

University Elementary School at La Fiesta



Family Handbook 2025-2026

University Elementary School

8511 Liman Way, Rohnert Park, CA 94928

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Moises Medina, Custodian

Bell Schedule

University Elementary at La Fiesta School									
MONDAY, TUESDAY, THURSDAY, FRIDAY									
Transitional Kindergarten		Kindergarten		1st Grade		2nd- 3rd Grade		4th- 5th Grade	
8:18	First Bell	8:18	First Bell	8:18	First Bell	8:18	First Bell	8:18	First Bell
8:20	Instructional Block	8:20	Instructional Block	8:20	Instructional Block	8:20	Instructional Block	8:20	Instructional Block
9:25	Snack Recess	9:45	Snack Recess	10:00	Snack Recess	10:15	Snack Recess	10:30	Snack Recess
9:45	Instructional Block	10:15	Instructional Block	10:50	Instructional Block	10:45	Instructional Block	10:55	Instructional Block
11:15	Lunch	11:15	Lunch	11:45	Lunch	12:15	Lunch	12:15	Lunch
12:00	Instructional Block	12:00	Instructional Block	12:30	Instructional Block	1:00	Instructional Block	1:00	Instructional Block
2:00	Dismissal	2:00	Dismissal	3:00	Dismissal	3:00	Dismissal	3:00	Dismissal
WEDNESDAY		WEDNESDAY		WEDNESDAY		WEDNESDAY		WEDNESDAY	
8:18	First Bell	8:18	First Bell	8:18	First Bell	8:18	First Bell	8:18	First Bell
8:20	Instructional Block	8:20	Instructional Block	8:20	Instructional Block	8:20	Instructional Block	8:20	Instructional Block
9:25	Snack Recess	9:45	Snack Recess	10:00	Snack Recess	10:15	Snack Recess	10:15	Snack Recess
10:00	Instructional Block	10:25	Instructional Block	10:50	Instructional Block	10:45	Instructional Block	10:45	Instructional Block
11:15	Lunch	11:15	Lunch	11:45	Lunch	11:45	Lunch	11:45	Lunch
12:00	Instructional Block	12:00	Instructional Block	12:30	Instructional Block	12:30	Instructional Block	12:30	Instructional Block
12:35	Dismissal	12:35	Dismissal	12:35	Dismissal	12:35	Dismissal	12:35	Dismissal
TK & Kindergarten Minimum Days: 8/13/25-8/15/25 (12:35 dismissal)									
Minimum Day for TK-5 Grade Students—June 3, 2026 (12:35 dismissal)									
Conference Week Nov. 3-7, 2025 (12:35 dismissal)									

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, teachers, staff, 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
- On-going collaboration between teachers and SSU faculty

ACADEMIC PROGRAM

PROJECT-BASED LEARNING

The work done at UELF is done through Project Based/Problem Solving; our driving question is, **“How does UELF use project based learning to develop the Maker Mindset and target core content standards in reading, writing, and mathematics?”** Students are pulled and woven through the curriculum by a meaningful question to explore an engaging real-world problem to solve, or a challenge to design or create something. 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 that are aligned to state standards and invoke student interest. There are multiple segments each day where students engage in integrated learning with math, science or social studies with reading and writing integrated in the learning. 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. Project Based Learning Inquiries 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 the reading of authentic, content rich texts. UELF uses Guided Language Acquisition by Design (GLAD) literacy strategies, Daily 5 Small Group routines and the curriculum, *Benchmarks* and *Orton-Gilliam*.

MATHEMATICS

Mathematics at University Elementary School is taught and practiced using real life problem solving, math talks, math games and hands-on tools, called manipulatives. Through a combination of hands-on activities/chants in whole class, small groups, and independent activities, *our mathematics instruction* encourages students to understand why math is important and our classrooms provide ample opportunities for students to express their mathematics process to reach their answers, so that they internalize learning. As a result, students find it easier to remember basic skills, to apply what they know in order to solve problems, and to think mathematically. UELF uses the math curriculum, *Eureka Math*, *Marcy Cook*, *Problem of the Month*, *YouCubed* and *math discourse protocols using the TRU Framework*.

EXPEDITIONS – “BEING THERE” Experiences - Field Trips!

Expeditions or “Being There” experiences are out of the classroom activities and on site experiences like assemblies and guest speakers 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. Field Trips are funded by family donations of \$50, Title 1 Funds and Scholarships.

GARDEN PROGRAM

Our school garden program is fully integrated into core content areas, connecting science, reading, writing, history, math, and the arts through hands-on learning. In partnership with a Master Gardener, every class participates in weekly garden lessons that bring academic concepts to life. Families are invited to join seasonal Garden Work Days, building community while caring for our shared space. The program is supported entirely through donations, making it a collaborative effort that grows both plants and learning. The Garden Donation request is \$50 and the Garden Committee meets once a month on Mondays at 5:30pm via GoogleMeet.

SOCIAL EMOTIONAL LEARNING

UELF focuses on work with the whole child which addresses self-regulation, social skills, and a growth mindset in learning. The team uses multiple resources to support this work and all work is centered around student needs and interests. The tools we use are *Toolbox Tools*, *Zones of Regulation*, *Community Circles* and *Everyday Speech*.

Everyday Speech, provides 40 weeks of pre-planned lessons organized into five themed units aligned with the CASEL competencies. Each lesson runs about 30 minutes and includes 3–5 components, such as videos, games, or interactive activities. These can be taught one component per day for repeated practice or all at once. The consistent structure and shared themes support common language across classrooms, helping students engage more deeply and apply social-emotional skills in a unified, school-wide context.



HOMWORK & 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 students 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 48 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 and available through the online portal, PowerSchools. Between report cards, you may receive a progress report from teachers.

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. Students arriving between 8:10 and 8:18 are expected to participate in the Morning Walk.

SCHOOL/HOME COMMUNICATION

University Elementary seeks to provide regular and consistent communication between home and school. Our main form of communication is through our district communication tool, Parent Square. The District and the UELF primarily use this for e-mail and texts. However, we also utilize the following methods of communication: robo calls, calendar of events on the school website, 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.

LEAVING THE SCHOOL BEFORE THE END OF THE DAY

Students must be signed out at the office to leave the school at any time during the school day. Students may be checked out from school by persons noted on PowerSchools or communicated to the school. Persons checking out a student must go to the office, sign-out the student, wait at the office and the Office Staff will communicate with the classroom. 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. One tip is to notify your teacher the day before the pick-up so the student can have their items ready and with them so that it's a quick pick-up.

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.

*Lunches must be dropped off at school before school begins. Please no DoorDash/Uber Eats/lunch delivery. We cannot be responsible for ensuring your child gets this from the Delivery Service.

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.

*Treasured items, like toys, need to stay home.

EXPANDED LEARNING

CRPUSD's Expanded Learning Program offers engaging, hands-on learning opportunities beyond the traditional school day. Our goal is to keep students safe, inspired, and challenged through a wide variety of academic, creative, and physical activities.

BEFORE AND AFTER-SCHOOL PROGRAMS

On-site YMCA programs offer a safe, supervised environment with a variety of educational, enrichment, and recreational activities, including homework help, sports, cooking, games, and arts & crafts.

Registration

Registration for all programs is managed by the Expanded Learning Department and is open to all currently enrolled TK-8 students. Space is limited, with priority given to families who meet one or more of the following criteria:

- Eligible for free/reduced meals (via Education Benefit Form, TANF, Medi-Cal, or SNAP)
- Experiencing homelessness
- Foster youth
- English Learners

Thanks to the Expanded Learning Opportunities grant, **ELO-P qualified families** can access these programs at no cost. Eligible students will receive free access to YMCA and enrichment programs. **Completion of the Education Benefit Form and McKinney-Vento forms** in PowerSchool are required.

Non-qualified families will be subject to YMCA's standard rates, which can be found on their website. Financial assistance is available through YMCA, if needed.

Enrichment Classes

In addition to YMCA programs, seasonal enrichment classes are offered during fall, winter, and spring. Options may include music, visual arts, sports, games, martial arts, science, technology, engineering, math, robotics, and chess.

Many of your questions can be answered on the [CRPUSD website](https://www.crpused.org) or by contacting Expanded_learning@crpusd.org or 707-792-4775.

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.).

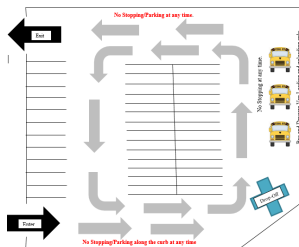
BICYCLES and OTHER ALTERNATIVE TRANSPORTATION

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. 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 expected to walk laps around the outside perimeter of the blacktop.



Morning Drop Off



Respectful	Responsible	Safe
<ul style="list-style-type: none"> Use the Drop Off Map  Remember that every car is dropping off a student  Assume positive intent from the other drivers  Use Garbage Can Tool  	<ul style="list-style-type: none"> Park in parking spots only  Curbside is for drop off and students walk themselves to school  Drive cautiously  Students walk on the sidewalk, drivers stay in the car 	<ul style="list-style-type: none"> Drive slowly  Stop for ALL students! Drive how you seek others to drive around your child Use the Breathing Tool 










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.



Afternoon Pick-Up



Respectful	Responsible	Safe
<ul style="list-style-type: none"> Use the Pick Up Map  Remember that every car is picking up a student  Assume positive intent from the other drivers  Use Garbage Can Tool  	<ul style="list-style-type: none"> Park in parking spots only  Curbside is for pick-up  Drive to furthest point and students walk themselves to you Drive cautiously  Students walk on the sidewalk, drivers stay in the car 	<ul style="list-style-type: none"> Drive slowly  Stop for ALL students! Use the crosswalk Drive how you seek others to drive around your child Use the Breathing Tool 

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 alicia_lara@crpusd.org and the Office Assistant diana_zabaneh@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: When trips or long absences are unavoidable, students who are going to be out of school for three or more days for a 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. Students miss valuable instruction, discussion, and activities when they are out of school..

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 for students to possess. 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 increases 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, respectful, safe and kind students. We have adopted these pillars to employ school-wide as the foundation for positive, valued relationships among members of our school community. Students are taught the behavior expectations for every area of our school through these three pillars. Their students created videos that assist students with learning these expectations, plus the school community addresses these expectations during All School Assemblies. The following guidelines govern our actions and interactions at University Elementary:

Pillars

Be Respectful

Be Responsible

Be Safe

Be Kind

Students are recognized for demonstrating these behavior expectations with Wolfbucks, House Points, Table Points, Class Points and the infamous, Positive Paw. The bimonthly assemblies recognize these celebrations plus the community identifies where the community needs to focus and do better. The

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 are opportunities for teaching and learning. We work with students to recover from mistakes, as mistakes are a vital part of learning. 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.

Behavior Matrix	EXPECTATIONS		
	RESPECTFUL	RESPONSIBLE	SAFE
AREA/SETTING Morning Walk Voice Level 0-3 Tools: -Personal space	<ul style="list-style-type: none"> Listen and follow directions Greet others using kind words Allow others to walk with you and your friends 	<ul style="list-style-type: none"> Walk straight to the blacktop upon arrival Stay on the blacktop Line up when the bell rings Bring all personal belongings to class 	<ul style="list-style-type: none"> Use walking feet Walk in the correct direction Keep bodies and objects to self
Play Structure Voice Level 0-3 Tools: -Listening Tool -Personal space	<ul style="list-style-type: none"> Listen and follow directions Invite others to play Use kind language Games are open to all Take turns on equipment 	<ul style="list-style-type: none"> Clean up after yourself Keep sports equipment on the ground Take personal belongings with you when done playing Follow rules of the game 	<ul style="list-style-type: none"> Walk at all times on the play structure and ground Keep hands, feet and objects to self Feet first and one at a time on the slides Wait your turn Go in the right direction on bars, ladders and slides
Black Top & Field Voice Level 0-3 Tools: -Listening	<ul style="list-style-type: none"> Listen and follow directions Invite others to play Share equipment and take turns Use kind words 	<ul style="list-style-type: none"> Follow rules for games and equipment Put equipment back after use Keep our outdoor spaces clean 	<ul style="list-style-type: none"> Keep hands and feet to self Stay within the boundaries Carry equipment items back when the whistle blows Leave nature where

-Garbage can			you found it
<p>Kinder Yard</p> <p>Voice Level 0-3</p> <p>Tools:</p> <p>-Listening</p> <p>-Garbage can</p> <p>-Personal space</p>	<ul style="list-style-type: none"> • Listen and follow directions • Invite others to play • Take turns and share equipment 	<ul style="list-style-type: none"> • Put equipment back after use • Use equipment in the correct area • Clean up after yourself 	<ul style="list-style-type: none"> • Walk at all times on the play structure and ground • Keep hands, feet and objects to self • Feet first and one at a time on the slides • Go in the right direction on bars, ladders and slides. • Only climb on the inside of the structure.
<p>Backyard (behind B & C wing)</p> <p>Voice Level 0-2</p>	<ul style="list-style-type: none"> • Stay within your own classroom "yard" boundaries. • Use materials designated for your classroom. • Let others learn. 	<ul style="list-style-type: none"> • Focus on yourself • Clean up after yourself and put things back where you found them. • Repair the space before leaving • Only use garden materials during garden class 	<ul style="list-style-type: none"> • Rocks and sticks stay on the ground • Walking feet • Stay where teacher expects you to be
<p>Gaga Pit</p> <p>Voice Level 0-3</p>	<ul style="list-style-type: none"> • Follow posted rules of gaga ball • Wait your turn • Use respectful language/tone towards others • Settle arguments with rock, paper, scissors 	<ul style="list-style-type: none"> • Use good sportsmanship and be honest • Only designated gaga balls go in the pit 	<ul style="list-style-type: none"> • Keep body to yourself • Get out of the pit when you are out of the game
<p>Class Line-up</p> <p>Voice Level 0-1</p> <p>Tools:</p> <p>-Patience Tool</p> <p>-Listening Tool</p>	<ul style="list-style-type: none"> • Stay in line until teacher arrives and provides directions 	<ul style="list-style-type: none"> • Walk to line area when the whistle blows or bell rings • Stay in line until you get to your destination 	<ul style="list-style-type: none"> • Keep body to yourself • Eyes forward • Walking feet
<p>Library</p> <p>Voice Level: 0-1</p> <p>Tools:</p> <p>-Patience Tool</p> <p>-Listening Tool</p>	<ul style="list-style-type: none"> • Look at one book at a time • Take turns • Put books back where they belong or on library cart • Return furniture to 	<ul style="list-style-type: none"> • Be gentle when turning pages • Use a shelf marker • Bring book(s) back on time • Allow others to read by limiting 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Walk at all times • Give personal space

	where it was and push in chairs	distractions	
Assembly Voice Level: 0 Tools: -Listening Tool -Please and Thank You -Personal Space Tool	<ul style="list-style-type: none"> • Use audience manners • Sit in personal bubble and face body towards speaker 	<ul style="list-style-type: none"> • Participate as prompted • Use whole body and active listening (eyes watching, ears listening, voices off) • Celebrate others 	<ul style="list-style-type: none"> • Walking feet • Look to your teacher and wait for signal before leaving
Snack/Lunch Voice Level: 0-3 Tools: -Please and Thank You Tool	<ul style="list-style-type: none"> • Listen and follow directions • Include others and share table space • Use kind language 	<ul style="list-style-type: none"> • Clean up after yourself • Eat your food • Put trash/recycling/compost into correct bins • If you see trash, pick it up 	<ul style="list-style-type: none"> • Sit when eating and drinking • Walking feet • Eat your own food (no sharing) • Stay seated until dismissed
Classroom Voice level: 0-3 Tools: -Listening Tool -Please and Thank You Tool -Personal space	<ul style="list-style-type: none"> • Use language for learning • Listen and follow directions • Use kind words and actions • Use materials and tools as expected • Let others learn 	<ul style="list-style-type: none"> • Participate in learning activities • Follow classroom rules and model them for others • Clean up materials after use • Help keep learning spaces tidy 	<ul style="list-style-type: none"> • Walking Feet • Practice good hygiene: Cover your cough, use Kleenex, Wash hands • Keep hands on own materials and supplies. • Keep hands and feet to self • Use furniture appropriately
Bathrooms Voice level: 0-2 Tools: -Personal Space	<ul style="list-style-type: none"> • Knock on the stall door • Wait for your turn • Give people privacy 	<ul style="list-style-type: none"> • Flush the toilet/urinal • Wash hands with soap and dry with a towel • Throw away garbage • Leave when done • Return to classroom right away • Leave it cleaner than how you found it 	<ul style="list-style-type: none"> • Report safety issues to an adult • Keep floors dry • Walking feet • Keep water in the sink • Put towels in trash can

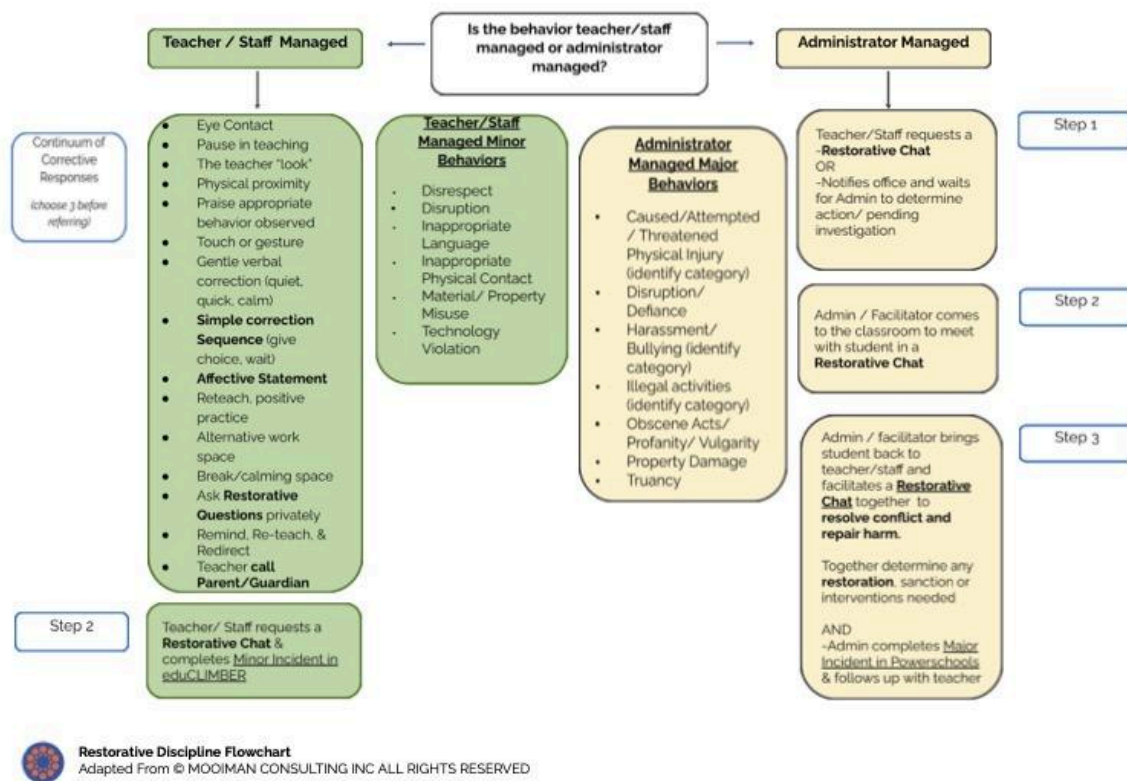
<p>Walkways and Common Areas</p> <p>Voice level: 0-1</p> <p>Tools: -Personal space tool</p>	<ul style="list-style-type: none"> • Use "I message," kind words and actions • Follow directions 	<ul style="list-style-type: none"> • Model school rules for others by following them • Take care of all personal belongings and school equipment • Use your own water bottle or drinking fountain when thirsty 	<ul style="list-style-type: none"> • Walk facing forward • Keep hands, feet and objects to self • Ask adults for help when needed • Use all equipment and materials in the correct manner
<p>Office</p> <p>Voice level: 0-1</p> <p>Tools: -Personal Space tool -Please and Thank you tool -Patience tool</p>	<ul style="list-style-type: none"> • Wait your turn • Focus on yourself • Use kind language 	<ul style="list-style-type: none"> • Walking feet • Stay in the area you are asked to be in • Give others personal space 	<ul style="list-style-type: none"> • Bring a note from an adult • Remember your belongings when you leave
<p>Garden</p> <p>Voice level: 0-2</p> <p>Tools: -Listening -Personal space</p>	<ul style="list-style-type: none"> • Stay on paths and in learning areas. • Share materials and tools • Wait your turn 	<ul style="list-style-type: none"> • Follow directions • Put tools away when done • Clean up learning materials • Leave nature where you found (unless otherwise instructed) 	<ul style="list-style-type: none"> • Use tools properly • Walking feet • Be aware of your surroundings
<p>Music</p> <p>Voice level: 0-2</p> <p>Tools: -Listening -Patience</p>	<ul style="list-style-type: none"> • Follow directions • Use instruments as intended 	<ul style="list-style-type: none"> • Participate as instructed • Put instruments and equipment away correctly and timely 	<ul style="list-style-type: none"> • Keep body to yourself • Use materials as intended
<p>PE</p> <p>Voice level: 0-3</p> <p>Tools: -Listening -Personal space -Garbage can</p>	<ul style="list-style-type: none"> • Follow rules of the game • Use good sportsmanship, encouraging language, conflict resolution etc. 	<ul style="list-style-type: none"> • Stay with your class • Include others in games • 	<ul style="list-style-type: none"> • Keep body to yourself • Use materials as intended

<p>Sensory Room</p> <p>Voice level: 0-2</p> <p>Tools:</p> <ul style="list-style-type: none"> -Personal space -Garbage can 	<ul style="list-style-type: none"> • Take turns and share equipment • Give others personal space • Pay attention to your own needs • Follow directions 	<ul style="list-style-type: none"> • Take off shoes before using equipment • Set a timer • Put equipment away when finished • Leave when time is up (first time listening) 	<ul style="list-style-type: none"> • Use equipment as intended • 1 person at a time on equipment • Keep body and objects to self
<p>Field Trips</p> <p>Voice level: 0-2</p> <p>Tools:</p> <ul style="list-style-type: none"> -Personal space -Patience 	<ul style="list-style-type: none"> • Use active listening • Keep body to self • Let others learn 	<ul style="list-style-type: none"> • Keep track of your things • Participate in activities • Clean up after yourself • Leave nature where you found it 	<ul style="list-style-type: none"> • Stay with your group • Listen to safety instructions • Stay seated on the bus
<p>Family Events</p> <p>Voice level: 0-2</p> <p>Tools:</p> <ul style="list-style-type: none"> -Personal space -Listening 	<ul style="list-style-type: none"> • Follow expectations for the location/space • Be aware of surroundings and participants • Use kind language 	<ul style="list-style-type: none"> • Park bikes and scooters in bike rack • Teach your family the school expectations 	<ul style="list-style-type: none"> • Stay where your family can see you • Keep body to yourself • Use walking feet
<p>Indoor Recess</p> <p>Voice level: 0-2</p> <p>Tools:</p> <ul style="list-style-type: none"> -Personal space -Listening 	<ul style="list-style-type: none"> • Listen to staff • Share materials • Include others in activities 	<ul style="list-style-type: none"> • Only use items/activities that are allowed • Clean up after yourself 	<ul style="list-style-type: none"> • Walking feet • Keep body to yourself • Ask permission before leaving the room
<p>Parking Lot (drop off and pick up)</p> <p>Voice level: 0-3</p> <p>Tools:</p> <ul style="list-style-type: none"> -Patience -Listening 	<ul style="list-style-type: none"> • Listen and follow adult directions at all times • Greet others using kind words 	<ul style="list-style-type: none"> • Go to designated location for dismissal (walking home or parent picking up) • Keep personal belongings with you 	<ul style="list-style-type: none"> • Use sidewalks and crosswalks • Stay in wait zones • Walk at all times

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.

CRPUSD RESTORATIVE DISCIPLINE FLOWCHART



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

Smartphones, other mobile communication devices, and electronics:

In the ever-changing world of technology, we understand that your student may want to bring a device to school. Students are strongly discouraged from bringing valuable electronics to school due to the risk of loss, damage, or theft. Schools are not responsible for damaged, lost or stolen items.

To minimize disruptions to learning, **cell phone use is not permitted during the school day**. If a device is brought to school, the device must be turned off and put away before school, during regular school hours, including recess, lunch, between classes, and all school functions. All electronic games must be left at home. Student use of devices is allowed only after 3:00 pm when school is over for the day. Please call the office if you need to get in touch with your student during school hours.

If a student is using a device it will be confiscated and must be picked up in the office at the end of the school day. No recording devices are permitted unless prior administrative approval is given. Due to confidentiality issues, no recorded image of any CRPUSD campuses, teachers, or students will be posted electronically to social media or the internet without administrative approval.

DRESS CODE FOR LEARNING SUCCESS

University Elementary at La Fiesta is an educational institution. A neat, clean appearance supports appropriate behavior and academic success. We expect students to dress so they are comfortable for being active and engaged learners.. Any clothing that interferes with the business of teaching or learning is unacceptable.

- 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 or drug or gang-related are inappropriate and 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 needs to allow students to be active; wear clothes that cover the body so students can run, jump, and climb the play structure and PE.
- Undergarments (briefs, bra straps, etc.) should be covered by clothing.
- Shoes must be worn at all times. Shoes are best that cover the toes and allow students to run and jump.
- Clothing needs to be addressed so that the student can be identified in an emergency situation and accessible to engage in learning.

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.

UELF Dress Code Reminder

At UELF we maintain an atmosphere to support academic excellence. We want to ensure that students can safely participate in all activities at school.

- Shoes must have backs/back straps (CROCS are okay.)
- No wallets or belt chains
- All shirts should cover midriff
- All shirts (and dresses) need to have at least a two-finger strap
- No make-up
- Only shirts with appropriate words and pictures

- Shorts, skirts, and dresses should be play appropriate

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.

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.

Family & COMMUNITY INVOLVEMENT

At University Elementary, we view parents and families as partners in our educational programs. Research shows that when families 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. Families are also welcomed to participate on field trips, as guest

speakers, and to provide enrichment for students during the school day. We also encourage you to attend the following scheduled parent events.

All volunteers must register and complete the registration to be a CRPUSD volunteer. This process includes getting fingerprinted, showing evidence of TB test. The process is completed through our district office. Every volunteer must sign-in at the office when coming onto campus to volunteer, this includes field trips, class parties and showcases.

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 the third Thursday at 6:30pm on GoogleMeet.

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 Tuesdays at 4 PM in the staff room or GoogleMeet.

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC) - Café y Charlar

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 held during the school year on Tuesdays at 8:30am in the staff room or GoogleMeet.

SCHOOL WEBSITE

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

VISITORS ON CAMPUS

To ensure 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. There are times when there are exceptions to this.

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. Please get registered through our CRPUSD volunteer protocol.

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.

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. Students who bring their lunch from home should have their name on their bag or lunch box. 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. FOOD DELIVERY programs, like UBER Eats or DoorDash, are not allowed for food delivery.

SNACKS

Our breakfasts consist of primarily whole grain products. Breakfast also includes a choice of fruit, 1 percent low-fat or non-fat white milk.

FOOD FROM HOME

We ask that families provide a nutritious snack/lunch every day for students that bring a snack/lunch from home. We encourage you to provide snacks/lunch students can open on their own, can be eaten in 10 minutes/snack - 30 minutes/lunch, 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. **Candy, cookies, soda, and other "junk food" items are not recommended for students to eat at school.** 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

RECYCLING AND COMPOSTING FOR SNACK AND RECESS

Every day students will use the bins to recycle, compost and dispose of their waste. There are bins for all items, including liquid waste.



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 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 not 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!

BOARD POLICY HIGHLIGHTS

Student Attendance / Student Conduct Policies and Regulations	<i>Políticas y normas acerca de la asistencia/conducta de estudiantes</i>	
<p>We encourage our parents and students to familiarize themselves with these important District policies and regulations regarding student attendance and conduct. These will be posted on our District website at www.crpUSD.org. For a hard copy, please see your school's office manager.</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 sitio Web del Distrito en www.crpUSD.org. Para una copia impresa, hablar con la gerente de oficina de su escuela.</i></p>	
<p>Absences and Excuses</p>	<p><i>Ausencias y excusas</i></p>	<p>BP 5113 / AR 5113</p>

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	<i>Ropa</i>	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