Updated July 2026

John Still School

Parent/Student Handbook

Home of the Tigers!

2026 - 2027



West Campus (TK - 6th Grade):
2200 John Still Drive, Sacramento, CA 95832
(916) 395 - 4625

East Campus (7th Grade - 8th Grade):
2250 John Still Drive, Sacramento, CA 95832
(916) 395- 5335

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The Sacramento City Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Stephan Brown – 5735 47th Avenue, Sacramento CA, 95824; 916.643.9425; stephan-brown@scusd.edu. For employment-related questions or complaints, contact Human Resource Services: Cancy McArn – Chief Human Resources Officer – 5735 47th Avenue, Sacramento CA, 95824; 916.643.7474; cancy-mcarn@scusd.edu. Section 504 Coordinator: Victoria Flores, Director, 5735 47th Avenue, Sacramento CA

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SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Board of Education

Tara Jeane, President (Trustee Area 1)
Taylor Kayatta, 1st Vice President (Trustee Area 6)
April Ybarra, 2nd Vice President (Trustee Area 4)
Jasjit Singh (Trustee Area 2)
Jose Navarro (Trustee Area 3)
Chinua Rhodes (Trustee Area 5)
Michael Benjamin (Trustee Area 7)
Owen Naqica, Student Member

Cabinet

Cancy Mcarn, Superintendent
TBA, Deputy Superintendent
Erin Findley, Chief Operations Officer
Aprille Shafto, Chief of Schools
Gerardo Castillo, Chief Business Officer

JOHN H. STILL TK - 8 SCHOOL

Administrative Team

Principal Joanna Evans
Assistant Principal (K-6) Amal Wootton
Assistant Principal (7 - 8) Jorje Cruz

Website

johnstillk8.scusd.edu

The John Still Vision/ Mission Statement

At John Still TK-8 we want to provide engaging, high-quality, first instruction and build relationships with our students and families while working to create a consistent and cohesive common language and a safe and inclusive space for all.

John Still Student Bill of Rights:

Each student at John Still TK-8 School has a right to:
Learn in a safe and friendly place
Be treated with respect
Receive the help and support of caring adults

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Opportunities for Parent and Community Engagement

Parent, family, and community involvement in education correlates with higher academic performance and school improvement. At John Still TK-8, we welcome parents as partners. We believe students perform better and are more successful when their parents are actively engaged in their learning. We are committed to partnering with you as you guide and support your students. We would love to have you as a volunteer! Contact us for more information.

Opportunities for Parental Involvement

- Back to School Night
- Parent/Teacher Conferences in the fall and spring
- Book Fairs
- Classroom Volunteer opportunities
- Multi-Cultural Night, Black Parent Involvement Day, & Black Professional Day
- School Site Council/ELAC Meetings
- Ruby Bridges Walk, Literacy Night, & STEM NIght
- Open House
- Sporting events
- Awards Assemblies, Red Carpet Night
- Principal's Coffee Chats

Awards

Students are recognized for their achievements at John Still TK-8. Students are encouraged to demonstrate:

- Positive behaviors that are respectful, responsible and safe towards peers and staff
- Commendable attendance
- Excellent work habits and study skills

R.O.A.R.S assemblies will be held monthly for K - 6 celebrating academics, attendance, and citizenship achievements. Parents of award recipients are invited to attend. Middle school students are honored quarterly for outstanding academic achievement, attendance, and citizenship.

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GENERAL INFORMATION

Grades TK-6 School Hours

The west campus opens daily at 7:30 a.m. **John Still TK-8 school is NOT responsible for students who arrive before 7:30 a.m. Please DO NOT LEAVE STUDENTS UNATTENDED ON CAMPUS BEFORE 7:30 A.M.** All students should proceed directly to the cafeteria even if not participating in breakfast to be supervised if arriving between 7:30 and 7:55 a.m. Students will be dismissed to line up by the warning bell at 7:55 a.m. Students are to line up according to their room-numbered dots on the blacktop, and remain there until directed by their teacher. Students are not permitted to play on the playground in the morning before school begins. Please see the following bell schedule.

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John Still TK-8 2026 - 2027 Elementary Bell Schedule

Regular Day Schedule Mon - Weds & Fri

	TK/Kinder	1ST Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade
Breakfast	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am
Morning Bell	7:55	7:55	7:55	7:55	7:55	7:55	7:55
Instruction Begins	8:00	8:00	8:00	8:00	8:00	8:00	8:00
AM Recess	9:15 - 9:35	9:20 - 9:35	9:00 - 9:15	9:50 -10:05	10:25 - 10:35	10:25 - 10:35	10:15 - 10:25
Lunch / Recess	**11:10 - 11:40** **Eat** 11:10	**11:00 - 11:45** Play **11:00** **Eat** 11:20	**11:00 - 11:45** Play **11:00** **Eat** 11:20	**11:45 -12:30** Play **11:45** **Eat** 12:10	**11:45 -12:30** **Eat** 11:45 Play **12:10**	**11:45 -12:30** **Eat** 11:45 Play **12:10**	**11:00 - 11:45** **Eat** 11:00 Play **11:20**
PM Recess	11:40 - 1150	1:05 - 1:15	1:20 - 1:30	1:30 - 1:40	N/A	N/A	N/A
Dismissal	**TK=** 11:50 **Kinder=** 12:10	2:07	2:07	2:07	2:12	2:12	2:12

Early Release Thursday12

	TK/Kinder	1ST Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade
Breakfast	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am
Morning Bell	7:55	7:55	7:55	7:55	7:55	7:55	7:55
Instruction Begins	8:00	8:00	8:00	8:00	8:00	8:00	8:00
AM Recess	9:15 - 9:35	9:20 - 9:35	9:00 - 9:15	9:50 -10:05	10:25 - 10:35	10:25 - 10:35	10:15 - 10:25
Lunch / Recess	**11:10 - 11:40** **Eat** 11:10	**11:00 - 11:45** Play **11:00** **Eat** 11:20	**11:00 - 11:45** Play **11:00** **Eat** 11:20	**11:45 -12:30** Play **11:45** **Eat** 12:10	**11:45 -12:30** **Eat** 11:45 Play **12:10**	**11:45 -12:30** **Eat** 11:45 Play **12:10**	**11:00 - 11:45** **Eat** 11:00 Play **11:20**
PM Recess	11:40 -11:50	12:40 -12:50	12:50 - 1:00	12:57 - 1:07	N/A	N/A	N/A
Dismissal	**TK=** 11:50 **Kinder=** 12:10	1:07	1:07	1:07	1:12	1:12	1:12

Shortened Day

	TK/Kinder	1ST Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade
Breakfast	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am
Morning Bell	7:55	7:55	7:55	7:55	7:55	7:55	7:55
Instruction Begins	8:00	8:00	8:00	8:00	8:00	8:00	8:00
AM Recess	9:15 - 9:30	9:20 - 9:30	9:00 - 9:10	9:50 -10:00	10:25 - 10:35	10:25 - 10:35	9:10 - 9:20
Lunch / Recess	**11:10 - 11:40** **Eat** 11:10	**11:00 - 11:45** Play **11:00** **Eat** 11:20	**11:00 - 11:45** Play **11:00** **Eat** 11:20	**11:45 -12:30** Play **11:45** **Eat** 12:10	**11:45 -12:30** **Eat** 11:45 Play **12:10**	**11:45 -12:30** **Eat** 11:45 Play **12:10**	**11:00 - 11:45** **Eat** 11:00 Play **11:20**
PM Recess	11:40 - 11:50						
Dismissal	**TK=** 11:50 **Kinder=** 12:10	12:50	12:50	12:50	1:04	1:04	1:04

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John Still TK-8 2026 - 2027 Middle School Bell Schedule

Breakfast - DAILY for ALL SCHEDULES	7:40 - 8:05 am
Passing Period - DAILY for ALL SCHEDULES	8:05 - 8:10

Regular Day Schedule Mon - Wed & Fri

	7th Grade		8th Grade, SDCs
1st Per	8:10 - 9:02	1st Per	8:10 - 9:02
2nd Per	9:07 - 9:59	2nd Per	9:07 - 9:59
3rd Per	10:04 - 10:56	3rd Per	10:04 - 10:56
Lunch	10:56 -11:31	4th Per	11:01 - 11:53
4th Per	11:36 - 12:28	**Lunch**	11:53 - 12:28
5th Per	12:33 - 1:25	5th Per	12:33 - 1:25
6th Per	1:30 - 2:24	6th Per	1:30 - 2:24
Dismissal	2:24	**Dismissal**	2:24

Early Release Thursday

	7th Grade, SDCs		8th Grade
1st Per	8:10 - 8:52	1st Per	8:10 - 8:52
2nd Per	8:57 - 9:39	2nd Per	8:57 - 9:39
3rd Per	9:44 - 10:26	3rd Per	9:44 - 10:26
4th Per	10:31 - 11:13	4th Per	10:31 - 11:13
Lunch	11:13 - 11:48	5th Per	11:18 - 12:00
5th Per	11:53 - 12:35	**Lunch**	12:00 – 12:35
6th Per	12:40 - 1:24	6th Per	12:40 - 1:24
Dismissal	1:24	**Dismissal**	1:24

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Assembly Schedule

	7th Grade		8th Grade, SDCs
Assembly	8:10 - 8:54	1st Per	8:10 - 8:54
1st	8:59 - 9:44	Assembly	8:59 - 9:44
2nd Per	9:49 - 10:33	2nd Per	9:49 - 10:33
3rd Per	10:38 - 11:22	3rd Per	10:38 - 11:22
4th	11:27 - 12:11	4th	11:27 - 12:11
Lunch	12:11 - 12:46	**Lunch**	12:11 - 12:46
5th	12:51 - 1:35	5th	12:51 - 1:35
6th	1:40 - 2:24	6th	1:40 - 2:24
Dismissal	2:24	**Dismissal**	2:24

Shortened Day

	ALL
1st	8:10 - 8:46
2nd	8:51 - 9:27
3rd	9:32 - 10:08
4th	10:13 - 10:49
5th	10:54 - 11:30
Lunch	11:30 - 12:00
6th	12:05 - 12:40
Dismissal	12:40

Rally Schedule

	ALL
1st	8:10 - 8:55
2nd	9:00 - 9:45
3rd	9:50 - 10:35
4th	10:40 - 11:25
5th	11:30 - 12:15
Lunch	12:15 - 12:50
6th	12:55 - 1:40
Rally	1:40 - 2:24
Dismissal	2:24

*7th and 8th grade lunch will be offered in the cafeteria after dismissal.

End of The School Day

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

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Parking Lot

School drop-off and pick-up can be challenging. Please use patience and courtesy, as well as following the directional signs, cones, and staff directions to drop off and pick up your child from the curb. If you are planning to park and walk your child, please use the designated parking area in front of the school and use the marked crosswalk areas to cross. **Please drive and walk cautiously around campus, as there is heavy pedestrian and vehicular traffic during school days.** Do not speed in the parking lot or while driving near school. **PLEASE DO NOT PARK IN THE LOADING ZONE OR AREAS MARKED "NO PARKING".** These areas are for DROP OFF ONLY and unattended vehicles create traffic issues for everyone else.

School Attendance

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

California Education Code 48200

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

CONTRIBUTING TO THE DELINQUENCY OF A MINOR

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

ABSENCES FROM SCHOOL

1. Parents or guardians are required to let the school know of an absence by:
    a. Calling the school and informing the attendance office of the student's absence before 10:00 AM.
    b. Reporting the absence online at our website.
    c. Sending a written excuse with the student on the day the student returns to school to be submitted to the office. Please include the following information:
        i. Child's First and Last name
        ii. Date of absence
        iii. Reason for absence
        iv. Parent/Guardian's telephone number and signature
2. When a student has accumulated 10 absences in the school year for illness properly verified by the parent, a physician must verify any additional absences for illness.
3. Students on a SART/SARB Contract will be required to provide medical verification for each absence.

Note: Unexcused absences become truancies if not properly cleared.

EXCUSED/UNEXCUSED/TRUANT:

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

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

NOTE: Excused absences are no longer reimbursable by the state. All absences hurt the absent student and the funding base which provides staff and resources for students.

ADVANCE NOTICE OF ABSENCE

A note from the parent/guardian should be brought to the office ONE FULL WEEK before the expected absence, stating the reason for the absence. This includes any extended illness, vacation (vacations are not considered excused by the state), or personal absence in excess of 3 days. Students must request homework or class work from the teacher prior to his/her absence, to be given at teacher discretion. Students must turn in work for class credit.

EARLY DISMISSALS

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

EARLY DISMISSAL PROCEDURES (ALL GRADES)

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

- Parents/Guardian must come in person and check into the front office to request an early dismissal.
- Students must wait in the office to be picked up for an early dismissal. Students will only be dismissed to authorized names listed on the emergency cards.
    - For their own safety, students will not be released to walk home without an authorized adult accompanying them.
- *IMPORTANT*: The guardian collecting the child must be listed on the emergency card and must come into the office to pick up the student. The guardian must have and present proper identification (driver's License, or I.D. card) for office staff in order to remove a student from campus.
- If you return to school the same day, report to the attendance office and have your early dismissal time stamped to show when you returned.

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

TARDIES & TRUANCY

Please make sure your child is on time and ready to learn! Any child arriving at school after 8:00 am (TK-6th) / 8:10 am (7th-8th) is considered tardy and will need to report to the office. Our goal is to make sure that every child has the fullest opportunity to receive a quality education; to that end, we work to partner with parents and collaborate on solutions in an effort to improve attendance and avoid a SARB hearing.

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Students who arrive after 8:30 am are considered truant/tardy. Repeated tardiness can and will result in parent contact and/or a conference. If a student has three (3) or more unexcused absences or three (3) tardies of 30 minutes or more, he/she is considered truant. Sacramento City Unified School District's truancy program includes partnerships with the offices of the District Attorney, Sacramento Police, Juvenile Probation, City of Sacramento, and several judges. The process when students have three (3) or more unexcused absences includes several steps: letters sent home, meetings with parents/guardians, and Student Attendance Review Board (SARB) hearings. If attendance concerns continue, the District is prepared to carry through with the SARB process to its fullest extent.

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

Excused Tardy (Grades 7 and 8)
A student who is tardy, but has a note signed by an adult school staff member is considered to be excused.
Unexcused Tardy (Grades 7 and 8)
A student who is tardy without a note from an adult school staff member is considered to be unexcused. Unexcused tardies may result in parent contact and are subject to the SART/SARB Process.

CONSEQUENCES FOR UNEXCUSED TARDIES

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

CONTRACT CAPACITY (**CONCAPPING**) What is ConCapping?

ConCap Process- What happens if John Still TK-8 if at capacity (full) in a certain grade level?

Sometimes, the number of students in a grade level exceeds the maximum capacity allowed for that grade, and the District must transfer some students to another school during the school year. This process is called ConCapping.
The District recognizes that this process may be difficult and inconvenient for families, and the District will make every effort to transfer students only when necessary.
ConCapping is short for Contract Capacity. This process must happen because the District signed an agreement with the District teacher's union known as the collective bargaining agreement, or the CBA. The District and the teacher's union agreed to the following maximum number of students in a classroom:

- Kindergarten to 3rd grade: 24 students per teacher
- 4th- 6th grade: 30 students per teacher

When you enroll your child into elementary school, you must acknowledge that you understand that your child may not be able to attend their neighborhood school due to space limitations, and that your child may be enrolled in another school that has an opening.

Why is ConCapping Changing?

In January 2026, the District signed a stipulated judgment with the California Attorney General regarding past enrollment policies and practices that were found to be unlawful. The stipulated judgment requires the District

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to change how it used to choose students for ConCapping. The District used to choose the last student to enroll as the first student chosen to be transferred out of the school. This selection process violated state law.
The stipulated judgment requires the District to develop a new Board Policy and Administrative Regulation about ConCapping and to form a ConCap Work Group.

The Work Group includes staff from school sites most affected by ConCapping and parents and guardians of current District students who have been ConCapped.

The Work Group will review data on how ConCapping affects different student groups, gather community input, and make suggestions on how to improve the ConCapping process.

The Work Group will hold public meetings during the school year where families and community members can share their views. The District will announce each meeting on ParentSquare 20 days, 10 days, and 1 day before the meeting, and will post a summary of each meeting on the District website within 14 days.

The District would like to hear from you. Please consider participating, especially if your family has experienced ConCapping.

What is the process and who will be ConCapped?

While the Work Group continues to develop the new policy, in order to comply with state law and the stipulated judgment, the following ConCapping process will be in place for the 2026–2027 school year.

Over the summer:
Whenever possible, Principals will inform families during the week before school begins if their student's grade is overenrolled. If a family is notified, they will have a chance to volunteer to transfer their child to a school with space at this time. When a family volunteers, they will receive notification of their option(s) from the District's Overenrollment Technician.
The District greatly appreciates volunteer transfers before the start of the school year, so that student learning is minimally disrupted. Any student who is ConCapped, including volunteers, will have the option of returning to their original school if space opens up later in the school year, or the student may remain at their new school. The student will also have the option to return to their original school the next year or remain at their new school for the remainder of elementary school. The student will also be excluded from the ConCap Lottery for the next year.

First day of school through the 15th day of school:
On the first day of school, Principals will continue to ask for volunteers, if ConCapping is still needed.
If not enough families volunteer, then the District will run a lottery to select the student(s) to ConCap. The District will run the ConCap Lottery between the 10th and 15th day of the school year.

The first run of the lottery will include every student in the overenrolled grade who registered at their school between the last day of the previous school year and the date of the ConCap Lottery.
If the first run of the ConCap lottery cannot select enough students to ConCap, then there will be a second ConCap lottery run.

The second ConCap lottery run will include every student who registered during the third trimester of the previous school year.
If the second run of the ConCap lottery still cannot select enough students to ConCap, then there will be a third ConCap lottery run.

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The third ConCap lottery run will include every student who registered during the second trimester of the previous school year.
The District will continue this process until the grade is not overenrolled.

The following students will not be ConCapped under state and federal law and the stipulated judgment:

- Students identified as experiencing housing instability or homelessness
- Foster Youth
- Students with disabilities whose IEP designates they require a specialized academic setting (SDC)
- Students who have been administratively transferred
- Students with a sibling attending the school
- Students whose parent is an employee of the school.
- Students who were ConCapped into or out of the current school they attend the previous school year.

After the 15th day of school

- After the 15th day of school, the school site shall inform new families that the school they want to enroll into is full. The Overenrollment Technician, in conjunction with the school site office staff and administrator, shall work with the families to place their students at schools with space.
- Foster youth and students experiencing homelessness have special protections under federal and state law. Ed. Code, § 48853.5 and 20 U.S.C. § 5312; Ed. Code, § 48852.7 and 42 U.S.C. § 11432. They may enroll in the school that is in their best interest. This means that in rare circumstances, a foster youth or student experiencing homelessness may move into a school with an overenrolled grade in the middle of the school year. If this happens, then the school may have to run the ConCap lottery in the middle of the school year to select a student who is not a foster youth or student experiencing homelessness for transfer.

PROOF OF IDENTITY/RESIDENCE

- Please be advised for the safety and security of all children, only biological parents, legal guardians or educational rights holders may enroll a child into our school district. The person enrolling any child will be required to present the following documentation:
- Photo Identification – State-issued I.D. or other photo identification of the parent, legal guardian(s), or educational rights holder (work badge, passport, student I.D., Costco card)
- Address Verification – Name on I.D. must match the name on a bill issued within 30 days. Bring ONE of the following or other options listed under Ed. Code § 48204.1: (a) utility service contract, statement (SMUD, PG&E or Water); (b) rental/lease agreement with tenant & landlord's information & signatures (if lease is older than 1-year OR is month-to-month, the current month's rental receipt is required); (c) current property tax bill; (d) voter registration (voter election guide/ballots NOT accepted); (e) correspondence from a Government agency on official letterhead; (f) pay stub
- Proof of Birth – County-issued birth certificate, duly- attested baptism certificate, or a non-expired passport. Other appropriate means of proving the age of the child can be provided when none of the foregoing is obtainable. (Education Code § 48002)
- Immunization Record – Current for each child (California Health & Safety Code, §§120325- 120375). T-Dap Booster shot is required for grades 7-12. Both full name and date of birth must be on the immunization record.
- Individual Education Plan (IEP) – If your child is receiving Special Education Services.
- Current withdrawal grades and transcripts – Needed for grades 9-12 only.

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Residency Based on Parent/Guardian Employment (Allen Bill Transfers):

District residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries of the requested school for a minimum of 10 hours during the school week. No student seeking residency on this basis shall be denied enrollment based on race, ethnicity, gender, gender identity, gender expression, sexual orientation, parental income, scholastic achievement, or any of the individual characteristics set forth in Education Code 220. Enrollment may be denied provided the articulation of circumstances consistent with legal requirements.

UNHOUSED/HOMELESS STUDENT ENROLLMENT

Unhoused/Homeless students have the right to remain in their school of origin or be immediately enrolled in their school of residence (per their best interest), even if missing the documents normally required for enrollment. They have other rights and protections as well. To receive more information and to sign a student up for homeless rights and services, contact the district's Homeless Services Office, at (916) 643-2450; homeless-services@scusd.edu; or visit our District website.

Immunizations

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

Classroom visitors and volunteers

We invite parents/guardians to visit our campus. We encourage parent volunteers in class or for observation once proper forms have been completed. Please inform the teacher or office and we will make arrangements for your visit*. When you arrive on campus, proceed directly to the front office to sign-in, receive a visitor's pass and be directed to your destination. Volunteers are required to sign in at the office counter, and wear a visitor's badge at all times.

***Please note that it is up to the teacher to allow a formal visit, with less than 24-hours notice, per their work contract.**

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

Breakfast and Lunch

Students will eat breakfast and lunch in the cafeteria where they may choose from the District's Central Kitchen's breakfast and lunch menu or bring their lunch from home. For health and safety reasons, students are not allowed to share lunches or bring glass containers to school. Please ensure your student consumes healthy snacks and avoid sending sugary drinks or candy to school.

Medication

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

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School Emergency Preparedness

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

Basic Emergency Signals

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

Basic Emergency Actions

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

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

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

Parents should check their student progress often. If the parent/guardian wishes to discuss their child's progress with the teacher, they can call the school, send a note or email the teacher to make an appointment to discuss progress. There are many ways the school informs parents about their child's progress. The following methods are:

Progress Reports

The purpose of the mid-term/trimester progress report is as follows:

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

Please see the school website for the progress reporting schedule.

Report Cards

In grades TK-6, report cards are issued three times a year, while 7th and 8th grade students receive quarterly report cards . Report cards are either issued at parent-teacher conferences, sent home with the student, or mailed home.

Academic Achievement Grading Scale Reminder (Middle School) - Board Policy & Infinite Campus

As previously shared with SCUSD families, site leaders and teachers, per Administrative Regulation 5121 Grades/Evaluation of Student Achievement, SCUSD's Grading Scale for

Academic Achievement reflects:

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A (90-100%) Outstanding Achievement 4.0 grade points
B (80-89%) Above Average Achievement 3.0 grade points
C (70-79%) Average Achievement 2.0 grade points
D (60-69%) Below Average Achievement 1.0 grade points
F (50-59%) Little or No Achievement 0
I Incomplete 0

Rationale & Implementation

In August of 2020, in response to concerns about equity, access and social justice (not COVID), the "F" grading scale was changed from 0-59% to 50-59%. Several advocacy groups, including the Black Parallel School Board, recommended this modification, and research on grading practices support this change. This scale equalizes the span of each letter grade to 10%, including F, and enables students to recover their grade if they demonstrate a sustained level of improved performance.

Effective August 2020, the lowest score a student can receive on any assignment is 50%, so for an assignment worth 60 points, the lowest a student can receive is 30 points. This applies to all assignments and every item entered into the gradebook, including homework, quizzes, tests, group projects, essays, finals, etc.

Consistent with Administrative Regulation 5121, the Infinite Campus Grading Scale will be adjusted to reflect our district Grading Policy above, effective Monday, October 4, 2021. While Infinite Campus allows for teachers to determine the total value and scores for individual assignments, teachers should not award scores below 50% and are expected to adhere to the board-adopted grading scale above. Further, with this adjustment, overall term averages below 50% will not be calculated, leaving the term grade blank until corrections to assignments have been made.

Infinite Campus

Parents can access their student's progress online using Infinite Campus. Please request access to Infinite Campus in the front office should you need assistance. Parents/guardians are required to present a valid form of identification in order to obtain Infinite Campus login access.

Recess Procedures

1. Students are required to remain on the blacktop during recess, except for restroom use, weather permitting.
2. When the recess bell rings, students will immediately stop their recess activity and quietly remain stationary (freeze). Playground equipment must also be held.
3. A yard supervisor will signal students to return to their lines by using a whistle. Until the whistle is blown, all students must remain stationary and quiet and may not use any playground equipment.
4. Students will return playground equipment and walk directly to their designated line area, once the whistle is blown.

* These procedures exist for the safety and well-being of all students on campus. Students who do not follow recess procedures may receive a consequence and/or administrative intervention.

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Restroom Use

Students are expected to utilize recess, passing, and lunch periods to use the restroom. *Restroom use during the first and last 15 minutes of a class period should be avoided unless it is an emergency as instruction during class is the priority!*

School Property

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

John Still Student Support Center

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

Location: East Campus in room I-24.
Hours: Monday - Friday 8am-4pm

Services include:

- Schoolwide Events
  - Red ribbon week, wellness week, kindness week
  - Dental and vision screenings
  - Classroom presentations (i.e. bullying prevention, social media safety, suicide prevention)
  - Special Assemblies (i.e. kindness, mental health, dental hygiene)
- Social/Emotional Support
  - 1:1 Mentoring
  - Groups (i.e. mental health, mindfulness)
  - Crisis Intervention
  - Peer conflict resolutions
  - Re-entry support meetings following suspensions
  - Suicide risk assessments/mental health referrals
  - On-site mental health services from SCOE clinician
- Educational Support
  - Tutoring referrals
  - SST/IEP support
- Basic Need Support
  - Clothing closet
  - Food pantry
  - Backpacks/school supplies
  - Hygiene products

Ways to Support our Students

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

- Visit our Student Support Center and Parent Center (located on East Campus).

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

School-Wide Student Discipline Policy—Progressive Discipline

At John Still TK - 8 School, we have a Positive Behavior Intervention and Supports (PBIS) framework. The goal of this framework is to increase our school's capacity to address the behavioral support needs of all students and staff effectively and efficiently.

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

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

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

R Respect
O Others
A Act
R Responsibly and
S Safely

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

- Direct teaching of the expectations.
- PBIS recognition assemblies/events.
- Behavior tracking sheets to record and address inappropriate behaviors.
- Use of "Tiger Bucks" as a reward for positive behavior which allows students to "shop" our reward store.

This framework is designed to be implemented consistently across all settings. We strive to assist our student population in reaching their educational, social-emotional and behavioral potential!

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

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

Features of School-Wide Positive Behavior Support:

- Establish regular, predictable, and positive learning & teaching environments.

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

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

Personal Fundraising

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

Gum, Candy, Sunflower Seeds, and Soda

Gum, candy, sunflower seeds and sugary drinks are *prohibited* on campus. If you wish to send a beverage with lunch, milk, juice, or water is recommended. Students may not have aluminum cans or glass bottles on campus.

Dress Code

Students should come to school with appropriate attire so as not disrupt learning. The educational mission of John Still is of great importance and all attire, students and staff, should match that level of importance and in no way should disrupt the educational mission of the school. In keeping with California State law and school policies, the following items of clothing will **NOT** be considered appropriate for school and all school related activities:

- Gang style clothing or accessories
- Clothing with images or references to alcohol, drugs, sex, profanity, violence, and/or threats
- Clothing or accessories depicting violence or weapons
- Clothing that uses hate speech
- Hats and hoodies cannot be worn in class

Students dressed in a way deemed inappropriate or distracting to the learning environment by school personnel, will be sent to the office to change or call home. If awaiting a change of clothes, it is the goal of the school of students to miss as little instructional time as possible.

Cell Phone/Usage of Other Electronic Devices

The SCUSD District's Electronic Device Policy reads as follows:
"Students shall be permitted to use electronic signaling devices, such as cell phones, before and after school hours only.
Such devices shall not be turned on or used from the time school starts until the end of school, including non-instructional time and extracurricular activities unless given authorization from site administration.
Site administration shall use a progressive consequence plan when students are found using electronic signaling devices during school hours and without permission, and **the device may be confiscated**. In the event there is **reasonable suspicion** that the electronic device has been **used in violation of a school rule or district policy**, such as cheating or bullying, taking pictures in locker rooms, committing an actual crime, or out of concern for the health and safety of the student or others, the superintendent or designee is authorized to **review contents of the device** consistent with legal standards."
- SCUSD Annual Parent & Student Rights Notification & Standards of Behavior

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John Still TK-8 School does not take responsibility for any electronic devices (cell phones, airpods, etc.) that students bring to school, and does not have the exhaustive resources to investigate theft of such items. Cell phones, airpods, "wearables" such as smartwatches with communication capability, iPads being used as texting devices or cameras s and similar devices must be:

- **"Away for the day"** - meaning that these devices will be put away in backpacks (not in their pockets) and **turned OFF** (not on silent or vibrate) for the duration of the instructional day.
- Devices are not allowed at any time in private areas on school grounds or on school field trips, such as bathrooms or locker rooms.
- Recording functions on personal electronic devices used to take pictures, videos or audio recording are not to be used.

If you need to reach your student, simply call either of the front offices to be connected with staff who can relay a message to your student when appropriate in the case of an emergency.

If students need to reach you, there are phones in every classroom that can dial out to local numbers, and a landline that can make long distance calls in the front offices, should students need to make an emergency call. Please know students will be allowed to use these phones ONLY when permitted by teachers or staff.

In the event of an emergency on campus students will be allowed to power on phones and use them to communicate.

Again, John Still is not responsible for lost or stolen phones.

All students have been informed by classroom teachers and in an expectation assembly of our policy. Failure to comply with our new policy will result in the following:

1st Offense – Device is confiscated by staff and returned to the student at the end of the class period. Their name is logged on Google form.
2nd Offense – Device is confiscated by staff and returned to the student at the end of the day. Their name is logged on Google form. Offense is recorded in the student's IC behavioral discipline tab and the parent is notified.
3rd Offense – Device is confiscated. Offense is recorded in the student's IC behavioral discipline tab and the parent is notified that they must pick up the device from the front or after school program office. A student is no longer allowed to bring that device to school, or if they do it must be secured in the office upon arrival.
Future offenses will result in a student-parent meeting with teachers and administration, as well as further disciplinary action.

Bicycles/Scooters

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

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

Please know that John Still is not responsible for lost or stolen bikes or scooters.
Bikes and scooters may not be stored in the front office on either campus.

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Skateboards

Skateboards, rollerblades, and shoes with wheels can be dangerous. They are not allowed to be used on campus during school hours. Students breaking this rule will have their skateboards/rollerblades confiscated by a staff member.

Sports Equipment

Elementary students will not be allowed to bring sports equipment to school. This includes Frisbees, basketballs, footballs, tennis balls, baseballs, softballs, etc… John Still TK-8 is not responsible for any lost or stolen equipment that is brought onto campus.

Confiscated Items

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

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

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

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

Progressive Discipline Policy

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

a. Parent-teacher Conference

A parent-teacher conference may be requested to discuss behavior and/or academic achievement.

b. Teacher Detention (Middle School)

Classroom teachers may detain a student after school or during lunch for an infraction of classroom rules for up to one (1) hour maximum. Parents and students will be notified by the assigning teacher of students assigned detention, the time, the location and the reason for detention. Parents will be notified ahead of time if their child is serving detention.

Detention will be held as needed throughout the week. Violations include:

- Teacher referral
- Skipping class
- Tardiness
- Failure to remove airpods/earbuds during class instruction
- Non-participation/dressing for PE class
- Cell phone usage during class instruction
- Vulgar language
- Defiance/Disruption
-

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Students not in detention on time will be required to attend the following day. Students not adhering to instructions while in detention may be sent to the office to owe their detention with Administration instead.

c. Office Discipline Referral

Teachers or staff may write an office discipline referral for students who demonstrate extreme or repeated misbehavior. Students who receive referrals are sent to the Assistant Principal or Principal, who will then assign the appropriate discipline. Discipline may include lunch detention, after-school detention, in-house suspension or out of school suspension. Teachers and/or the administration will contact home when students are given referrals.

d. Administrative Detention

Students may be detained in the Detention Room for a maximum of one (1) hour after school per assigned day for a violation of school rules. Students will be given a 24 hour notice of assigned detention or parent contact if less than 24-hours. Students who are assigned detention should bring study materials to make good use of their time. It is the student's responsibility to inform parents of assigned detentions. Students may also be detained in the Detention Room during lunchtime. All students who are assigned lunch detention will be given the opportunity to eat their lunch.

e. Teacher Suspension

Classroom teachers may suspend a student from his/her class for the remainder of a period (day 1) and the same class period on the following day for a total of 2 days. This procedure is done in accordance with the guidelines of the California Education Code. It is the responsibility of the teacher to inform the parent of the reason for the class suspension and to provide make-up work for the student.

f. Administrative Suspension

A student may be suspended a maximum of five (5) consecutive school days for violations specified in Section 48900 of the California Education Code. Thus, a pupil may be disciplined, suspended, or expelled for acts specified in the Standards of Behavior that are related to school activity or school attendance occurring at any district or within any other school district, including, but not limited to, and of the following: (1) while on school grounds; (2) whole going to or coming from school; (3) during the lunch period whether on or off campus, and (4) while going to, or coming from a sponsored activity. Parents are informed by letter, as well as by telephone, when possible. Parents are encouraged to meet with the administrator who issues the suspension when the student returns to school. During the period of suspension a student is not allowed to attend school, to be on campus, to attend a school activity, or be on or near any other school campus. Homework is not given during a suspension.

g. School Site Meeting

A school site hearing may be called by the Principal or Assistant Principal to address specific behavior infractions of the behavior code.

h. District Behavior Hearing

A hearing may be called with the District Hearing Officer to address specific violations of school rules. The result may be a transfer of the student to another school campus or alternative education program.

i. Expulsion

Expulsion proceedings are reserved for the most serious infractions and are always in accordance with Section 48900 and Section 48915 of the California Education Code. Students are usually recommended for expulsion in cases involving the use or sale of drugs, bringing weapons on campus, extortion, assault, extreme defiance of authority, and intentional injury to another as well as other serious infractions. A

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student who is expelled is prevented from attending any school within the District for up to a full school year. This action requires consideration by the Sacramento City Unified School District Board of Education.

Suspension

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

- Fighting (engaging in mutual combat and/or attempting/threatening injury)
- Battery (Willfully using force, causing injury, and/or caused injury)
- Possession of a weapon (possession of a firearm, knife, explosive device; brandishing a weapon; or selling or otherwise furnishing any of these)
- Alcohol/Tobacco/Controlled Substance/Vape (Possessing, furnishing, being under the influence, and/or selling)
- Look-alike controlled substance (Delivering or furnishing or selling)
- Robbery/Extortion
- Damage to school/private property (Attempting to cause damage or causing damage)
- Stealing school/private property (Attempted to steal or stealing)
- Obscenity or habitual profanity (Committing an obscene act and/or using habitual profanity/vulgarity)
- Received stolen property (Knowingly receiving stolen school/private property)
- Imitation firearm (Possessing and/or using in a threatening manner)
- Sexual assault/battery (Committing or attempting to commit sexual assault and/or battery)
- Harassed witness (Harassing, threatening, or intimidating a witness in a school disciplinary matter)
- Sexual Harassment (Grades 4-12)
- Attempted, threatened, caused hate violence (Grades 4-12)
- Created intimidating or hostile environment (Grades 4-12)
- Made a terrorist threat

Harassment

Learning takes place when students are given an orderly environment with appropriate rules for education and are free from harassment. The California Education Code #300 states:

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

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

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

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

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John Still TK-8 Anti-Bullying Policy

John Still TK-8 Anti-Bullying Policy

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

Definition of Bullying

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that *occurs repeatedly and over time*. Bullying behaviors normally fall into three categories: physical, emotional, and verbal (and may include, but are not limited to intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures, or actions, rumors, false accusations, hazing, social isolation, and cyber-bullying).

To meet the District definition of BULLYING actions MUST INCLUDE ALL OF THE FOLLOWING:

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

SCOPE

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

PREVENTATIVE MEASURES:

1. Student Instruction/Awareness
   Bullying will not be tolerated and all acts of bullying are strictly prohibited.

Student Rules about Bullying

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

2. Staff Awareness/Action
   Staff at John Still TK-8 School will engage in the following activities and actions in order to prevent bullying and maintain a safe environment for students:
   - Closely supervise children in all areas of the school and playground
   - Monitor for signs of bullying
   - Address bullying when it happens
   - Model appropriate behavior for students

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- Additionally, the school will follow all SCUSD regulations and Education Code guidelines in order to prevent bullying. John Still TK-8 School will raise bullying awareness and create opportunities for response training to bullying for staff.

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

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

ANONYMOUS REPORTING

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

RESPONSE PROCEDURES

- Designated site administrator will investigate all reports of bullying and determine if bullying occurred
- If the report meets the SCUSD's definition for bullying, the administrator will within three days:

  ➢ Create a written student safety plan for the targeted student
  ➢ Create a written student action plan for the student who engaged in bullying behavior
  ➢ Contact the parents/guardians of the students involved

- The safety and action plan are placed in the student's cum and a copy of all the paperwork gets sent to the bullying prevention specialist

INTERVENTIONS/CONSEQUENCES:

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

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

7th & 8th Grade Activities

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

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

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The requirements for participation in all special activities are:
Students must have no U's (Unsatisfactory) in citizenship and no more than one N (Needs improvement). Students who have any F grades at the time of the activity, will not be allowed to participate. Students who have been suspended will not be allowed to participate in special activities.

REQUIREMENTS TO PARTICIPATE IN THE 8TH GRADE PROMOTION CEREMONY

8th grade students may participate in the promotion ceremony only if they are recommended for promotion by:

- Students may not have an F in any Core class (Math, ELA, Science or Social Studies. Students must have 60 credits to be able to participate in the 8th grade End of Year Activities, (This includes 8th grade promotion ceremony.)
- Have no unserved detentions; and have *NO SUSPENSIONS* during the 4th quarter.
- Have handled financial obligations (book replacement fees, repayment for destruction of property, etc.)
- Have met all administrative requirements (i.e., multiple suspensions throughout the year, chronic absences unrelated to health)

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

WILLIAMS UNIFORM COMPLAINT PROCEDURES

The following is for your information:
Education Code 35186 requires that the following notice be posted in each classroom and sent to parents:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.

2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.

3. All positions should be filled by qualified teachers. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire year.

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

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

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If you have additional questions, contact Christina Villegas in the Compliance Office in SCUSD Human Resource Services at (916) 643-7488.

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

Cut and return to your teacher



Note to Parents:

"My child and I have reviewed this handbook and we understand the policies and procedures outlined and explained. My child and I agree to follow the policies and procedures of John Still TK-8 School."

Student Name (printed) _____

Student Signature _____

Teacher/Grade level _____

Parent/Guardian Name (printed) _____

Parent/Guardian Signature_____

Date_____

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