIDES

The District uses common pesticides and herbicides, as necessary, to control weeds and pests at schools. Signs are posted at schools describing the pesticides or herbicides, with the active ingredients listed at least 24 hours prior to application. If you would prefer to be notified by mail at least 72 hours prior to application at your child's school, please call the District's Maintenance and Operations Department at (916) 686-7745 to be placed on a notification list.

### General Guidelines for student Dress:

All clothing must be neat, clean and appropriate for regular school day instruction including recess, PE, Computers and VAPA. Clothing should be worn in a safe manner and undergarments should not be visible due to length, sheerness, tightness or bagginess of the clothing selection.

Clothing	Acceptable	Unacceptable
Pants, Shorts, Skirts	Bottoms must cover the lower body so that no underwear are exposed. Shorts and skirts should be mid-thigh or longer, able to (leggings can be worn underneath to meet code). Loose clothing should be belted to keep around waist, tight clothing should easily button and be comfortable and remain around waist when sitting.	Cut-off, purposely cut or ripped into strips, large holes that show skin, clothing that does not stay around waist or does not allow free movement for recess, PE, and VAPA.
Tops	Tops must cover the upper body so that no underwear or body parts are exposed. Tops should have sleeves that are at LEAST two finger spaces wide.	Spaghetti straps, net tops, midriff or half shirts and tube tops do not meet school requirements. Shirts with offensive, violent, drug or alcohol or related messages are prohibited. Tops cannot contain profane language or degrading statements.
Hats and Head Coverings	Hats and head coverings are acceptable for outdoors, special reasons or special occasions or when worn for religious purposes.	Hats and head coverings should be removed when worn inside accept when worn for religious purposes. Hats cannot be marked with unacceptable messages (refer to description in tops)
Footwear	Safe shoes are necessary at all times. All-purpose/tennis type shoes that fit snugly are recommended and best for daily program and recess/PE. It is recommended for safety that shoes have a backstrap.	Flip flops, unsafe styles including heels, unlaced, platform or skate (wheeled) shoes are not allowed for general instruction days.
Accessories	It is recommended that accessories be kept to a minimum to avoid distraction at school.	Make-up, nail extensions that interferes with writing or typing, large scale jewelry that can get caught or tangled.

### SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT (SWPBIS)

#### All-School Behavior Management Plan

The goal of this management plan is to ensure that all students have a safe environment, which promotes academic and social growth. In order for this to occur, all students are expected to:

1. **Be respectful of all people and property.**
2. **Be under direct supervision.**
3. **Follow adult's directions immediately.**

## **Shining Star Character Traits**

1. We are respectful.
2. We are responsible
3. We persevere

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

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

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

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

## **VOLUNTEER POLICY**

To provide for the safety of students, all volunteers must bring ID with them and check in at the office. Elk Grove requires all volunteers to be fingerprinted for a criminal background check.

The fingerprint check by the Department of Justice looks for the same thing employees are checked for - convictions for drug crimes, sexual crimes, or violent felonies. Volunteers will not be charged to be fingerprinted at the district office. To make it as convenient as possible, fingerprinting is available in Room 104 at the Robert L. Trigg Education Center, 9510 Elk Grove-Florin Road, Elk Grove, CA 95624

## **NON-DISCRIMINATION AND BULLYING**

### **UNIFORM COMPLAINT PROCEDURES**

The Elk Grove Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, complaints alleging violation of state or federal laws governing educational programs, and complaints alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

More detailed information regarding the Uniform Complaint Procedures, including the timeline for resolving complaints and the complaint appeal process, is contained in the district's Parent & Student Handbook. If you have questions regarding the Uniform Complaint Procedures, you can contact the district's Legal Compliance Specialist in Human Resources at (916) 686-7795.

## **BULLYING POLICY**

The Elk Grove Unified School District has a no tolerance policy against bullying in all forms. Student safety is a top priority for Elk Grove Unified and the district does not allow any behaviors that infringe on the safety or emotional or physical well-being of any student. Elk Grove Unified has developed strategies for bullying prevention and intervention to help keep students safe and ensure a healthy learning environment. The district has an extensive board policy on bullying that covers a variety of areas, including cyberbullying, bullying prevention, intervention, complaints and investigation, discipline and enforcement mechanisms. More information can be found at <http://www.egusd.net/students-families/wellness/bullying-prevention/>

**The US Department of Education Office of Safe Schools defines bullying as unwanted, aggressive behavior among school aged children that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:**

***An Imbalance of Power: Kids who bully use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.***

***Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.***

***Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.***

School-wide PBIS begins with the premise that all students should have access to supports to prevent the development and occurrence of problem behavior, including bullying behavior. To avoid stigmatizing any student, school-wide PBIS emphasizes what a student does and where it occurs. Instead of negatively labeling a student as a bully, victim, perpetrator, or aggressor, the emphasis is on labeling what the student does, for example, name-calling, teasing, intimidation, verbal aggression, and cyber-harassment. Bullying behavior is always described in the context or setting in which it occurs, for example, cyberspace, hallway, dance, field trip, bus, or other “setting.”

### **EXPECT RESPECT**

### **TOGETHER WE PREVENT BULLYING**

#### **BULLY PREVENTION AND PBIS:**

1. School-wide curriculum that emphasizes targeted social skills instruction.
2. Positive school and classroom social cultures where teaching and learning are emphasized.
3. Challenging and engaging instructional practices that effectively maximize academic success for all students.
4. Continuous, positive, and active supervision and monitoring of student behavior and learning.
5. Regular, frequent, and positive acknowledgements and reinforcement for student displays of academic and social behavior success.
6. Active involvement of all students and family, faculty, and community members.
7. Multi-year and multi-component approaches to implementation.
8. Adults who model the same positive social behaviors and values expected of students.

### **PARENT’S RIGHT TO KNOW**

#### **ACCIDENTS OR ILLNESS**

Students are to immediately report any accidents or illnesses to a yard supervisor, their teachers, or to the main office. All health information should be updated annually or as needed. Any changes in address, parent home and work phone numbers, and emergency contact names and phone numbers should be reported immediately so that the school can make immediate contact if the student is injured or becomes ill.

#### **MEDICAL INFORMATION**

**Medication:** Medicine cannot be administered to students unless there is a serious medical problem. **A DISTRICT MEDICAL FORM** is required from the parent and the family physician. This form can be obtained from the school office, and it must be **refilled** each new school year.

**Illness and Attendance:** Children should not come to school with a fever or a rash. In fact, children should stay home one or more days after the fever subsides to decrease the risk of a recurrence of an illness (check with your doctor). Students who throw up at school are sent home for 24 hours and should return only when well.

#### **COVID**

Joseph Sims follows all district & county required COVID protocols. They are uploaded regularly @ [egusd.net/covid-19/](http://egusd.net/covid-19/)

**Injuries:** Any injury reported at school is checked by the office or the nurse on the days she/he is at the school site. An injury report is always filed with the District Office if the injury requires “more than a bandage.”

If the injury is considered a serious one, the parent(s) is contacted immediately for advice or to inform him/her of the injury. If a parent cannot be reached, then the emergency person is called. If the emergency person is not available, the principal will make a decision as to how the situation should be resolved. This can include calling an ambulance or taking them to the Emergency Room. **However, medical treatment will not be given without parent permission to the doctor.**

**Allergic Reactions:** If your child has an identified allergy or reacts violently to insect bites, you should send a note to the office and to the teacher to inform them **IMMEDIATELY!** The office and the teacher can react wisely only when this information is available.

All information should be filed at the beginning of each new school year. If medication for this allergy is necessary, a medical form must be completed as stated under “**Medication**” above.

**Aspirin or other non-prescription medicines -** We cannot administer non-prescription medicine to your children without a medical form from you and your doctor. Children should **NOT BRING MEDICINE** to school, not even aspirin. We need to be very careful that children do not share medicines with each other!

### ADDRESS CHANGES

Parent/guardians are to notify the office immediately of any change in address, telephone number, or change in guardianship. EGUSD Board of Directors have adopted a new proof of residency policy as outlined below:

**Must produce ONE from this column:**

- Property tax receipts for the current residence.
- Mortgage statements in parent/guardian's name. If the home is under construction, a title/deed or signed sales or purchase agreement in parent/guardian's name will be accepted. **Additionally**, if you use one of these documents, a current PG&E, SMUD bill that indicates location of service or a mortgage payment **must be presented to the school within six months.**
- Rental/Lease agreement – Current or recently signed in parent/guardian's name. **Additionally**, if you use one of these documents, two consecutive months of a current PG&E or SMUD bill in the parent/guardian's name **must be presented to the school within two months.**

**AND**

**Must produce ONE from this column:**

- Parent/Guardian's motor vehicle registration with current address.
- Parent/Guardian's driver's license with current residence.
- Court documents indicating current address.
- Payment verification (paid invoice, credit card receipt, cashed check) for two consecutive months of two of the following utilities: gas, electricity, water or garbage for the current residence must be presented within two months of enrollment.
- Rent payment receipts for two consecutive months for the current residence must be presented within two months of enrollment.
- Documentation from the Department of Human Assistance with current residence.

### ANIMALS/PETS

Animals and pets are not allowed on the school campus during the school day including arrival and dismissal times. All animals must remain outside the school gates.

The Governing Board recognizes that animals can be an effective teaching aid. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures. The Board also recognizes that animals may be necessary for assisting individuals with disabilities to access District programs and activities. Individuals with disabilities, including students, employees, parents, and other visitors to the District, may be accompanied on school premises and, if applicable, on school transportation, by specially trained service dogs, including guide dogs, signal dogs, or other service animals. (Education Code [39839](#); Civil Code [54.2](#); 28 CFR [35.136](#).)

**UNLESS OTHERWISE REQUIRED BY LAW, THE ONLY TIME ANIMALS, INCLUDING PETS, ARE ALLOWED ON SCHOOL GROUNDS OR AT DISTRICT-SPONSORED ACTIVITIES IS WHEN THEY ARE BEING USED FOR EDUCATIONAL PURPOSES OR TO ASSIST INDIVIDUALS WITH DISABILITIES IN COMPLIANCE WITH THE LAW AND REQUIREMENTS STATED HEREIN AND CONSISTENT WITH ADMINISTRATIVE REGULATION 6163.2.**

### **ARRIVAL AND DISMISSAL**

Our school safety team has worked closely with the Elk Grove Unified School District Police Services and local law enforcement to develop arrival and dismissal procedures that will enhance the safety of ALL of our students. Please obey all crossing guards' directions and those of administration directing traffic. Refrain from making U-Turns during arrival and dismissal. Please be reminded that the law prohibits the making of U-Turns on any street within 200 feet of traffic coming from either direction. But most importantly U-turns place our children at greater risk.

### **CRITICAL SAFETY CONCERNS:**

Please support our efforts to keep your children safe!

1. Teach your children to walk across the street ONLY in a crosswalk.
2. **NEVER** allow your child to walk between parked/stopped cars or parked school buses!
3. Park your cars ONLY in marked parking spaces, even if only for a minute.

Your cooperation is greatly appreciated. Please understand when we ask you to adhere to these safety measures that the safety and well-being of our students is one of our highest priority.

### **SCHOOL SUPERVISION:**

**Before School:** The campus gate is open to students beginning at 8:10 a.m. **Please do not bring or send students before 8:10 as there is no supervision.**

**During School:** Yard supervisors are on the playground during recesses and lunches. Teachers are responsible for all other supervision during the school day.

**After School:** After school arrangements should be communicated before students arrive at school. All students dismissed at 2:50 p.m. must leave campus at that time unless they are in a special program. **Please do not ask students to wait for you any amount of time after their dismissal.** We have no supervision available. If you have an emergency, please notify the office.

**Dismissal Pick-Up:** Please pick students up at the designated pick-up area in the parking lot. Do not pick students up in front of the office (bus loading zone).

### **WALKERS:**

Under no circumstances are children to walk through the parking lot. Children are to cross the streets in the painted crosswalks only, even if they are walking with a parent or adult. Help us teach our children to obey the law and be safe.

### **BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS/HEELYS:**

All riders are expected to WALK their bikes along the main walkway on the school campus. Students must lock their bikes in the bike area. **All students riding their bike to school are required by law to wear a helmet. Proper fitting helmets save lives as well as help prevent serious trauma to the head. Please take a strong stance with your child if he or she desires to ride their bicycle to and from school without wearing a helmet.** Skateboards, scooters, and rollerblades should be clearly labeled with student name and must remain in the classroom or student back pack throughout the school day. Students who wear rollerblades or shoes with wheels to school will need to change into proper shoes or remove rollers before coming onto campus. The riding of bikes, skateboards, rollerblades, scooters, shoes with wheels, or other transportation devices on campus is prohibited at all times. The school is NOT responsible for lost, stolen, or damaged bicycles, skateboards, rollerblades, scooters or other transportation devices.

### **ARRIVAL OR PICK UP BY CAR:**

Students arriving in cars are to be dropped off in the school parking lot.

Please do not double park, or stop next to any red painted curb, designated No Parking Area, bus loading zone, or in any handicapped zone. **This is a traffic violation and you may be cited.**

Parents/guardians needing to attend to business on campus or who wish to walk their children in must park in a marked parking space and escort their children to the sidewalk.

- Kindergarten drop off and pick up is located near the Kindergarten playground entrance. Students walking Kindergarten siblings to class must walk onto the campus using the crosswalks and then walk their sibling to their kindergarten room. **No students will be**

**allowed to walk through the parking lot.**

- **Please do not leave your vehicle parked or unattended in the student loading/unloading zone during arrival and departure times.**

Students are expected to go directly home at dismissal unless they are enrolled in one of the after-school programs or they are participating in organized after-school activities. Siblings are not allowed to remain with students participating in these activities unless prior arrangements have been made with the acting supervisor. All students remaining on campus or in the park adjacent to the school 15 minutes following dismissal will be escorted to an on campus location. Parents will be contacted and are required to sign student out when picking them up.

Early out Wednesdays: All students are dismissed at 2:10. Students not picked up from school by 2:25 are sent to the MP room under the supervision of a yard supervisor until the regular dismissal time of 2:50. All students not picked up are sent into the office for someone to call home.

## **PARTIES AT SCHOOL**

Parties are kept to a minimum. Teachers notes are sent to parents to inform families of planned events.

We do not celebrate student or teacher birthdays **during instructional time**. **If a student has a birthday, a parent may choose to send a healthy snack to be served at the end of the day with teacher approval. We encourage parents to donate a book to their child's classroom library** instead of sending treats on his or her birthday.

**Helium balloons, flowers etc., should not be delivered or brought to school.** Although they are fun and exciting for children, they are a safety hazard on buses and can also cause hurt feelings if they are damaged at school. **Balloons are not allowed on buses.**

## **Holiday Celebrations**

Some holidays are incorporated into the regular school curriculum. (Thanksgiving, certain national leader birthdays, etc.); are included as a multi-cultural activity, not as a religious holiday. Music and art are often tied to these holidays. Sometimes teachers invite parents to visit the classroom on these celebration days.

## **CELL PHONES, PAGERS, ELECTRONIC DEVICES, Other Items**

CD players, i-Pods, radios, pagers, games (including cards) or any other games or electronic devices are not permitted at school. These items disrupt the learning environment and are often lost or stolen. **Cell phones and cellular watches must be turned off, kept in the student's backpack, and may not be used during the school day or on the school campus.** When cell phones or any other prohibited items are found in use on campus, they will be confiscated and turned in to the office. Parents/guardians must make arrangements to recover confiscated items from the office. These confiscated items will not be released to students. **Repeated violations** may result in disciplinary action according to Education Code 48900.

**Joseph Sims Elementary School is NOT responsible for lost, stolen, or damaged items.**

## **DISTRACTING MATERIALS or ITEMS:**

Materials or objects that distract from instruction must be left at home. Teacher permission can be given for special occasions.

### **Unacceptable:**

1. Make-up, pictures, trading cards, comic books Artificial nails (safety concern)
2. Sunglasses and hats inside any building
3. Any electronic device such as headphones, cellular watches, iPods and MP3
4. Sports equipment. (school furnishes all equipment)
5. Spray cans or spray containers of any type
6. Toys of any type (Nintendo, squirt guns, etc.)

Distracting items will be taken from the students by staff members and sent home at the end of the day **or retained for pick-up by the parent.**

## **CLASSROOM ASSIGNMENTS**

Due to class size reduction and the number of students enrolled at our school, each school year some involuntary track changes may have to be implemented. These track changes are instituted based on registration dates. Although we do not like to change the tracks of students, it is sometimes required so that we are able to maintain as many students as possible on our campus. Every effort is made



to not “offload” students to other campuses. In addition, all reasonable attempts are made to keep siblings placed on the same track. If you do not receive the desired track, please complete a ‘Track Change Request’ form available in our office. Completed requests will be date and time stamped and changes will be made throughout the year as space becomes available to match the request. We are available to assist with this process. However, due to the size of our school, requests for a specific teacher may not be honored.

## **CLASSROOM VISITATIONS**

Parents and/or guardians have the right, as supportive and respectful partners in the education of their child, to be informed by the school, and to participate in the education of their child, as follows:

- To meet with their child's teacher or teachers and/or the principal, within a reasonable time of the request
- To observe their child's class or classes, within a reasonable time following their request
- To be informed of their child's progress and of the appropriate staff to contact if problems arise with their child
- To examine the curriculum materials of their child's class or classes

Appointments are to be made so that parents/guardians may confer with teachers at a mutually convenient time at least 24 hours in advance. Parents/guardians and authorized guests are welcome to visit the school except during periods of testing.

All visitors must check in with office personnel before entering the school grounds. A “pass” will be provided for approved visitors. This is required for the protection of all of our students. **Visitors are not to bring unauthorized guests, young children, others who are off-track or not currently enrolled during school hours.** The school administration does have the right to deny classroom visitation if the visitation is deemed a disruption to the learning environment.

## **HEALTH**

The health of your child is important to all of us. Students who show definite signs of a cold, has a temperature of 99 degrees or higher, or any other symptoms of illness should not be sent to school. The parent of a student with a communicable disease should notify the school by telephone as soon as the illness is diagnosed. The school telephone number is 683-3073.

In case of serious injury, the normal procedure is to contact the parent first unless the child is unconscious, seriously bleeding, not breathing, or in danger of paralysis or otherwise in danger as determined by school personnel. In the aforementioned instances, 9-1-1 will be called along with the parent.

## **DISTRICT HEAD LICE POLICY: Effective as of July 1, 2015**

A suspected case of head lice will be individually screened. If students are identified with live lice by the presence of a live louse or lice the student's parent will be called to come and pick up the student from school. No classroom checks will be done. A notification letter will be sent home with the student. When a student is sent home families will be provided with instructions for treatment. Pharmacists and physicians can assist in recommending over-the-counter medication. Directions from the treatment labels should be followed exactly regarding application and any repeat treatments. Readmission occurs if and when the student is free of live lice. Students that have nits (eggs) present in their hair are not excluded from school. Our head lice policy/procedure is in line with evidence based practice and is based on the recommendation from the Center for Disease Control, the American Academy of Pediatrics, the Sacramento County Public Health Department, and the National Association of School Nurses.

## **MEDICATION:**

State law and district policies strictly regulate the use or administration of medications at school. No medication (prescription or non-prescription) may be dispensed to students or allowed on the school site without appropriate forms being completed and on file in the school office. A new form must be completed at the beginning of each school year. Please contact the office for a copy of the district's policy and required authorization forms.

A parent must bring the medication to the school, in its original container, with the physician's instructions for administering the medication along with the authorization sheet. The medication and/or a reserve supply should be kept in the office at all times and will be kept securely locked. Students' medications are kept in the health office and not carried on their person. An exception to this are Epi-Pens (California Education Code section 49423 (a) ) and inhalers (California Education Code section 49423.1). Carrying Epi-Pens or inhalers must be approved by the physician, the parent, and discussed with the school site nurse. Failure to follow this procedure may result in school consequences.

First Grade Physical Examinations: At first grade entry, all students must provide the district with written evidence of a physical examination (by a licensed physician or clinic), completed no later than 18 months prior to first grade entry. (Health and Safety Code 323.5; 324.2; 324.3)

## **SCHOOL NURSE:**

The health program at Joseph Sims Elementary School is administered by a qualified school nurse who provides the following services: vision and hearing screening for all kindergarteners, 2nd and 5th graders and referred students; obtaining medical information and

keeping records of each student; providing nutritional and dental health education; and acting as a Special Education team member. Please note that the school nurse is not on campus daily.

## **LIBRARY**

Students and staff use the library for research, class projects, and pleasure reading throughout the school day. Quiet and polite behavior is expected. Children are given the wonderful privilege of checking out books from our library. **Talk with your child about how important it is to take care of that book and return it on time.** Books should be protected from food and liquids. When not reading their books, children should place them out of the reach of animals and toddlers. **Parents are asked to pay for any books lost or damaged by the student.** Students with overdue, lost books or damaged materials will not be allowed to check out additional materials until the book is returned or payment is made. A school library use form must be completed and signed at the beginning of each school year. Library Books

## **LOST AND FOUND**

Found items are kept in large containers in the multi-purpose room. All lost and found items not claimed will be donated to a local organization. Students are offered the opportunity to look through the lost and found for items they are missing before and after school as well as during recesses. **Please write your child's name on jackets and other appropriate clothing items so they may be positively identified and returned if found.**

## **STUDENT RECOGNITION**

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. At Sims students can earn STAR. cards for meeting behavior expectations. Students can spend their STAR cards on a menu of activities throughout the school year.

## **SERVICES FOR STUDENTS**

### **CAFETERIA –**

#### **FOOD AND NUTRITION SERVICES**

School Lunches are free this year. Students may choose to bring a lunch with them to class in the morning. Students who forget lunch will get one from the cafeteria. Teachers will take a count of students who have lunch with them in the morning and all other students will get theirs from the cafeteria. Students will use hand sanitizer on entry to the lunch line. Choose a hot or cold packaged lunch and sit with their class at assigned tables..

No sharing of food is permitted.

During breakfast and lunch times, students will be expected to follow the criteria below:

Lunch is a time for students to eat a balanced lunch, relax, and enjoy being with friends. All students will enter the cafeteria in an orderly manner using the office side door. Students purchasing a lunch will proceed through the food service area using their walking feet to their assigned table.

- Students bringing a lunch from home may go directly to their assigned table using their walking feet...
- In order to maintain a safe, clean campus, no food is to leave the cafeteria, throwing of any objects is prohibited and students are to remain seated (with feet under the table) at all times.
- Students are welcome to use the restroom or return to the food service area after they receive permission from the cafeteria supervisors.

**We do not sell the following items at school, and we ask that parents NOT put these items in a child's home-packed lunch.**

- **No Candy:** Students are tempted to eat candy during class; throw wrappers on the floor and on the playground; or eat candy first then not eat their lunches.
- **No Gum:** Students are tempted to put chewed gum on furniture, floors, or other inappropriate areas.
- **No Sodas:** Single-serving sodas are housed in either glass or cans. Both packages are safety hazards. Pop-top cans and broken glass can cause serious cuts on fingers.

Choose items such as granola bars, breakfast bars, juices, etc., instead of candy, sodas, and gum.

## **NUTRITIONAL SNACKS/LUNCHES:**

All students have a mid-morning recess/nutrition break followed by their scheduled lunch time. Children are allowed to bring a **nutritious** snack/lunch from home to eat at these times. **Please do not send candy, gum, soft drinks, or a snack that is high in sugar.** Students are not permitted to share snacks with others.

## **FIELD TRIPS**

Field trips are planned to coordinate with the regular instructional program except for one. At the end of the year, many of the classes plan a fun trip together to celebrate the end-of-the -year. The parents/students, and/or fund-raisers pay for field trips. Bus fare and entrance fees are included in the charge for each student. To attend a school field trip, students must return a correctly completed field trip permission form **by 4:00 p.m. the day before the scheduled field trip.** Because attendance is required at school for students who are not going on the field trip, instruction will be provided in a guest classroom for students who are unable to attend.

Parent volunteers are needed on most school field trips to ensure an appropriate adult to student ratio. All volunteers must be fingerprinted. In addition, parents may be asked to act as a chaperone for their child to ensure that their child behaves in a safe, responsible manner while on the field trip. **Parents/Chaperones are NOT to bring unauthorized guests, young children, others who are off-track or not currently enrolled at the school on any school supervised field trips.**

While on school field trips, students are expected to behave in a safe and responsible manner and follow all adult directions. Students who exhibit poor behavior will receive school discipline consequences.

Field trip lunches are available to all students upon request. Payment for school meals including field trip lunches must be made directly to the Cafeteria.

To order a field trip lunch for your child, complete the portion of the field trip permission form and return to your child's teacher at least **2 weeks prior to date of the trip.** Students will pick up their sack lunches from the cafeteria prior to leaving school on the day of the field trip. Ice chests with ice packs will be provided to keep milk cold for field trips. **Students turning in "Lunch Requests" after the 1 week deadline will need to bring a sack lunch from home on the day of the field trip. Students without a lunch may have to remain at school to ensure lunch is provided.**

## **TEXTBOOKS**

Each student is issued a numbered copy of the textbooks for his/her grade at the beginning of the school year. If a book is damaged or lost, the student will have to pay the full or partial price, depending on the original condition of the book when issued to the student. It is very important that you discuss with your child his/her responsibility for these textbooks. We recommend that you tell your child to check at the end of each day for his/her textbooks. If a book is missing at that time, the class and the teacher can assist with looking for the book. If a student waits until several weeks later, the chances for finding the book are slim. Remember, each student is responsible for his/her books. We suggest that students cover their books to protect them.

## **TRANSPORTATION**

To qualify for busing, a student must live within the eligible service area. Joseph Sims Elementary School is a walking neighborhood school and is not in an eligible service area.

### **TRANSPORTATION POLICIES REGARDING BUS RIDERS:**

*This includes students who ride the bus during field trips.*

#### **Riding the Bus & Bus Safety:**

Bus safety includes the time the student goes to the bus stop and returns home from a bus stop after school. The rules also apply at the bus stop. According to state law, the bus driver has absolute jurisdiction over the conduct of all students on the bus. Students who do not follow the driver's directions and the district's Code of Conduct are subject to discipline, including not being allowed to ride the bus for the remainder of the year, as well as administrative action by the child's school.

Riders should also be aware of the following guidelines:

1. Stand in lines, facing traffic so you can see the bus approaching. Stand back 10 feet from where the bus will stop. Do not approach the bus until the driver opens the bus door.
2. Students must show a current bus pass in order to ride the bus and only the person whose name is on the pass may use it.
3. Be courteous and respectful to the bus driver, other students and adults at all times. When loading at a school, follow the directions of the driver and/or teacher on bus duty.
4. Make sure you are getting on the right bus.
5. Never go under or stoop down in front of any bus to retrieve papers or other items. The bus driver cannot see you in the "danger zone: under the bus.
6. Destroying property, playing in or running across the street or any type of horseplay or fighting at a bus stop or on the bus is dangerous and prohibited.
7. Profane language, obscene gestures, and excessive or unnecessary noise are not tolerated.

8. Large school projects, large band instruments, scooters, and skateboards cannot be transported on the bus unless contained in a backpack. Pets and hazardous or destructive objects of any kind are prohibited on the bus.
9. School buses can only stop at designated bus stops. If you miss the bus, have a parent/guardian take you to another bus stop or directly to school. Never run after your bus once it leaves.
10. A written request from the parent/guardian and signed by the school administrator will allow for the use of an occasional alternate bus stop.

#### **CONSEQUENCES FOR INFRACTIONS OF BUS RULES:**

Citations are issued by the bus driver if rules are not followed. The Principal supports the bus drivers in their attempts to provide the safest environment. In cases of severe misconduct, students may be assigned penalties more severe than provided for in the normal process. Parent may also be required to transport student to all remaining school field trips.

The normal progression of penalties for violations of the rules and regulations on the bus is:

First Violation - warning by school administrator, notification of parent.

Second Violation - 1-day suspension from riding bus, notification of parent.

Third Violation - 5-day suspension from riding bus, notification of parent.

Fourth Violation - 10-day suspension from riding bus, notification of parent.

Fifth Violation - suspension from riding bus for the remainder of the year, notification of parent.

### **ASSESSMENTS & TESTING**

Teachers will be giving formative assessments to their students throughout the school year. These assessments will be administered at the beginning of the year (entry-level) and at the end of each trimester. The purpose of these assessments is to assist teachers with informing their instruction based upon the data from these assessments in order to meet their students' needs. Parents will receive information from these assessments about their students that will help them know areas they can work on at home to help their student.

#### **THIRD THROUGH SIXTH GRADES:**

3-6 grade statewide assessments are administered through a computerized testing system being developed by the Smarter Balanced Assessment Consortium (SBAC). The CAASPP program is designed to give information to teachers, students, and their families about what students know and are able to do and whether they are on track to be ready for success in college or career when they graduate from high school. Test results will help identify and address gaps in knowledge or skills early on so students get the support they need to be ready for success in higher grades.

California Common Core State Standards or CCSS set higher expectations for our students than ever before. These higher expectations were carefully developed by classroom teachers, community colleges, colleges, universities, and leaders in the workforce. They represent the skills that today's students need to succeed in college, career, and life. Skills like critical thinking, problem solving, and strong writing so that our children are competitive with peers from around the world. Measuring these skills requires different types of test questions.

Practice tests are available at <https://www.caaspp.org/practice-and-training/index.html>

-Click on **Student Interface Practice and Training Tests**

-Click on **Sign In**

-Select **Grade Level**

The practice tests can be taken by parents, teachers, students, and others and will give information about the type of test questions that students will see in different grades and subject areas.

July 14, 2022 First Day Of School Tracks B, C, D  
 August 15, 2022 First Day Of School Track A  
 May 26, 2023 Last Day Of School Track D  
 June 23, 2023 Last Day Of School Tracks A, B, C

**Special Education School Day**

Level 3 1<sup>st</sup> – 6<sup>th</sup> 8:10 - 2:40  
 Level 3 Kindergarten 8:10 - 1:10  
 Level 4 1<sup>st</sup> – 6<sup>th</sup> 9:20 - 3:40  
 Level 4 Kindergarten 9:40 - 2:40

**Regular School Day**

A.M. Kindergarten 8:20 - 11:51  
 P.M. Kindergarten 11:19 - 2:50  
 P.M. Kindergarten/1<sup>st</sup> 11:00 - 2:50  
 Grades 1 - 6 MTTHF 8:20 - 2:50  
 Wednesdays 8:20 - 2:10

**Minimum School Day**

Grades 1 - 6 8:20 - 12:50  
 A.M. Kindergarten 8:20 - 11:51  
 P.M. Kindergarten 8:20 - 11:51  
 P.M. Kindergarten/1<sup>st</sup> 8:20 - 12:50

Level 3 1<sup>st</sup> – 6<sup>th</sup> 8:10 - 12:40  
 Level 3 Kindergarten 8:10 - 11:10  
 Level 4 1<sup>st</sup> – 6<sup>th</sup> 9:20 - 1:40  
 Level 4 Kindergarten 9:40 - 12:40

**Instructional/Support Staff**

<b>Track A</b>					
Kindergarten	Gina Bishop	<a href="mailto:gbishop@egusd.net">gbishop@egusd.net</a>	<b>Administration</b>		
Grade 1	Brandy Prather-Payne	<a href="mailto:Bprather@egusd.net">Bprather@egusd.net</a>	Robin Riley	Principal	<a href="mailto:riley@egusd.net">riley@egusd.net</a>
Grade 2	Cynthia Wood-Kilmer	<a href="mailto:cwoodkil@egusd.net">cwoodkil@egusd.net</a>	Peter Lew	Vice Principal	<a href="mailto:plew@egusd.net">plew@egusd.net</a>
Grade 3	Barbara Roth	<a href="mailto:bjroth@egusd.net">bjroth@egusd.net</a>	<b>Resource</b>		
Grades 4/5	Elaine Stralen	<a href="mailto:estralen@egusd.net">estralen@egusd.net</a>	Computer/Cross	Dave Ogden Michelle Mifsud	<a href="mailto:dogden@egusd.net">dogden@egusd.net</a> <a href="mailto:mmifsud@egusd.net">mmifsud@egusd.net</a>
Grade 6	Shelly Stoller	<a href="mailto:sschotsa@egusd.net">sschotsa@egusd.net</a>	PE/Cross	Katie Feickert-Miles	<a href="mailto:kfeicker@egusd.net">kfeicker@egusd.net</a>
			<b>Learning Center</b>		
<b>Track B</b>			Teacher	Maria Katsandres	<a href="mailto:mkatsand@egusd.net">mkatsand@egusd.net</a>
Kindergarten	Allyson Munsey	<a href="mailto:amunsey@egusd.net">amunsey@egusd.net</a>	Teacher	Mallorie Cruz	<a href="mailto:mbcruz@egusd.net">mbcruz@egusd.net</a>
Grade 1	Kathy Rebhan	<a href="mailto:krebhan@egusd.net">krebhan@egusd.net</a>	Teacher	Josh Wilson	<a href="mailto:jdwilson@egusd.net">jdwilson@egusd.net</a>
Grade 2	Ryan Burke	<a href="mailto:rburke@egusd.net">rburke@egusd.net</a>			
Grade 3	Krista Puett	<a href="mailto:kpuett@egusd.net">kpuett@egusd.net</a>	<b>Intervention</b>	Pam Wong	<a href="mailto:pwong@egusd.net">pwong@egusd.net</a>
Grade 4	Desiree Saez-Licerio	<a href="mailto:dseaz@egusd.net">dseaz@egusd.net</a>			
Grade 5	Malcolm Andrews	<a href="mailto:mandrews@egusd.net">mandrews@egusd.net</a>			
Grade 6	Michael Yount	<a href="mailto:myount@egusd.net">myount@egusd.net</a>	<b>Speech and Language</b>	Rachelle Jagers	<a href="mailto:rjagers@egusd.net">rjagers@egusd.net</a>
			<b>School Psychologist</b>	Kirsten Banks	<a href="mailto:kibanks@egusd.net">kibanks@egusd.net</a>
<b>Track C</b>					
K/1	Heather Carda	<a href="mailto:hcarda@egusd.net">hcarda@egusd.net</a>	<b>School Secretary</b>	Bridgette Hall	<a href="mailto:brhall@egusd.net">brhall@egusd.net</a>
Grade 2	John D. Watson Juanita Cruz	<a href="mailto:jdwatson@egusd.net">jdwatson@egusd.net</a> <a href="mailto:jucruz@egusd.net">jucruz@egusd.net</a>	<b>Office Assistant II</b>	Dawn Wirick	<a href="mailto:dwirick@egusd.net">dwirick@egusd.net</a>
Grade 3	Kjerstin Pennington	<a href="mailto:kpenning@egusd.net">kpenning@egusd.net</a>	<b>Office Assistant II</b>	Dinora Razawi	<a href="mailto:drazawi@egusd.net">drazawi@egusd.net</a>
Grade 4	Christina Applegate	<a href="mailto:capplega@egusd.net">capplega@egusd.net</a>	<b>Office Assistant II</b>	Sandra Jones	<a href="mailto:sanjoness@egusd.net">sanjoness@egusd.net</a>
Grade 5	Trena Furlow	<a href="mailto:tfurlow@egusd.net">tfurlow@egusd.net</a>	<b>Food Services</b>		
Grade 6	Candace Beam	<a href="mailto:cbeam@egusd.net">cbeam@egusd.net</a>	Lead Food Service	Sheila Kirsten	<a href="mailto:skirsten@egusd.net">skirsten@egusd.net</a>
			<b>Custodians</b>		
<b>Track D</b>			Lead	John Montgomery	<a href="mailto:jmontgom@egusd.net">jmontgom@egusd.net</a>
Kindergarten	Heather Burke	<a href="mailto:hburke@egusd.net">hburke@egusd.net</a>	Evening	Penglin Chen	
Grade 1	Karen Lopus	<a href="mailto:klopus@egusd.net">klopus@egusd.net</a>	Evening	Ashok Rai	

Grade 2	Pam Smith/ Sydney Swain	<a href="mailto:psmith@egusd.net">psmith@egusd.net</a> <a href="mailto:ssswain@egusd.net">ssswain@egusd.net</a>	<b>School Nurse</b>	Erika Brown	<a href="mailto:erbrown@egusd.net">erbrown@egusd.net</a>
Grade 3	Anna Vellanoweth	<a href="mailto:avellano@egusd.net">avellano@egusd.net</a>			
Grade 4	Maria Leones	<a href="mailto:mleones@egusd.net">mleones@egusd.net</a>			
Grade 5	Dylan Haxton	<a href="mailto:Jhaxton@egusd.net">Jhaxton@egusd.net</a>			
Grade 6	Debi Zavada	<a href="mailto:dzavada@egusd.net">dzavada@egusd.net</a>			

## School Song

### Joseph Sims Shining Star

by Mrs. Wasson

Tune to Yankee Doodle Dandy

I'm a Joseph Sims Shining Star  
I wear the red, white and the blue,  
A real example of a shining star  
Proud to stand up for my school

I've got the power and the know how  
To rise above and do my best

Joseph Sims Shining Stars  
Will be tomorrow's leaders  
We'll always rise above the rest!

**GO SHINING STARS!**