

University Elementary School

A Partnership of
Sonoma State University and Cotati-Rohnert Park Unified School District



Parent/Student Handbook
2019 – 2020

University Elementary School

8511 Liman Way, Rohnert Park, CA 94928

University Elementary WEBSITE: www.uef.crpUSD.org

Main Office: (707) 792-4840

School Fax: (707) 242-8201

Office Hours: 8:00 a.m. to 3:30p.m. Monday-Friday

UNIVERSITY ELEMENTARY STAFF

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Rie Tanaka, Cafeteria Assistant

Michael Terry, Cafeteria Assistant

Mr. Jose Sanchez, Day Custodian

Moises Medina Del Toro, Night Custodian

Bell Schedule

<u>TK/Kindergarten</u>	
Mon., Wed., Thurs., Fri.	Warning Bell 8:18 Class begins 8:20 Dismissal 2:00
Tiny Tuesday	Warning Bell 8:18 Class begins 8:20 Dismissal 12:00
Recess (M-F)	9:40 - 10:10
TK Lunch	11:30 – 12:20
Kinder Lunch	11:30– 12:15

<u>Grades 1 - 5</u>	
Mon., Wed., Thurs., Fri.	Warning Bell 8:18 Class begins 8:20 Dismissal 3:00
Tiny Tuesday	Warning Bell 8:18 Class begins 8:20 Dismissal 12:00
Recess (M-F) 1-3	9:50 - 10:10
Recess (M-F) 4-5	10:15-10:35
First Grade Lunch	12:00 - 12:45
Grades 2-5 Lunch	12:00 - 12:45

ABOUT US

We are a welcoming, inclusive community in which children use curiosity, creativity, and collaboration as foundations upon which to grow as thinkers and to prepare themselves for responsible, productive citizenship. Through our partnership with Sonoma State University's School of Education, we offer a student-centered learning environment with project-based learning as well as comprehensive literacy and math instruction.

Vision

University Elementary School will empower children to become active, curious, creative, and effective thinkers in a diverse community of learners. Parents, community members, university students, SSU faculty, local teachers, administrators, and the children themselves will work collaboratively to create an effective, reflective, and joyful learning community.

The program is grounded in three tenets we believe are best for educating children:

Constructivism: Children learn best through active, hands-on, structured learning experiences that reflect their interests and take their developmental needs into account.

Diversity: All children benefit from learning about life around the world and from working alongside others who are both similar to and different from themselves.

Community: Schools and communities are enhanced when educators, parents, children, and members of the local community work together.

Features

- Project-based learning and emergent curriculum that incorporates student questions, ideas, plans, and research
- Curriculum meets all state and district academic standards
- Multiple ways to express knowledge and assess learning
- Parent and community member involvement and education
- Global perspectives, and multiculturalism
- Collaborative activities and a non-competitive environment
- Positive discipline and conflict resolution skills
- Regular opportunities to engage in physical activities, visual and performing arts, and with nature
- Multi-age grouping in small classes
- On-going collaboration between teachers and SSU faculty

ACADEMIC PROGRAM

PROJECT-BASED LEARNING

A project is defined as an in-depth investigation of a real world topic worthy of children's attention and effort. At University Elementary School, project-based learning encourages students to investigate real world topics in ways that are personally meaningful and that help prepare students for a lifetime of active learning.

On a daily basis, students participate in structured, hands-on investigations we call "explorations." There are two explorations segments each day – Humanities Explorations and Mathematics Explorations. During Explorations, teachers facilitate students' acquisition of new content by providing them with real-world topics to investigate, facilitating their inquiry and reflection on these topics, and making connections among specific academic subject areas. Explorations provide students with a foundation in academic subjects that teachers review and expand upon over time.

LITERACY

Literacy at University Elementary School is taught and practiced throughout the day and across the curriculum as reading, writing, listening and speaking are integrated into all learning activities. Our comprehensive program uses a balanced literacy approach in which students are provided explicit instruction in phonemic awareness, phonics, spelling and writing bridged with shared and guided reading and writing activities to support students in reading of authentic, content area texts.

MATHMATICS

Our math curriculum, *Eureka Math*, is the most widely used math curriculum in the United States, according to a study released by the Rand Corporation. It is also the only curriculum found by EdReports.org to align fully with the Common Core State standards for grades K-8.

Eureka Math units are taught as stories. The mathematics stories help students to understand how problem-solving processes work. The units build student knowledge logically and thoroughly to help them attain deep understanding of math concepts.

EXPEDITIONS – “BEING THERE” Experiences

Expeditions or “Being There” experiences are out of the classroom activities designed to help students bridge their in-class learning with their real-world applications. Expeditions help students connect their learning to the overarching themes that guide curriculum planning and student learning. Teacher newsletters will share ongoing information about Expeditions planned At University Elementary.

HOMEWORK & MISSED ASSIGNMENTS

At University Elementary, we feel that the most important homework students can do is to practice their reading skills. Every teacher has this expectation for homework. In addition, there may be assignments in other subjects to support the work learned in class. Homework should take no more than 30 minutes for the primary grades. To encourage responsibility and organization, we ask that homework is returned on time and that student make-up assignments if they are absent from school. If a student will be absent for several days, we ask that parents contact teachers via e-mail and request assignments. **Please allow 24 hours for teachers to get assignments ready.** These assignments can be picked-up in the office.

REPORT CARDS

The school year at University Elementary is divided into trimesters. Report cards are sent home with students three times during the school year. Between report cards, students may receive a progress report at the six-week mark. These are sent home with students. Individual teachers may choose to send home more frequent grade reports.

TEXTBOOKS

Students are issued textbooks. These textbooks are the responsibility of the student until returned. Textbooks and materials must be returned at the end of the year, or when a student transfers to another school. Any student who does not return, damages textbooks or other materials (such as computer equipment) will be charged replacement costs.

SUPPLIES

Students are encouraged to come to school with basic school supplies. If you'd like to donate supplies to your child's classroom, you can see the list of suggested items on our website.

GENERAL INFORMATION

ARRIVAL

The warning bell will ring at 8:18 and school starts at 8:20. All students may arrive after 8:10. Please note there is no supervision prior to 8:10.

SCHOOL/HOME COMMUNICATION

University Elementary tries very hard to keep communication paperless. Our main form of communication is through e-mail however, we also utilize the following methods of communication: text messaging, robo calls, calendar of events on the school website, principal and classroom newsletters, and teacher announcement boards in front of their classrooms. In some instances we may send papers home in the child's folder but, we try to use this form of communication as little as possible.

If you do not currently have internet or a computer please contact Internet Essentials from Comcast which offers low-cost Internet service, discounted computer equipment, and free digital literacy training to families with at least one child eligible to participate in the National School Lunch Program. Call 1-855-846-8376 to get started today.

LEAVING THE SCHOOL BEFORE THE END OF THE DAY

Students are not allowed to leave University Elementary for any reason during the day unless a parent or designated adult first comes to the office to sign them out. No student may be checked out from school unless the person picking them up is listed on their emergency card. Office staff will call students from their classroom once they have been signed out by an adult. This practice is for the safety and security of our children.

ITEMS DROPPED OFF FOR STUDENTS

Lunches, clothes, books, or other items brought to school by a parent or relative for your child during the school day should be brought to the front office. Students will be notified of the item's arrival and be responsible to pick it up in the front office. Please do not take items directly to the classroom as this disturbs the educational process.

LOST AND FOUND ITEMS

Students must assume responsibility for loss or damage of any personal property left in the classroom or on campus. The school is not responsible for personal property. Found items should be placed on the rack at the front of the office outside. Items left unclaimed are given to a charitable organization. If your child loses a piece of clothing, check the rack immediately. Money or other valuables should only be turned in to the front office and will be kept at the office. Please write your child's name on the tag or inside of all clothing. This allows us to quickly identify who it belongs to and return it to your child.

BEFORE AND AFTER SCHOOL CARE

The Sonoma County YMCA offers after school daycare on the University Elementary campus. For information about daycare hours, enrollment, and rates please call 707-544-1829. More information on the YMCA can be found at www.ymca.net/child-care/

PET POLICY

Due to health concerns, safety concerns, and in order to avoid disruption of school activities all animals, insects and reptiles are prohibited from school property except when the animal has been permitted as a service animal, a service dog in training, or a live animal in the classroom used for instructional purposes

TRANSPORTATION

Transportation to and from school is the responsibility of the student/parent. Due to frequent congestion in school parking areas, especially on rainy days, alternative means of transportation are encouraged (i.e., car pools, buses, bicycles, skateboards, scooters, walking, etc.).

BICYCLES and OTHER ALTERNATIVE TRANSPORTATION

Walkers, bicycles, skateboarders, and scooters may enter the campus through the front and rear entrances. Bikes, scooters and skateboards must be kept in the school bicycle area, located on the north side of the kindergarten classrooms during the day. Once students arrive on school property, students must walk their transportation into the bike area and secure it with a lock.

For after-school safety, students are to walk their bikes, scooters or skateboards off campus to the city sidewalk prior to starting to ride. We require students riding any alternative transportation to school to wear helmets. Note that state law also requires a protective bike helmet. All safety and traffic rules are to be followed by students. This includes riding bicycles in the direction of traffic in bicycle lanes, if provided, and crossing at designated intersections appropriately. Transportation should be locked individually (with a lock provided by the student)--not locked with another bicycle, for example. Students and parents must assume total responsibility for lost, damaged or stolen transportation.

PARKING LOT/AUTO SAFETY

Traffic can be difficult and frustrating before school, after school and after school wide events. Drivers who do not follow traffic laws, are in a rush, not watching out for pedestrians, or are not considerate of other drivers exacerbate our traffic situation. We need everyone's help to avoid creating dangerous situations and additional congestion. Please obey all traffic signs and laws when approaching and entering our school's student drop-off and pick-up areas. Children's safety is at stake. Please be alert and patient. Parking in Red Zones is dangerous as it is an official fire lane. These areas are fire lanes that must be kept open, and Rohnert Park Public Safety may ticket drivers stopping in these areas. Please note the following guidelines:

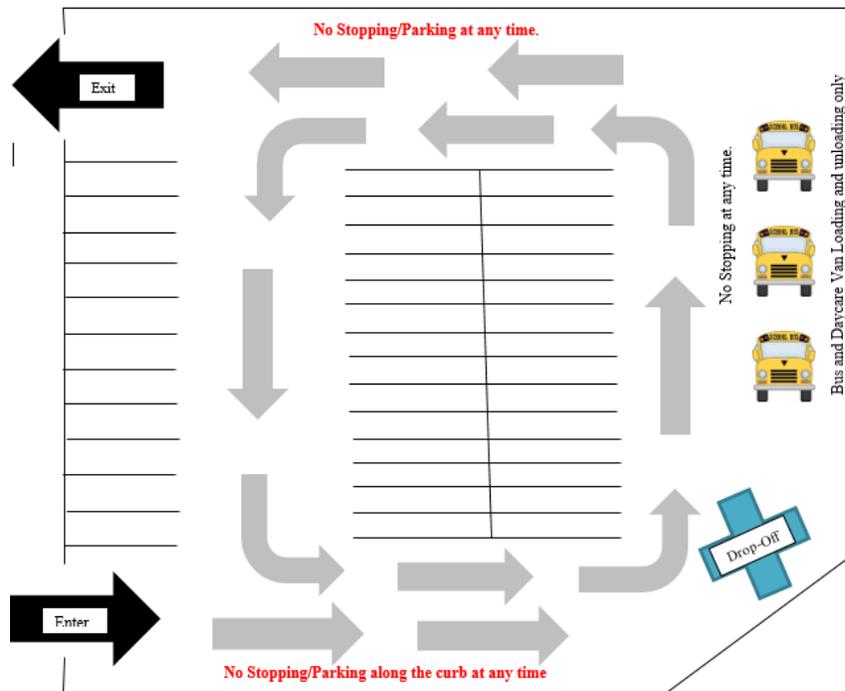
Arrival

Always enter the parking lot from the north driveway. We ask that students in grades 1 - 5 are dropped off in the main parking lot along the curb in the designated drop-off zone and proceed directly to the black top area. Parents are asked to not leave their car when dropping off along the curb. Please enter the drop-off lane, and move along until you reach the designated drop-off point. Quickly help your child exit the car. Then drive slowly out of the south driveway of the parking lot. If you want to leave your car, please park in a designated parking space, or on the street. Transitional Kindergarten and Kindergarten students need to be accompanied by an adult to the blacktop area and the adult must remain with them until the bell rings.

Students that arrive before the warning bell rings at 8:18 are strongly encouraged to walk laps around the outside perimeter of the blacktop.

Departure

When picking up students, if you need to leave your car find a designated parking space or park on the street. If you see your child, you may move into the drop-off lane and pick up your child. If you arrive before children are waiting, please do not park in the drop-off lane. After driving through the drop-off lane once, and you do not see your child, please park and try again later.



ATTENDANCE POLICIES

Good attendance is the first step to school success. **When students miss school, they miss valuable learning.** University Elementary follows state and CRPUSD attendance policies. When your student is absent, you must call the office (707)792-4840 or e-mail the office manager dana_miller@crpusd.org and the Office Assistant lily_o'toole@crpusd.org to notify the office of your child's absence. All absences must be cleared within 72 hours after a student returns to school. The following is a shortened version of the attendance policy and is offered as a guideline.

ABSENCES

Absences for personal reasons: We understand that family emergencies are inevitable. Please call or come in to talk with an administrator as soon as possible to have these absences approved. The following are justifiable personal absences: family emergencies, court appearances, religious holidays or instruction.

Exclusion from School: State law requires that children be excluded from school for these reasons:

- Contagious health problems
- Lack of immunizations

Excused Absences: Excused absences include illness, medical/dental appointments, funeral of immediate family, and quarantine. We cannot legally excuse absences for vacations, shopping trips, caring for younger siblings, visiting a parents' work site, etc.; these absences will be recorded as an unexcused absence.

Independent Study Contract: Independent Study contracts are strongly discouraged as students miss valuable instruction, discussion, and activities. However, when trips are unavoidable,

students who are going to be out of school for five or more days for reason other than illness may be eligible for an Independent Study Contract. A parent should request an Independent Study Contract from the school office at least ten (10) days prior to the planned absence so that teachers can prepare the materials. A contract signed by the parent, student, teacher and administrator is required. Students must complete the assignments in the contract and return the completed work to their teacher the day they return to school. Independent Study contracts are not granted the first two weeks of school or after March 15th.

Medical Visits: If a student has an appointment with a dentist, orthodontist, doctor, etc., please provide a slip from the medical office stating the time of the appointment and the time the student left the appointment to return to school. This slip is needed for the absence to be excused.

Unexcused Absences: Any absence not excused under the first two areas must be marked and reported as unexcused. Common unexcused absences include oversleeping, car problems, or absences simply not explained to school staff.

TARDIES

All students are expected to arrive at school on time. On time is arriving on or before the first bell which rings at 8:18 am. We believe that promptness and responsibility are very important traits that lead to student success. Continual tardiness on the part of any student is a very serious matter and is considered to be a disruption of school and classroom instruction. In addition to the loss of learning, tardiness could also cost the District some portion of its allocated State funding. Habitual tardiness could result in a child being reported as truant.

Tardiness is **excused** when a parent or guardian sends a note with the student or telephones the school indicating the child was late due to **bereavement, medical appointment, or illness**.

Tardiness is **unexcused** when a student arrives at school late for reasons other than those listed above.

Persistent or Habitual Tardiness: A student considered to be persistently or habitually tardy will be referred to the School Attendance Review Board. The School Attendance Review Board (SARB) will meet to consider necessary further action regarding the student's poor attendance.

TRUANCY

Three or More Unexcused Absences: Any student who has three unexcused absences in a given school year, or who is tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, is legally truant. A truancy letter is sent home alerting the family to the problem.

Illness Day Limits: If a student is absent 14 or more days during the school year, a doctor's note will be required for any subsequent absence. If a doctor's note is not turned in, the absence is unexcused.

Truancy Letters: By state law, three unexcused absences result in a student being declared a truant. Truancy letters are sent out for any student who accrues three or more unexcused absences. Each additional unexcused absence, after the third, results in a truancy letter being sent. After the second truancy letter, parents/guardians are required to meet with school administration. A third truancy letter culminates in a School Attendance Review Board (SARB) hearing at the district level, with possible referral to the District Attorney.

ILLNESS POLICY

We offer the following health guidelines. Everyone's cooperation will contribute immensely to creating a safe, healthy environment for all students.

In large groups, the spread of communicable illness increase in proportion to the size of the group. Please consider the following to increase the health of our school:

- Frequent hand washing reduces the spread of germs.
- Teach children not to put things (including their own fingers) in their mouths.
- Teach children to cough or sneeze into the crook of their elbow.
- Wipe nose with a tissue when necessary.
- Keep your child's emergency card updated. If your schedule changes let the school know how to reach you even if it is for just one day.

When ill, a child's ability to learn is decreased and they become a source of illness for other children. We ask that children stay out of school when they have any of the following:

- Temperature of 100 or higher. Your child must be fever free without fever reducing medication for **24 hours** before returning to school.
- Vomiting, diarrhea, or severe abdominal pain. Your child must be free of vomiting and/or diarrhea for **24 hours** before returning to school.
- A cold, sore throat, or persistent cough.
- Nasal congestion or runny nose, not associated with allergies – please remember green or yellow nasal discharge is not normal and usually indicates infection.
- Suspicious, undiagnosed rash anywhere on the body.
- Ear ache and/or drainage.
- Red, swollen and/or draining eyes.
- Swollen glands around the jaws, ears, or neck.
- Head lice should be treated with medicated shampoo and no live lice can be present for a child to come back to school.

If your child needs to receive medication during the school day please fill out an "Authorization to Administer Medication" form. These can be obtained from the office. The form needs to be signed by you and your doctor for both over the counter medications and prescriptions.

By following these guidelines our schools can be a healthy environment for children to learn.

COMMUNITY EXPECTATIONS

At University Elementary, we are committed to the growth of responsible, productive citizens. We have adopted five lifelong guidelines to employ school-wide as the foundation for positive, valued relationships among members of our school community. The following guidelines govern our actions and interactions at University Elementary:

LIFELONG GUIDELINES

Trustworthiness- To act in a manner that makes one worthy of trust and confidence

Truthfulness – To be honest about all things and feelings with oneself and others

Active Listening – To listen with the intention of understanding what the speaker intends to communicate

No Put Downs –To never use words, actions, and/or body language that degrade, humiliate, or dishonor others

Personal Best – To do one's best given the circumstances and available resources

In addition to Lifelong Guidelines, students, staff, and volunteers involved in University Elementary practice an agreed-upon set of twenty Lifeskills. The Lifeskills are taught explicitly to students and are rehearsed throughout the year. These Lifeskills replace the traditional "rules" of discipline programs and provide a safe environment for creating and maintaining a sense of community. As students master these Lifeskills overtime, we believe they will be prepared with the behaviors of civil discourse that are the foundation of citizenship.

Lifeskills are celebrated at University Elementary the third Tuesday of each month at a Lifeskills assembly.

LIFESKILLS

Caring- **To feel and show concern for others**

Common Sense- **To use good judgment**

Cooperation- **To work together toward a common goal or purpose**

Courage-**To act according to one's beliefs despite fear of adverse consequences**

Creativity – **To imagine ways to solve a problem or produce a product; to invent something original or redesign something**

Curiosity-**A desire to investigate and seek understanding of one's world**

Effort-**To do your best**

Flexibility-**To be willing to alter plans when necessary**

Friendship-**To make and keep a friend through mutual trust and caring**

Initiative-**To do something, of one's own free will, because it needs to be done**

Integrity- **To act according to a sense of what's right and wrong**

Organization-**To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use**

Patience-**To wait calmly for someone or something**

Perseverance-**To keep at it**

Pride-**Satisfaction from doing one's personal best**

Problem Solving- **To create solutions to difficult situations and everyday problems**

Resourcefulness- **To respond to challenges and opportunities in innovative and creative ways**

Responsibility-**To respond when appropriate; to be accountable for one's actions**

Sense of Humor-**To laugh and be playful without hurting others**

Susan Kovalik & Associates, 2012

BEHAVIOR EXPECTATIONS

Students are expected to demonstrate positive behavior at school and to behave appropriately on their way to and from school. We recognize that these skills are being learned and that mistakes will happen. When these mistakes occur, depending upon the severity of the problem, a student may be verbally reminded, removed from the class or activity, have parents involved in a formal conference or lose privileges. We believe that these mistakes are opportunities for teaching and learning. We work with students to recover from mistakes, using restorative measures. Students are expected to use appropriate behavior at all school-sponsored events, including field trips and will be held accountable for any infractions. The guide below outlines expected behaviors for the different locations students encounter during their day.

2019-2020 Behavior Matrix	SCHOOL RULES		
AREA/SETTING	RESPECTFUL	RESPONSIBLE	SAFE
Morning Walk	<ul style="list-style-type: none"> •Include everyone •Voice Level: 4 	<ul style="list-style-type: none"> •Personal Space Tool •Everybody walks 	<ul style="list-style-type: none"> •Use walking feet
Playground	<ul style="list-style-type: none"> •Games are open to all •Listening Tool •Empathy Tool •Share equipment 	<ul style="list-style-type: none"> •Personal Space Tool •Follow rules of the game •Return equipment •Garbage Can Tool 	<ul style="list-style-type: none"> •Stay in the play areas
Class Line-up	<ul style="list-style-type: none"> •Patience Tool •Listening Tool •Voice Level: 1 	<ul style="list-style-type: none"> •Line up when the bell rings 	<ul style="list-style-type: none"> •Personal Space Tool
Library	<ul style="list-style-type: none"> •Voice Level: 1 •Share books •Listening Tool •Patience Tool 	<ul style="list-style-type: none"> •Treat books gently •Return books on time •Use shelf markers for books 	<ul style="list-style-type: none"> •Walking feet •Push in chair
Assembly	<ul style="list-style-type: none"> •Voice Level: 0-1 •Listening Tool •Please and Thank You Tool 	<ul style="list-style-type: none"> •Personal Space Tool 	<ul style="list-style-type: none"> •Walking feet
Snack/Lunch	<ul style="list-style-type: none"> Voice Level: 3 •Please and Thank You Tool 	<ul style="list-style-type: none"> •Clean up after yourself •Eat 	<ul style="list-style-type: none"> •Sit when eating and drinking
Classroom (determined by each teacher)			
Bathrooms	<ul style="list-style-type: none"> •Voice level: 0-2 •Personal Space Tool 	<ul style="list-style-type: none"> •flush the toilet •wash and dry hands •Throw away garbage •Leave when done 	<ul style="list-style-type: none"> •Report safety issues to adult •Keep floors dry
Walkways	<ul style="list-style-type: none"> •Voice level: 0-1 	<ul style="list-style-type: none"> •Personal Space Tool 	<ul style="list-style-type: none"> •Walking feet •Eyes and body facing forward

Office	<ul style="list-style-type: none"> •Voice level: 1-3 •Personal space tool 	<ul style="list-style-type: none"> •Please and Thank you tool •Patience tool 	<ul style="list-style-type: none"> •Stay behind the line
Garden	<ul style="list-style-type: none"> •Voice level during instruction: 0 •Voice level during garden work: 2-3 	<ul style="list-style-type: none"> •Follow directions •Listening tool 	<ul style="list-style-type: none"> •Use tools properly •personal space tool •Walking feet
P.E.	<ul style="list-style-type: none"> •Listening Tool •voice level 0 during instruction •voice levels 3-5 during participation •Follow directions 	<ul style="list-style-type: none"> •Participation 	<ul style="list-style-type: none"> •Personal Space Tool
Creation Station	<ul style="list-style-type: none"> •Voice level: 2-3 •Only touch own work 	<ul style="list-style-type: none"> •Put materials away neatly •Use tools one at a time •Use your patience tool 	<ul style="list-style-type: none"> •Use tools safely (trained) •Walking feet

Location	Be Safe	Be Respectful	Be Responsible
All Locations	<ul style="list-style-type: none"> ▪ Respect personal space of others ▪ Use materials appropriately and efficiently ▪ Keep your body to yourself ▪ Walking in rooms and around campus ▪ Think before you act ▪ Follow staff directions 	<ul style="list-style-type: none"> ▪ Be kind ▪ Listen respectfully to others ▪ Show pride in self ▪ Show appreciation ▪ Respect all property ▪ Use appropriate language ▪ Keep voice quiet ▪ Follow staff directions 	<ul style="list-style-type: none"> ▪ State your name and reason for your visit politely ▪ Stay in the lobby until invited into back offices ▪ Keep cell phones off and out of view during school hours ▪ Be professional & patient ▪ Inform staff of problem behavior

BULLYING/INTERVENTION PROCEDURES

It is vitally important that our students report bullying to a teacher or the principal. Bullies rarely stop on their own; some do not realize that they are engaged in bullying. Due to this fact, it is essential that these issues get reported before they start impacting the bullied victim's life.

Reporting bullying works.

University Elementary takes this issue seriously and is successful at correcting behavior. We need to know about bullying so we can address the situation. We educate students on the subject of bullying to help stop problems before they start.

Steps taken to correct/ intervene with bullying:

- Conflict resolution with the principal.
- Official warning to the bully.
- If the bullying continues, then the bully will be placed on a behavioral contract and may be suspended and his/ her parents will be contacted.
- If the bullying persists, the bully will be suspended, hold an administrative hearing and Rohnert Park Public Safety may be contacted if they already have not been.
- If the bullying is continued then the student will be recommended for expulsion.

BEHAVIOR EXPECTATIONS

BULLYING/CYBERBULLYING Board Policy 5131 (a, b, c)

Bullying/harassment of other students or staff, including intimidation, so-called "cyberbullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is strictly forbidden. Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

CELL PHONES, OTHER ELECTRONICS, AND SOCIAL MEDIA

We discourage students from bringing any valuable electronic devices to school because of the possibility of damage, loss, or theft. University Elementary cannot and does not assume responsibility for such devices. Due to the disruption of the learning process; student use of cell phones and smart watches are allowed only after 3:00 pm when school is over for the day.

Cell phones and smart watches must be turned off and put away before school, during normal school hours, including recess, lunch, and between classes as well as all school functions. The same policy applies to iPod, MP3, and other such players. Classroom use of these devices is *not* allowed and will result in the devices being confiscated and returned only to a parent or guardian. Students may also face disciplinary consequences for class disruption and lack of cooperation. All electronic games must be left at home. No recording devices are permitted unless prior administrative approval is given. Due to confidentiality issues, NO recorded image of the University Elementary campus, teachers or students are to be posted to social media or the Internet electronically without administrative approval.

DRESS CODE AND GROOMING STANDARDS

University Elementary at La Fiesta is an educational institution. A neat, clean appearance supports appropriate behavior and academic success. We expect students to dress accordingly. Any clothing that interferes with the business of teaching or learning is unacceptable. **Students must change improper attire for an appropriate item of clothing to wear at school that day, or parents will be contacted to bring a change of clothing to school. Disciplinary action will occur for repeated violation.**

- Students are not allowed to wear buttons, T-shirts or other types of attire, or displays on school supplies, which include vulgar language, obscenities, insults, or which promote alcohol, tobacco, illegal drugs, or violent behavior. Words or pictures on clothing, school supplies (including backpacks) or hats, which are obscene, sexually suggestive, demeaning to other cultures, drug or gang-related, and inappropriate including any depiction of guns are not allowed at school.
- Discriminatory or harassing messages directed at individuals or groups on the basis of personal characteristics or status is not permitted.
- Clothing that exposes parts of the body (e.g., bare torsos, belly-buttons, see-through clothing, short shorts or skirts (they must be mid-thigh or longer), low cut armholes, strapless dresses or clothing with major holes or tears is considered to be improper dress. The wearing of short shorts over stocking, hoses, or sheer tights is not allowed.
- Strapless, spaghetti strap, or racer-back tops are not permitted.

- Ill-fitting clothing (e.g., excessive bagginess or tightness, oversized shirts, etc.) is not allowed at school. Pants must be worn at or above the hip bone. Baggy pants are not allowed in our learning environment.
- Undergarments (briefs, bra straps, etc.) should not be exposed.
- Shoes must be worn at all times. Flip-flops or thongs are not allowed.
- Attire, accessories, materials, or grooming reasonably identified as gang related through conspicuous display of colors, symbol, tags, statements, or style is not allowed. (These items may include, but are not limited to, wallet chains, bandanas, specially printed t-shirts and hats, red or blue shoe laces.)
- Hats are allowed on campus but hats and hoodies must be taken off when entering a building.
- Pajamas are not to be worn at school except for spirit days when such dress is allowed.

Any item not listed which poses a threat to student safety or to a positive educational environment may be disallowed at the discretion of the administration.

Dress Code Reminder Sample

At University Elementary, we maintain an atmosphere to support academic excellence. Dressing appropriately for school helps our students stay focused on learning. Today, your child did not observe the following guideline(s).

- No shoes without a back or back strap
- No wallets or belt chains
- No halters, strapless tops, or spaghetti straps
- No bare midriff
- No make-up
- No shirts with inappropriate words or pictures
- Shorts or skirts need to be longer than fingertips

MEDICAL CARE AND SCHOOL EMERGENCIES

EMERGENCY CONTACT AND RELEASE

In cases of emergency, the school will attempt to contact parents. It is essential that emergency data be updated annually through the Parent Portal for each enrolled student. Students and parents must notify the office of any changes in place of residence, after school daycare provider, home phone number, cell phone number, or parents' business phone number. No student will be released to a person not listed on the emergency list.

EMERGENCY CLOSING OF SCHOOL

In the event of severe winter storms or floods, tune your radio to KSRO, 1350 AM or KZST 100.1 FM. These stations will announce if any District school has been closed due to weather conditions. You can also go to the Sonoma County Office of Education website SCOE.org for updates.

INJURY OR ILLNESS AT SCHOOL

All injured/ill students are sent to the office. In case of serious accident or injury, emergency services will be called to administer medical aid and parents will be notified. A district nurse is available part-time to supervise hearing and vision tests, maintain records and other matters. We do not have a full time nurse at University Elementary but a district nurse is on-call at all times.

STUDENT MEDICATION

All medication (prescription or over-the-counter) needed by students must be in its original container and given to office staff to dispense the medication as the doctor prescribes. A

physician and parent note must be on file in the office before any medication can be given. Students may be allowed to self-administer inhalers, "epi-pens," or glucometers to monitor, test, or treat an existing medical condition only with a written request by the parent/guardian and with written approval of the student's physician.

PARENT & COMMUNITY INVOLVEMENT

At University Elementary, we view parents as partners in our educational programs. Research shows that when parents are involved in their child's education, the child's level of success increases. Each classroom welcomes regularly scheduled volunteers to assist with instructional center activities. Parents, grandparents and relatives are also welcomed to participate on field trips, in garden classes, lagoon walks, Art Docent classes, as guest speakers, and to provide enrichment for students during the school day. We also encourage you to attend the following scheduled parent events.

FAMILY NIGHTS

Family Nights have been scheduled regularly for students, staff, and parents to join together as a community in family-centered events. Family Night topics will be listed in teacher newsletters and the dates are listed above in the Important Dates for section.

PARENT and TEACHER ASSOCIATION (PTA)

Parents are encouraged to attend PTA meetings. This important group plays an essential role in many activities for students that occur during the school year. Meetings are generally held monthly in the multipurpose room. Childcare is provided.

SCHOOL SITE COUNCIL

This important school body is composed of an equal number of staff and parents. It develops and approves the school improvement plan as well as setting school-wide goals. Meetings are held during the year on Mondays at 3:30 PM in the staff room.

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

The English Language Advisory Committee is a parent and faculty group that advises the school and parent community on important issues related to student learning English as a non-native language. All parents and students are invited to attend ELAC meetings. The meetings will be on the calendar for the year.

SCHOOL WEBSITE

The school website contains important information and a calendar of events that is updated throughout the year. The website address <https://uelf.cpusd.org/>

VISITORS ON CAMPUS

To insure campus safety, we monitor all visitors. Parents, guest speakers, and classroom volunteers must check in at the office before entering the classrooms and get a **visitor's badge**. We ask that parents keep younger siblings at home when volunteering at our school and in classrooms unless specific arrangements have been made with the teacher.

PARENT VOLUNTEERS

We encourage you to get involved 5 hours a month in a way that is meaningful to you! For many of our University Elementary families, getting involved means giving some time to directly support the school. Some opportunities are recurring and others come up on an as needed basis. Either way, parent involvement and support allows our teachers and staff to focus on the most important aspects of their jobs.

FOOD SERVICE

University Elementary offers both hot and cold lunches. Every lunch includes fresh fruit and vegetables, a healthy carbohydrate and lean protein, and 1 percent low-fat white milk or non-fat chocolate milk. University Elementary uses a computerized system to account for student lunch money. This system makes the purchase of meals quick and convenient. Checks or cash for lunches may be dropped off in the school office or payment can be made online at www.myschoolbucks.com. The Parent help line for My School Bucks is 1-855-832-5226. Money should not be carried into the lunch line for payment at lunch time. When dropping money off in the office, the student name and student ID number needs to be on the envelope.

FREE AND REDUCED MEAL PROGRAM

University Elementary provides a federally funded free or reduced price breakfast and lunch for children of families whose total income is at or below the guidelines established by the federal government. The Food Services Department has a link on the CRPUSD website for the online Free and Reduced Lunch Application. Applications need to be completed each year. Parents should contact Food Services at 707-588-5621 if their family circumstances and income change during the school year.

LUNCH

Hot and cold lunches are served in the cafeteria beginning on the first day of school. The price for a student lunch, including milk, is \$3.00. The cost of a reduced price lunch is \$.40.

Students who bring their lunch from home should have their name on their bag or lunch box. Milk may be purchased for \$.50. It is the students' responsibility to pick up a forgotten lunch from the office during recess or lunch time. We will not interrupt a classroom to deliver lunches. Please remind your student that they may not call home for a forgotten lunch and are to check in the office to see if one has been dropped off for them.

SNACKS

Children who qualify for free or reduced priced lunch are also eligible for breakfast, served in the cafeteria during the morning recess. Our breakfasts consist of primarily whole grain products. Breakfast also includes a choice of fruit, 1 percent low-fat or non-fat white milk. The price for a student snack, including milk, is \$2.00. The cost of a reduced price lunch is \$.30.

We ask that parents provide a nutritious snack every day for students that bring a snack from home. We encourage you to provide snacks students can open on their own, can be eaten in 10 minutes, are low in sugar, and contain some protein. Balanced, nutritious snacks can help your child maintain energy and lengthen their attention span throughout the day. Milk may be purchased for \$.50 during recess. Snacks should be labeled with the student's name and room number. Candy, cookies, soda, and other "junk food" items are not part of the CRPUSD Wellness policy and should be abstained from during school hours. Below are some suggestions of healthy snacks to supply your child on a daily basis:

- Apple slices with peanut butter or cheddar cheese slices
- Hummus with sliced cucumbers, snap peas, sliced red or yellow bell peppers, or carrots
- Carrots with ranch dip and whole wheat crackers
- Yogurt with sliced fruit and low sugar granola
- Graham crackers or pretzels with sunflower seed butter or almond butter and applesauce
- Graham crackers with cream cheese and low sugar fruit spread

- Pretzels, cheese stick, and veggie or fruit slices
- Hard-boiled egg with half an avocado
- Whole Wheat pita bread with cream cheese, hummus, nut butter, tuna salad, or egg salad
- Low sugar quick breads, muffins, or oatmeal cookies and milk
- Cottage cheese with fresh fruit or sliced cherry tomatoes
- A thermos of oatmeal with a teaspoon of cocoa powder and a teaspoon of nut butter stirred in with sliced bananas on top
- Trail mix
- Cheesy buttermilk biscuit
- Popcorn with dried fruit and nuts or seeds

ALLERGIES AND FOOD INTOLERANCES

Children with Food Allergies and Food Intolerances must obtain a “Medical Statement to Request Special Meals and/or Accommodations” form annually. This form must be on file with the CRPUSD Food Services office before accommodations for any special dietary needs can be implemented and is available on our website <http://crpusd.org/Page/4609>. Accommodation of any non-life threatening food intolerance will be done on a case by case basis.

MICROWAVES NOT AVAILABLE

The school does not have the ability to warm or heat foods brought from home. Parents should pack lunches that are ready to eat and do not require additional preparation at school.

BIRTHDAYS AND CELEBRATIONS

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. In an effort to abide by the CRPUSD Wellness Policy and to maximize student instructional time, we are asking all parents to follow these simple guidelines when planning for your child’s birthday celebration at school. No sweets (cupcakes or other baked goods), balloons, flowers, stuffed animals or gifts. Please save these items for home or after school.

- Contribute a book to the school library
- Donate an educational game or book for your child’s classroom
- You are welcome to wrap one of the items listed above and have your child open it in class and present the “gift” to the class or library.
- Volunteer in your child’s class and capture the moment with a class “birthday” photo

Students are no longer allowed to bring in food items for birthday celebrations, as many of the items brought to school did not follow the CRPUSD Wellness Policy guidelines. We appreciate your help with this matter!

<p>Student Attendance / Student Conduct Policies and Regulations</p> <p>We encourage our parents and students to familiarize themselves with these important District policies and regulations regarding student attendance and conduct. These will</p>	<p>Políticas y normas acerca de la asistencia/conducta de estudiantes</p> <p><i>Rogamos a los padres y estudiantes que se familiaricen con estas importantes políticas y normas acerca de la asistencia y conducta de estudiantes. Éstas estarán disponibles en el</i></p>
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be posted on our District website at www.crpused.org . For a hard copy, please see your school's office manager.	sitio Web del Distrito en www.crpused.org . Para una copia impresa, hablar con la gerente de oficina de su escuela.	
Absences and Excuses	<i>Ausencias y excusas</i>	BP 5113 / AR 5113
Chronic Absence and Truancy	<i>Ausentismo crónico y habitual</i>	AR 5113.1
Alcohol and Other Drugs	<i>Alcohol y otras drogas</i>	BP 5131.6 / AR 5131.6
Bullying	<i>Intimidación/acoso</i>	BP 5131.2
Conduct	<i>Conducta</i>	BP 5131
Discipline	<i>Disciplina</i>	BP 5144 / AR 5144
Dress		BP 5132/AR 5132
Gangs	<i>Pandillas</i>	BP 5136 / AR 5136
Nondiscrimination / Harassment	<i>No discriminación / hostigamiento</i>	BP 5145.3
Sexual Harassment	<i>Acoso sexual</i>	BP 5145.7 / AR 5147.7
Suspension and Expulsion / Due Process	<i>Suspensión y expulsión / proceso debido de ley</i>	BP 5144.1 / AR5144.1 and AR 5144.2
Use of Technology	<i>Uso de tecnología</i>	BP 6163.4 / AR 6163.4
Weapons and Dangerous Instruments	<i>Armas e instrumentos peligrosos</i>	BP 5131.7 / AR 5131.7
Work Permits	<i>Permiso de trabajo</i>	BP 5113.2 / AR 5113.2