

# **Camellia Basic Elementary School Parent / Teacher Handbook 2023-2024**



**6600 Cougar Drive  
Sacramento, CA 95828**

**Office Telephone: 916-395-4520**

# School Website: [camellia.scusd.edu](http://camellia.scusd.edu)

## SCUSD Website: [scusd.edu](http://scusd.edu)

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# INTRODUCTION TO THE BASIC PROGRAM AND GATE CLUSTER

## **PURPOSE**

A major emphasis of the Basic School Program in grades 1-6 is the development of academic skills and good study habits. Students **must** meet admission criteria to be accepted to the lottery for the Basic Program. The overall goal of the school staff is to bring together the most successful traditions and new methods of instruction, which emphasize academic skills and good study habits. Parental support at home contributes to children's success in this rigorous program. A collaborative relationship between parents and teachers creates ideal conditions for student learning and high levels of achievement. Gifted and Talented Education (GATE) supports excellence through a program that specifically addresses the needs of gifted children. The program at Camellia combines the GATE instructional strategies and curriculum with our Basic program. This instructional model provides basic skills instruction, enrichment, acceleration and in-depth learning experiences for the more academically able student. The goal of our staff is to provide engaging instruction with rigor and relevance to prepare students academically and socially for the challenges of tomorrow. Students develop lifelong skills by participating in art, music, physical education, and the sciences. Camellia's school-wide class meeting model helps students become outstanding citizens learning ethics, problem solving strategies, communication skills, and conflict resolution.

## **ENROLLMENT PROCEDURE FOR THE BASIC PROGRAM**

Students in the Basic Program are enrolled in conjunction with the District's Open Enrollment Process in February. **Academic achievement at or above grade level, teacher assessment, good behavior, and satisfactory attendance are all required for admission.** Parents submit recent report cards, and current standardized test data to the school site for review on a point rubric processed by the principal. During the review process at Camellia, an additional conference with the applicant/family may be held, and in some cases more specific screening may be required based on inconclusive or incomplete school records. All first grade applicants are assessed by Camellia Basic 1<sup>st</sup> grade teachers. A list of all applicants who met criteria will be forwarded on to the SCUSD Open Enrollment Office for processing through the lottery. Results of the lottery will be sent to the applicants by the Open Enrollment Office in late March or early April. If all spaces are not filled at the end of Open Enrollment, the review process will continue at the school site with qualified applicants' names to be forwarded to the district Enrollment Center to be placed on the waiting list.

## **TRADITION OF EXCELLENCE**

Camellia Basic School has established a tradition of excellence that has been recognized locally, statewide, and nationally.

- 2020 California Distinguished School
- 2018 California Distinguished School
- 2016 Honor Roll
- 2014 California Business for Education Excellence Honor Roll Award
- 2010 National Blue Ribbon School Award
- 2008 Title I Academic Achievement Award School
- 2007 Title I Academic Achievement Award School
- 2006 Title I Academic Achievement Award School
- 2006 California Distinguished School
- 2005 National Distinguished School
- 2005 California Achieving School
- 2004 Sacramento City School District Achieving School
- 2003 Sacramento City School District Exemplary School
- 2003 National Blue Ribbon School Award
- 2003 National Achieving School
- 2002 Sacramento City School District Exemplary School

- 2002 California Achieving School
- 2001 Sacramento City School District Exemplary School
- 2001 California Distinguished School
- 2000 Sacramento City School District Achieving School
- 1999 National Magnet School of Merit.

## VOLUNTEER POLICY

### **SCUSD VOLUNTEER SEX OFFENDER CHECK AUTHORIZATION (LEVEL III) AND CRIMINAL BACKGROUND CHECK AUTHORIZATION (LEVEL III)**

Camellia families participate in 40 hours of volunteer service. In order to verify that registered sex offenders are not volunteering at Camellia Basic School, volunteers must pass clearance through the following:

#### **Sex Offender Check Authorization Level II:**

- **All volunteers must complete the SCUSD Volunteer Sex Offender Check Authorization (Level II).**
- Volunteer is under the direct supervision of SCUSD certificated staff, i.e. working in the classroom.

#### **Criminal Background Check Authorization Level III (Fingerprinting):**

- Volunteer is not under the direct supervision of SCUSD certificated staff, i.e. driving students to a field trip, attending any field trip, an overnight field trip chaperone, or working alone with a student in the classroom.

### **VISITOR OR VOLUNTEER PASSES**

**ALL VISITORS MUST CHECK IN AT THE OFFICE** (Education Code Section 32211). All parents, visitors, and volunteers are required to sign in the office prior to visiting a classroom or when picking up a student during the school day. This procedure is required for the safety and welfare of our students.

**Volunteers please be advised:** Sacramento City Unified School District Board Policy 3515.3 prohibits the use of tobacco products at all times on district grounds or in district vehicles. This prohibition applies to all employees, students, visitors and other persons at any activity or athletic event on property owned or leased by or from the district. It is a further violation of district policy 3515.3 for any student to be in possession of tobacco products on district property. Violation of this policy by a student may result in suspension and possible district behavior hearing as outlined in the Guidelines to Behavior Handbook available at the school site. **ALL VISITORS OR VOLUNTEERS must comply with current COVID-19 guidelines and mitigations set by the Sacramento City Unified School District.**

### **VOLUNTEER CODE OF CONDUCT**

The volunteer will:

- Sign in upon arrival in the office (for each visit and when changing assignments during a visit).
- Be conscientious and concerned for the health and safety of students
- Be free of the influence of alcohol or illegal drugs when with students on or off school grounds.
- Have no contact with students (inside or outside the school) unless authorized by administration.
- Provide proof of a current tuberculosis test.
- Support the district, school and classroom policies, rules and curriculum.
- Promptly inform the teacher and school when unable to attend.
- Follow dress codes and act professionally. Complete the SCUSD volunteer sex offender check authorization.

# SCHOOL BELL SCHEDULE

## REGULAR SCHOOL HOURS

### SDC Autism

Kinder ..... 8:00am-11:20am

1<sup>st</sup> grade (Monday, Tuesday, Wednesday, Friday) ..... 8:00am - 2:12pm

1<sup>st</sup> grade (Thursday only) ..... 8:00am - 1:12pm

**Extended Day Kindergarten** - Instruction begins at cafeteria drop off: 8:00am - 11:50am  
EDK Lunch..... 10:30am - 10:45am

**1<sup>st</sup> – 6<sup>th</sup> Grades** (Monday, Tuesday, Wednesday, Friday)..... 8:00 am - 2:12 pm

**1<sup>st</sup> – 6<sup>th</sup> Grades** (Thursday only)..... 8:00 am - 1:12 pm

## REGULAR DAY

### PRIMARY AND INTERMEDIATE

8:00 ..... INSTRUCTION BEGINS

10:00 - 10:15 ..... PRIMARY RECESS

10:20 - 10:35 ..... INTERMEDIATE RECESS

11:00 - 11:45 ..... 1<sup>st</sup> grade LUNCH

11:20 - 12:05 ..... 2<sup>nd</sup>/3<sup>rd</sup> grade LUNCH

12:00 - 12:40 ..... INTERMEDIATE LUNCH

12:45 - 1:00 ..... PRIMARY RECESS

2:12 ..... DISMISSAL (Monday, Tuesday, Wednesday, Friday)

1:12 ..... DISMISSAL (Thursdays)

## SHORTENED DAY SCHEDULE

All 1<sup>st</sup>-6<sup>th</sup> grade students (Kindergarten students are on a regular schedule). This schedule is used during Parent/Teacher conference days.

Extended Day Kindergarten.....**No Change**

Primary (1-3) .....**8:00 am - 12:50 pm**

Intermediate (4-6) .....**8:00 am - 12:54 pm**

# STUDENT SAFETY

## **DROP OFF/PICK UP PROCEDURES**

To expedite drop-off and pick-up and increase safety, all students must be dropped off on a street adjacent to the school on Cougar Drive or the back gate on Casa Del Sol in the designated drop-off areas. **Please obey all traffic rules and signage.** Cars should not be in the loading/unloading zone for more than 2 minutes maximum. After school, students who are not picked up by 2:22 pm (1:22 pm Thursday), will return to the school lobby to wait for their parents (or daycare provider). **The staff parking lot is NOT for drop off or pick up.**

For the safety of all students, parents, guardians:

- ALWAYS use the crosswalk
- Pull your vehicle up as space allows in the loading zone to keep the line moving
- Stay in your vehicle while in the drop off/pick up loading zone line
- Refrain from double parking to drop off or pick up your child
- Please drive slowly and be considerate of our neighbors.
- No U-turns in front of school property
- Do not block neighbors drive-ways
- Do not block or enter the staff parking lot
- Do not park (leave your vehicle) in the loading zone/fire zone

## **EMERGENCY CARDS**

Please maintain current information, including cell phone numbers, and any secondary contact numbers. Two emergency cards are used at Camellia Basic, one in the office and one in the classroom.

## **WALKING TO SCHOOL**

For safety reasons, children should walk in groups.

## **FIELD TRIPS**

The classroom teacher shall secure the written permission of each student's parent or guardian for each study trip. A certificated staff member and adult/parent, age 21 or older who has been **fingerprinted through SCUSD and cleared 5 days prior to the field trip**, will be on each bus to provide proper supervision. A written notice regarding each study trip shall be sent home not later than two school days prior to the trip. Students will not be allowed to go on field trips without written permission (on SCUSD form). If a field trip involves the use of volunteer drivers, volunteer drivers must complete the verification of insurance form and have fingerprint clearance **more than 10 days prior to the field trip**. Contact the office for further information.

## **TELEPHONE CALLS**

Students may not use the office telephone unless it is an emergency. For our students' protection, parents are not to phone the school and ask, **(unless in an emergency)** that their child be given instructions on where to go after dismissal. Please make the necessary arrangements with your child before he or she leaves for school in the morning. California Education code states that students carrying cell phones must keep them in their backpacks only and they **must be turned off** during school hours.

## **MEDICATION AT SCHOOL**

Occasionally parents and/or physicians request that medication be given to pupils during school hours. All medications are stored in the office where it is administered and logged by school personnel. For the safety of your child and other children, we ask your cooperation with district policy with regard to medications during school hours.

- All medications (this includes over the counter medications as well as prescription) must be brought to the office by the parent with the appropriate medication form completed by the parent and the doctor. Please come request this form in the office if you need it. **School personnel cannot administer any medications without written authorization.**
- Prescription medication must be in the original container, properly labeled with prescription number, patient's name, doctor's name and dosage clearly marked
- Medication will be stored in the office where it is administered and logged. The fact that this is a service or accommodation that the school is not legally required to perform is recognized by all parties, and they agree to hold the school and its personnel harmless from any and all liability that might arise from these arrangements.
- Children are NOT allowed to carry medications (over the counter or prescription) in their backpacks without special doctor's orders. This is for your child's safety, and the safety of other children. Again, all medications must be turned into the office by the parent with proper forms included.
- A parent must pick up all medications on the last day of school. All medications not picked up will be disposed of. This includes asthma inhalers. Medication forms must be renewed at the beginning of each school year.

## **EMERGENCY EVACUATION FROM CAMPUS**

### **EVACUATION**

In our efforts to be prepared for emergencies at or near Camellia School, we are informing you about our procedure for evacuating our school. In a major event, we need a plan that corresponds with the increased threat to the students' safety.

### **EVACUATION SITES**

Should a major event occur that requires evacuation from the Camellia School campus, we will move the students to another nearby location.

The attached map details the locations where we could evacuate our students (George Sims Community Center – 6207 Logan Street or Elder Creek Elementary School – 5735 47<sup>th</sup> Avenue). Please keep this information where you are able to locate it quickly.

### **EVACUATION DIRECTIONS**

If you hear or learn of an emergency and a possible evacuation,

- Please DO NOT drive to Camellia or either of the evacuation locations.
- Please await an emergency Infinite Campus (automated phoning) or information provided by local news outlets for information about where, when, and how to be reunified with your child(ren).
- Children with cell phones will be given assistance when to contact their families and what to tell them regarding their location and situation.

### **PROCESS IMPROVEMENT**

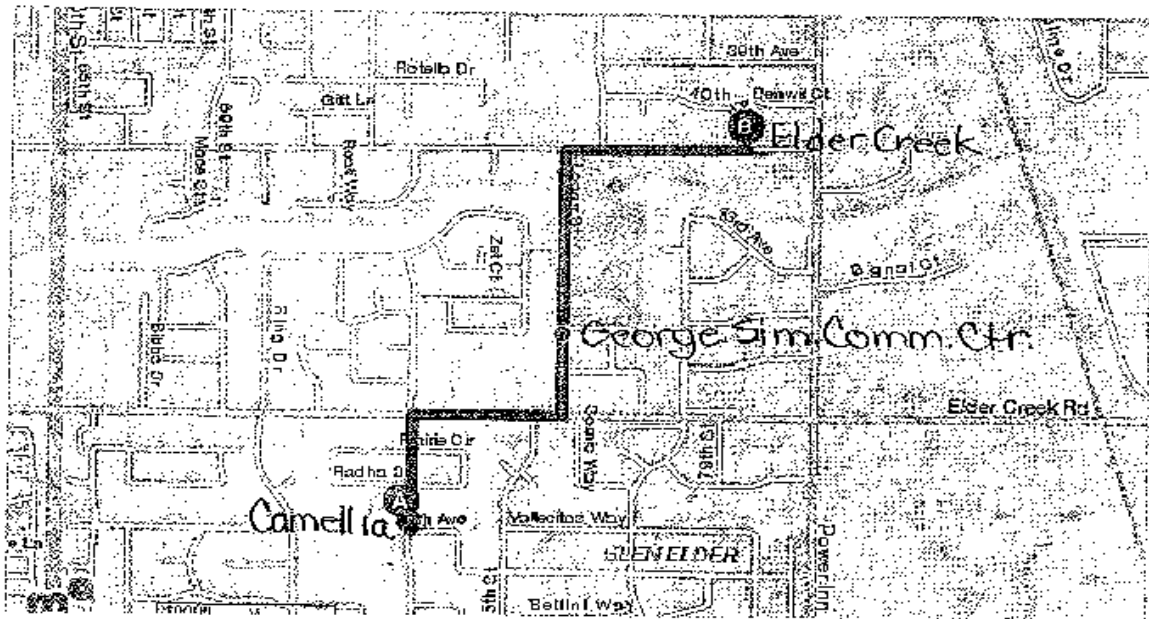
As with all processes, this one can be made better and more efficient. If you have questions or suggestions, please ask and share. Thank you for your support in keeping all of the students and staff at Camellia Basic safe.

# EVACUATION ROUTE to

George Sim Community Center  
6207 Logan Street – (916) 808-3761  
and

Elder Creek Elementary School  
7934 Lemon Hill Avenue – (916) 382-5970

Total Travel Estimate: 0.99 miles – about 3 minutes



|                                                                                     | 6600 Cougar Dr<br>Sacramento, CA 95828-1463                                                                                                         | Miles Per<br>Section | Miles<br>Driven |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------|
|  | 1. Start out going north on Cougar Dr toward 50th Ave.                                                                                              | Go 0.2 Mi            | 0.2 mi          |
|  | 2. Turn right onto Elder Creek Rd.<br><i>If you are on Sunrise South Dr and reach Glenhills Way you've gone a little too far</i>                    | Go 0.2 Mi            | 0.4 mi          |
|  | 3. Take the 1st left onto Logan St.<br><i>Logan St is just past 75th St<br/>If you reach Somis Way you've gone a little too far</i>                 | Go 0.4 Mi            | 0.7 mi          |
|  | 4. Turn right onto Lemon Hill Ave.                                                                                                                  | Go 0.2 Mi            | 1.0 mi          |
|  | 5. 7934 LEMON HILL AVE is on the right.<br><i>Your destination is just past 40th Ave<br/>If you reach Power Inn Rd you've gone a little too far</i> |                      | 1.0 mi          |



## CAFETERIA INFORMATION

Students are expected to be responsible for helping to maintain a pleasant atmosphere in the cafeteria.

1. Students may talk and laugh quietly.
2. Students are expected to be courteous and use good manners.
3. Food and other objects are **NOT** to be thrown.
4. Students are not to bring balls and other P.E. equipment through the lunch lines.
5. Students are expected to clean up their own eating area.
6. There is no talking in the lunch line.
7. If parents wish to eat lunch with their child, please choose one of the following:
  - A) Sign the child out on “early dismissal” through the front office, making sure to return before school is back in session.
  - B) Eat at picnic tables behind Room 17.
  - C) Eat at an unused table in the cafeteria.

### **BREAKFAST AND LUNCH PROGRAMS**

Breakfast will be served from 7:30 – 7:55 in the cafeteria.

Breakfast and Lunch are free for all Camellia students

Students/children not enrolled at Camellia Basic may not participate in the lunch program due to Federal guidelines. Lunch menus can be found on the District website at [scusd.edu](http://scusd.edu). The cafeteria may be reached by telephone (916) 454-6083. **We suggest no sodas or candy be included in lunches from home.**

## ATTENDANCE

### **ILLNESS / ABSENCE NOTIFICATION**

**If your child will be absent, please call the school before 9:00 A.M.** (916) 395-4520. **Homework assignments should be requested at this time.** If we do not receive a call from you, our clerk will call your home or office when your child is absent. This verifies absences and is an early warning if your child does not reach school safely. If we have not been in contact with you, a written note verifying absence is required.

**Please include the following:**

- a) Name of Student
- b) Classroom number and Teacher
- c) Date of Absence
- d) Reason for absence
- e) Parent Signature

### **TARDY POLICY**

If a student arrives **after the 8:00 a.m. bell has rung**, he/she will be directed to the front office to state the reason for the late arrival and receive a tardy pass. Chronic tardiness could lead to student attendance review board hearings (SART/SARB).

### **EARLY DISMISSAL FOR EMERGENCIES**

If a child is to be dismissed from class before the end of the school day, the student must bring a note from home to the teacher. Except in an extreme emergency, please do not call the school to request an early dismissal unless it is an emergency.

## **ATTENDANCE GUIDELINES**

### **Health Related Absences:**

- **Only 10 health-related absences are allowed per school year without a doctor's note.** Any health-related absence without a doctor's note, after the 10 absence limit, will be marked as unexcused.
- 3-4 unexcused absences and/or tardies more than 30 minutes will result in District Attendance Letters 1 and 2. A 5th unexcused absence and/or tardy more than 30 minutes will result in a Habitual Notification of Truancy Letter from the District, and a SART Meeting will be scheduled, creating a SART Attendance Contract.

### **Excused Absences:**

3 types of absences are considered excused by the state of California

- Death in Family/ Funeral (1 day if local and up to 3 days if far away)
- Student's appearance in Court
- Illness

Please call the school office if your child is absent to clear the absence and make arrangements to pick up homework. The Attendance Clerk will call you after 9:00 a.m. to clear the absence if necessary.

### **Early Dismissals / Late Arrivals:**

If your child must be picked up prior to the regular dismissal time or comes to school late because of a medical or dental appointment, please ask your doctor or dentist for a note to give the school.

All students are to attend school unless they are ill. **STUDENTS REMOVED FROM SCHOOL FOR OUT-OF-TOWN TRIPS may be marked "unexcused"**. If you must take your child/children out of school, contact the office.

### **Independent Study:**

Only students on a health related reason will be directed to Student Support and Health Services to confirm if the student qualifies for Health Independent Study. There is NO Independent Study for "family vacations".

## **STUDENT ARRIVAL/PICK UP**

**FOR YOUR CHILD'S SAFETY, STUDENTS MAY NOT BE ON CAMPUS BEFORE 7:30 AM OR AFTER DISMISSAL, EXCEPT WHEN PARENT OR GUARDIAN IS WITH THEM. THERE IS NO SUPERVISION PRIOR TO 7:30 AM.**

Students must be picked up on time. If student(s) is not picked up on time, and no adult listed on the emergency card can be contacted, the student may be released to Child Protective Services or the Sacramento Police Department after the following steps are taken:

1. Telephone calls to all numbers on the emergency card fail to reach a responsible person.
2. The student is left for over ½ hour, and no responsible person arrives to take the child. Students should not wait at the school building or on streets adjacent to the school unattended.

# GENERAL SCHOOL EXPECTATIONS

There are four general expectations of good behavior that students are to follow. In order for students to understand what is expected of them, the teacher will discuss and explain these four rules and the Behavior Policy, using specific examples.

## 1. Students will speak and act courteously and safely

- o Respect and obey all adults
- o Use appropriate language and voice level. No obscene or vulgar language or gestures
- o Name calling, racial or ethnic slurs, or other insulting comments are not allowed
- o Fighting, tackling, wrestling or other body contact activities are not allowed
- o Hands and feet are to be kept to oneself. No play fighting. Do not throw anything other than balls in games
- o Walk in walkways, classrooms, parking lots and the multi-purpose room
- o Follow safety rules when riding on the bus to and from field trips
- o No talking in line

## 2. Students will be responsible for their schoolwork

- o Complete daily assignments
- o Complete assigned homework
- o Turn in schoolwork, library books, etc. when due
- o Do work neatly and carefully

## 3. Students will be responsible for the good care and use of all school and personal property

- o Be responsible for personal belongings such as sweaters, coats, lunch boxes, books, etc.
  - o Respect the property of others
  - o Kicking backpacks on the playground is not allowed
  - o Writing on the walls, vandalizing or damaging the school building, grounds, furniture, books etc. is not allowed
- Keep bicycles locked while at school

## 4. Students will understand and obey certain general rules necessary for the safe and efficient management of the school

- o Students should not be in the office without a pass except for emergencies.
- o Students should always walk quietly when in the hallways.
- o Students may only play with school equipment during the school day. No equipment is to be used after school.
- o Personal property such as toys, games, radios and so forth, should not be brought to school at any time. Laser pointers are illegal.
- o Cell phones and Smart watches are not against the rules to bring to school; however, they must be turned off, and stored in the students backpack. The school is not responsible for damaged or lost cell phones.
- o Students must never leave the school grounds without the permission of school authorities and without the approval of parents. Students may not leave campus on an early dismissal unless accompanied by an adult **who is listed on the child's emergency card**.
- o When the bell rings to end recess, students must stop playing immediately and freeze. After the whistle blows students should go directly to the line up area where teachers will pick up their class
- o Students are not to play or hang out in the restrooms.
- o When entering any classroom or building on campus, remove hats. NO hats are to be worn in class.

- o You must remove your hat during the Pledge of Allegiance and in the cafeteria.
- o Bicycles are to be parked and locked in the bike racks and not ridden on school grounds. The law requires that helmets be worn.
- o Students are to cross the streets and parking lot at the crosswalks.
- o Scooters, roller blades, roller skates, shoes with rolling wheels or skateboards are not permitted on campus between the hours of 7:30 a.m. – 6:00 p.m.
- o Weapons or “look alike” guns are not permitted on campus. Bringing a weapon or “look alike” gun to school is grounds for suspension or pre-expulsion, this includes but is not limited to zappers and laser pointers as well as the above mentioned items.
- o Students are not allowed to play on equipment or on the black top after school.
- o No gum chewing.
- o Students are not allowed to eat on the playground. NO FOOD OR DRINK IS ALLOWED ON THE BLACKTOP AREA.

## WELLNESS POLICY

“A Wellness Policy is an important tool for parents, educational agencies and school districts in promoting student wellness, preventing and reducing childhood obesity, and assuring that school meal nutrition guidelines meet the minimum federal school meals standards. It contains goals specifically for nutrition promotion and education, physical activity, and other school based activities that promote student wellness.” –USDA

### **Frequently Asked Questions:**

#### What may be served and sold on campus?

Foods and beverages served and sold in schools must meet strict federal and state regulations for calories, saturated fat, sodium, sugar and trans fat. For an easy-to-use list, visit [www.scusd.edu/wellnesspolicy](http://www.scusd.edu/wellnesspolicy).

#### When are these regulations in effect?

PreK-8th grade: Regulations are effective from midnight to a half hour after the school day or expanded learning (whichever is later).

High schools: Regulations are effective from midnight to a half hour after the school day.

#### How can you tell which foods are compliant?

Other than fresh fruits and vegetables, which are always compliant, food compliance varies widely. Use the California Project Lean calculator to determine compliance of items: [www.californiaprojectlean.org](http://www.californiaprojectlean.org)

#### To whom do these regulations apply?

These federal and state regulations apply to Non-Charter Public Schools participating in the National School Lunch Program.

#### Can I bring snacks for the class on my child's birthday or general classroom celebration?

Yes, as long as the snack meets state and federal regulations for food served during the school day, such as fresh fruit, 100% fruit juice and whole grain snacks. Most cupcakes/cakes do not meet these requirements. Other non-food related options are possible, including but not limited to pencils, erasers, or other small items.

#### Do these regulations apply to food items that students bring from home for their own personal consumption?

No – Parents may decide what food items they want their own child to have.

May teachers give students candy/food as a reward for good behavior?

No – BP 3050 Student Wellness Policy restricts the use of food for rewards. The district as a whole wants to limit access to unhealthy items during the school day that decay teeth and teach unhealthy lifelong habits.

Do these regulations apply to sports games and parent-sponsored events?

Concessions sold at sporting events may begin 30 minutes after the school day ends at any grade level.

The regulations do not apply to food sold to adults.

These regulations do not apply to food sold at events held in the evenings or on weekends.

**Fundraising:**

School student-organizations must comply with all food and beverage standards. This includes how many items they can sell, pre-approval of the items, when they can sell, how many sales can be done per year, and more.

The regulations apply to food sold and served to students before school, during the school day and until 30 minutes after the conclusion of any extended learning program for EK – 8th grade schools.

These regulations apply to food sold and served to students before school, during the school day and until 30 minutes after the conclusion of the standard school day for 9-12th grade schools.

**Classroom Celebration Ideas:**

SCUSD employees, parent organizations and outside organizations will not use any food or beverage as a reward, incentive or punishment for academic performance or good behavior. Schools can promote a positive learning environment by shifting the focus from food during classroom celebrations, and striving to have non-food celebrations or healthy non-allergenic food. Food must be compliant with Competitive Foods regulations and Sacramento City Unified School District's Wellness Policy.

**Healthy snack options:**

- Fresh fruit
- Smoothies
- Frozen bananas with shredded coconut
- Vegetables with a variety of healthy dips (hummus, guacamole, salad dressing)

**Awesome Celebration Ideas:**

- Games, such as relays
- Hold class outdoors
- "Free choice" time
- Stickers/pencils
- Balloons/bubbles
- Art supplies/projects
- Read a story
- Movie day

## HOMework POLICY

**CAMELLIA BASIC'S HOMEWORK POLICY**

1. Homework will be given at least 4 days a week. Homework can be review, practice, corrections, projects and report preparation. Homework will be material that has been previously taught in class.
2. Each teacher shall keep parents informed of student's performance on homework assignments on a regular basis by using progress reports, report cards and other means deemed necessary by the teachers.
3. Students and parents have the responsibility for completion, review, and prompt return of homework assignments. Parents are encouraged / and or required to sign the homework or homework assignment sheets.

4. Each classroom teacher will inform parents of his/her individual homework guidelines as early in the year as possible. Parents are required to attend the annual Back-to-School Night to receive information.
5. Homework need not be only written work. Type of homework to be assigned can be:
  - Incomplete classwork
  - Reinforcement of skills in which a student shows a need for more practice
  - Student projects related to class program
  - Enrichment activities
  - Notices to be signed by parents and returned
  - Returning Library books
  - Reading aloud to parent (K-3) / outside or pleasure reading
6. Appropriate homework will be corrected and returned to the student.
7. Parents should provide students with folders in which to take homework between school and home. Parents should provide a backpack in which to carry personal belongings and school materials.
8. Parents may not deliver homework left at home or pick-up homework left in the classroom. Homework delivered by parents will not be accepted and students will attend study hall.
9. Please request homework when reporting that your child will be absent from school.
10. Homework missed due to illness must be made up in a reasonable amount of time. One day for each day of absence unless other arrangements are made with the teacher.

## STUDY HALL / STUDY CENTER PROCEDURES

### **PRIMARY STUDY HALL**

All primary teachers share the responsibility for conducting study hall in their classrooms during the school year. Study hall is held during lunch recess.

Logical consequences and/or reasons for study hall attendance:

- Homework is not turned in (includes papers turned in without a name)
- Incomplete homework assignment
- Unfinished class work
- Student's request (to catch up on work)
- Unsatisfactory work.

Parents will be notified when a child's time in study hall becomes excessive by use of progress reports, report cards and other reports as deemed necessary by the classroom teacher.

### **INTERMEDIATE STUDY CENTER**

All intermediate teachers share the responsibility for conducting study center in their classrooms during the school year. Study center is held during recess and during lunch recess. Attendance in study center is the logical consequence for one or more of the following:

- Incomplete homework assignments (including exchange classes)
- Incomplete class work (including exchange classes)
- Coming to class without the required books, and/or supplies
- Wasting time in class
- Unsatisfactory work

## STUDENT SUPPORT SERVICES

### **STUDENT STUDY TEAM**

Students may be referred to the Student Study Team by the classroom teacher, parent, or principal for evaluation of academic or behavioral difficulties. The evaluation involves parents, two teachers, (the classroom teacher and the facilitating teacher,) and the principal. The team discusses concerns and possible solutions, and intervention strategies related to the identified student's progress. The team will meet at 6-10 week intervals to review the student's progress and assess the intervention strategies.

### **CLASS MEETINGS**

Camellia students participate in Class Meetings at least once a week. The meetings use a student-created list (agenda) of discussion items. The agenda may include items concerning special activities, curriculum, and problems relating to student behavior. Class meetings are largely responsible for Camellia's positive school wide atmosphere and support students' social-emotional learning needs. Teachers and students continually receive training and assistance in this process.

Outcomes for each item discussed could result in just a discussion, a solution for the future, or a consequence for a problem that has already occurred. Consequences for inappropriate actions are *logical consequences*. These types of consequences must meet the 5 R's to be considered a solution to the problem.

#### **The 5 R's are:**

- Related
- Reasonable
- Respectful
- Responsible
- Restorative

### **FIELD TRIP/CELEBRATION PARTICIPATION**

As a possible consequence for students who do not fulfill classroom academic or behavioral expectations, the student may lose the privilege of participating in field trips, student activities, and celebrations.

### **PROMOTION/RETENTION**

Parents will be notified if varied forms of assessment indicate that their child is at risk. Promotion will be determined by grade level standards. The decision to retain a student is made jointly by a team composed of teachers, parent and the Principal. The school recommendations are embraced by parents who recognize that in the rare case when retention is recommended, their child will benefit from the gift of time to become more academically and socially successful. We look at not only the next year but at a student's academic pathway to high school and college. Success in primary grades is a predictor of success in high school and beyond.

## ANTI-BULLYING POLICY

### **Camellia Basic Anti-Bullying Policy**

Camellia Basic is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity

and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Acts of bullying of students at Camellia is strictly prohibited. The school administration will promptly and fully investigate all acts of bullying. Students have the right to attend a bully-free school, and Camellia will work diligently and collaboratively with all stakeholders in the community to prevent all types of bullying of Camellia students.

### **Camellia Student Bill of Rights:**

Each student at Camellia has a right to:

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

### **Definition of Bullying**

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and has an imbalance of power. 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; exclusion; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

### **BULLYING IS:**

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

### **SCOPE**

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on or off school property (if there is a substantial disruption at school), at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists.

### **PREVENTATIVE MEASURES**

#### **1. Student Instruction/Awareness**

Bullying will not be tolerated and all acts of bullying are prohibited. Students will do the following to ensure that all acts of bullying never occur at Camellia:

##### **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 Camellia will engage in the following activities and actions in order to prevent bullying and maintain a safe environment for students:

- Closely supervise children in all areas of the school and playground
- Monitor for signs of bullying
- Address bullying when it happens
- Model appropriate behavior for students



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

### **3. Student/Parent Action**

Camellia 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 may 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 (located online or in the office) 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 is utilizing 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:
  - 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 Camellia 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 agencies.

## **INTERMEDIATE EXCHANGE PROGRAM**

To ensure intermediate students receive a well-balanced education, grades 4-6 use an exchange program throughout the year for science, computer coding, and art. This not only allows teachers to provide instruction in an area of their expertise, but it also allows intermediate teachers to instruct and get to know all 4-6 grade students.

## GRADING INFORMATION

### **REPORT CARDS**

Report cards are issued three times during the school year. Report cards reflect the student's progress toward the California Common Core Standards as well as areas of needing improvement.

Report cards may be held at school until lost or damaged book(s) is/are returned or paid for. This includes library and text books.

- 1st Report Period, Conference Report Card (Parent attendance mandatory)
- 2nd Report Period, Report Card (Conference by request)
- 3rd Report Period, Report Card

### **PROGRESS REPORTS**

Progress reports of unsatisfactory work will be sent home when a student's work indicates lack of progress towards California Common Core Standards. These notices are to be signed by the parent and returned to the teacher. They may be sent each trimester.

### **CONFERENCES**

In addition to the conferences during the reporting periods, parents must agree to meet with the teacher periodically, at mutual convenience, to discuss their child's progress. Teachers or parents may request a conference at anytime. Parents are given volunteer "hours" credit for attendance.

## ALTERNATIVE EDUCATION PROGRAMS

### **SPECIAL EDUCATION**

Parents may request a Student Study Team Meeting and/or assessment of their child to address learning or social/emotional concerns.

Camellia Basic has a Speech and Language Specialist, a Resource Specialist Program for students who qualify for these two Special Education services, and a K/1<sup>st</sup> Grade Autism Special Day Class.

## ADDITIONAL PROGRAMS

### **STUDENT COUNCIL-LEADERSHIP GRADES 4-6**

Camellia Student Council is comprised of representatives elected from the incoming 5<sup>th</sup> and 6<sup>th</sup> grade classes in the fall of each year. Student Council officers represent the voice of the Camellia Basic student body and sponsor activities and fundraisers to promote school spirit. Leadership opportunities are available to Camellia Basic students through participation in student council activities.

# PARENT RESPONSIBILITIES AND PARTICIPATION

## **PARENT RESPONSIBILITIES**

Some of the responsibilities of the parents are listed below: (also refer to Three-Way Learning Contract)

1. Parents will be expected to attend school parent meetings as needs arise.
2. Parents will be expected to participate in all parent-teacher conferences (at least one parent or guardian should participate; **both parents if possible.**)
3. Parents will be expected to respond on the **next school day** to communications sent by the school that require a parent signature and/or a parent response.
4. Parents will be expected to be responsible for notifying the school of the reason for a child's absence in writing the day they return to school or by telephone (preferably by telephone.).
5. Parents will be expected to ensure the regular and punctual attendance of their child.
6. Parents will be expected to support disciplinary processes of the school by word, act, and attitude.
7. Parents should not rely on telephone messages being received by their children during the school day. Plans must be made at home, ahead of time.
8. Parents will be expected to make necessary transportation arrangements, to and from school, for their children. For the safety of all students, they **should not arrive before 7:30 AM**. After dismissal, students should be promptly picked up; Kindergarten, 11:50 PM; Grades 1-6 by 2:12pm (1:12pm Thurs). Ten (10) minutes after dismissal, any student not picked up will return to the office with the staff person on yard-duty.
9. Parents (1<sup>st</sup>-6<sup>th</sup> Grades) volunteer 40 hours per family. This active engagement from our families builds a culture of community, family, and belonging.

## **PARENT PARTICIPATION**

### **School Site Council:**

The School Site Council meets monthly and consists of parents and staff members. The SSC is responsible for the development, monitoring, and evaluation of the Single Plan for Student Achievement. The agendas for the SSC meetings are posted on the school bulletin board three days prior to meetings. Dates and times of meetings are posted in the school lobby. All parents are welcome to attend the meetings.

### **Parent Teacher Student Organization (PTSO):**

Camellia Basic Elementary School has a supportive PTSO. It is dedicated to the interests of child welfare, service to the school, improvement of education, and harmonious relations between school and community. Ongoing contributions are made to the technology and art programs. Monthly PTSO meetings are held. Please check your monthly newsletter for dates and times. All parents are encouraged to attend.

# UNIFORM POLICY

The uniform policy at Camellia Basic School has been developed to set a standard that is in the best interest of students and is considered appropriate at the elementary school level. The uniform policy follows the provisions of the Education Code that the legislature passed to protect student safety and health as well as to protect the classroom from disruption.

**All students are expected to be neat, clean, and wear school uniforms.** In Kindergarten, wearing uniforms is voluntary. Uniform clothing and shoes should be worn that are appropriate for physical activities such as running, jumping, and kicking. Safety should be a factor when dressing for school. Students not adhering to the uniform policy will receive a blue note sent home to be signed by a parent and returned. Students may also be sent to the office for a change of clothes from the used uniform supply .

## The Official Camellia Uniform:

- **Bottoms** are solid dark blue or dark black. Dark blue or black jeans are okay. Pants must be hemmed and not drag on the ground. No flowers or other embroidery on pants. No frayed bottoms or holes.
- **Tops** are solid red or solid navy blue. The only uniform logos allowed are the Camellia Logo or a small manufacturer's logo that can be covered by one hand. Students can purchase Camellia Spirit wear shirts in the school office throughout the school year. Tank tops or undershirts are not considered uniform tops. No bare –midriffs.
- **Light Outerwear** (sweatshirts without zippers, sweaters, pullovers, or windbreakers) must be a solid red, white, or blue. The logo rule for tops is the same. (May be worn in classrooms.) Students can purchase Camellia Spirit wear sweatshirts.
- **Heavy Coats and Jackets** sweatshirts with zippers and fleece jackets, may be any color. (May not be worn in classrooms.)
- Uniforms must fit to size or may be one size larger.
- Students who participate in nationally recognized youth organizations may wear the organization uniform only on the day of the activity. Students may wear shirts of after-school programs every day.
- Only ski caps/beanies are allowed on cold days. Unmarked hats are allowed for sun protection.
- The following items are **NOT** appropriate: decorative belts, shoes with wheels, high heels, cleats jellies, flip-flops or thong-type shoes (sandals must have a heel strap), thin strap dresses, shirts, or blouses, dangling earrings, distracting jewelry, make-up, perfume, acrylic nails, tattoos, hair styling that is distracting, skirts/shorts shorter than mid-thigh (bottom of finger-tips when arms are at sides), biker shorts, or full length skirts. THERE MUST BE NO WRITING ON ANY ARTICLE OF CLOTHING.
- **Backpacks** – As a safety precaution, rolling backpacks are not allowed.

Students may be sent to the office if a change of clothes is needed. In most cases, we have extra uniform items for students to borrow if necessary. If students are habitually out of uniform, or we do not have a replacement in their size, we will call parents to bring different clothes. We respect that parents do not want to be called away from work, so please try to check your child's attire before they leave in the morning.

## SCUSD TEXT BOOK POLICIES

1. Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)
2. Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904)
3. Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.
4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.
5. When materials are damaged and usable, the student will be charged for the purchase of new materials.
6. All textbooks must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904). The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

## VOLUNTARY PARENT PARTICIPATION

### **Parent Volunteer Hours**

Parent participation is vital to our school's success, and helps us thrive in so many ways! We encourage 40 hours of volunteerism from each family in the classroom, in the office, on the playground, or front entrance crosswalk, garden days, or ask how you can help Camellia. There are a number of additional ways a parent can participate. Please inquire of how you can help your child's school.

### **Classroom Volunteers**

We welcome and encourage parents to visit and participate in their children's classroom. Parents may visit the classroom during instruction time providing they have made arrangements with the teacher in advance. Visitation during testing periods cannot be scheduled. Parents should serve as a support to the teacher while visiting by assisting with classroom tasks as assigned.

### **Volunteer Screening**

Volunteers whose work duties involve direct student contact which may occur outside the direct supervision of SCUSD staff, must pass the fingerprint screening (full background check.) Examples might include mentors, tutors, field trip drivers, and chaperones. Fingerprinting includes a full review of the applicant's criminal background check, including sex offenses, driving, drug, and alcohol convictions. A prospective volunteer in this category must pick up the required forms from the school office and take them to the district office for fingerprinting. **The district office is open for**

**fingerprinting on Mondays, Wednesdays, and Fridays from 8-11 am and 1-5 pm.** If you need assistance with the cost of fingerprinting, please inquire at the front office.

The SCUSD School Volunteers Registration Form, found in the First Day of School Packet, must be filled out and returned to the school before voluntary parent participation hours can be completed.

### **Communication Between School and Home**

Regular and constructive communication between school and home is one of the most effective ways of insuring student achievement. On-going communication between teachers and parents not only maintains the flow of information, but helps build bridges of collaboration as well. Developing a dialog with your child's teacher early in the school year is encouraged.

Communication between parents and teachers can and should occur in many forms. Scheduling a personal appointment is most effective and can assist in helping parents and teachers get to know one another. Emails, phone calls, and written notes can also support the communication process.

Email is a very effective tool for short, quick communication between teachers and parents. Email should be used for informational purposes only, and should not be used as a problem solving tool for difficult issues. Challenging issues should always be discussed either over the phone or in person. Inappropriate use of email (sending unsolicited communication, using an email address without permission, etc.) is counterproductive to building positive relationships between home and school.

## **PARENT PARTICIPATION PROGRAM**

The active participation of parents has been essential to this program and is one of the main ingredients that make our school different and special. Each family committing to 40 hours of voluntary parent participation is greatly appreciated. Volunteer registration and screening packets are required for all volunteers working with or near students. Please contact the school office for details.

### **PARENT PARTICIPATION ACTIVITIES**

#### **Classroom**

Room Parent/Helper  
Work Done for Teacher/Staff (teacher/staff discretion)  
Parent/Teacher Conference  
Field Trips

#### **Meetings**

|                                    |                                           |
|------------------------------------|-------------------------------------------|
| PTSO Meetings                      | English Learner Advisory Committee (ELAC) |
| District School Board Meetings     | School Site Council (SSC)                 |
| Orientation                        | Family Nights                             |
| Parent-Teacher-Student Conferences |                                           |

#### **Committees**

Parent-Teacher-Student Organization (PTSO)  
English Language Advisory Committee (ELAC)  
School Site Council (SSC)  
Campus/Garden Beautification

## Activities

Carnival (Fall)  
Book Fair  
Good Worker Prizes  
Family Nights  
Tutoring  
Spaghetti feed/Auction (Spring)

Back-to-School Night (Fall)  
Wee Bazaar (Christmas)  
BTS Pancake Breakfast (Fall)  
Open House (Spring)

## Miscellaneous

Crosswalk/Traffic Safety  
Library  
Parking Lot Monitors  
Campus Supervision

Office Helper  
Breakfast Cleanup/Supervision  
Box Top Processing  
Campus Beautification

Please feel free to suggest other useful activities. Each month you will receive a Voluntary Parent Participation Record Form.

# Thank You

*Thank you for supporting our united vision and commitment to our school community and your individual child's or children's needs. I look forward to your continued presence, leadership, and communication.*

*Sincerely,*

*Principal of Camellia*