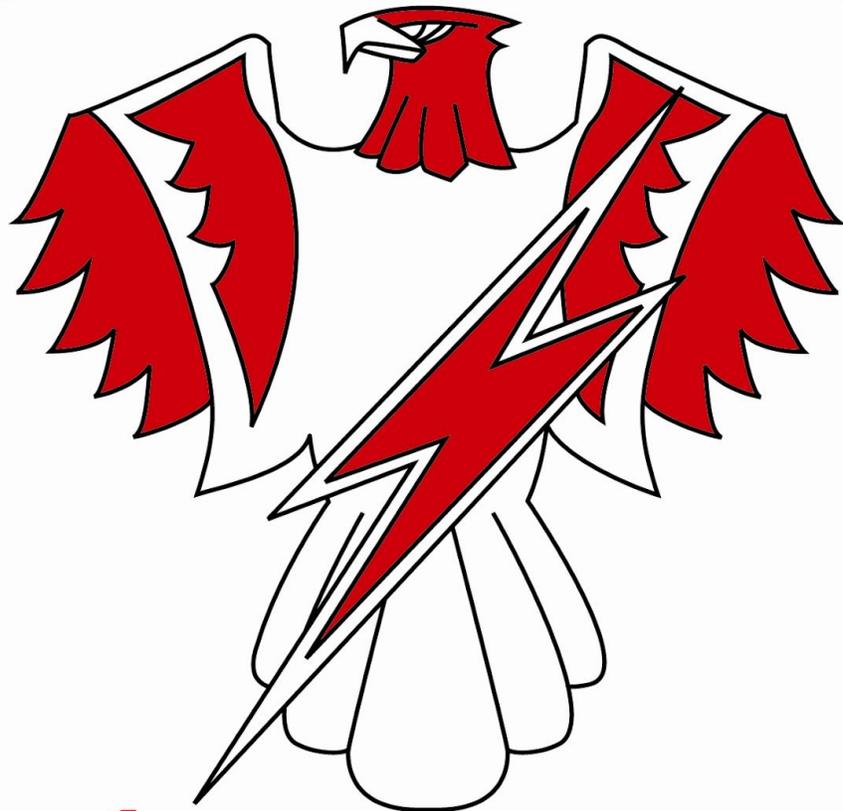


# **Sierra Avenue**



# **Elementary**

**FAMILY HANDBOOK**

2019-2020 SCHOOL YEAR

1050 SIERRA AVENUE OROVILLE, CA 95965

(530) 538-2920

**Sierra Avenue Elementary School  
1050 Sierra Avenue Oroville, CA 95965  
(530) 538-2920**

August 14, 2019

Dear Sierra Avenue Families,

Welcome to Sierra Avenue Elementary School, home of the Thunderbirds. The Family Handbook is designed to provide helpful information about our school and to improve communication between home and school. Information regarding school programs, staffing, and upcoming events may change during the school year, so I recommend that you also read the [Sierra Avenue News](#), which is sent home monthly. You can also access our school website at [www.thermalito.org](http://www.thermalito.org).

Sierra Avenue Elementary's mission is to develop competent, responsible and self-directed students who positively impact their community. We want our students to attain the skills, mindset, and character to succeed in their studies, welcome challenges, and create opportunities. Student learning is maximized within a safe, caring, and orderly school environment. The Sierra Avenue staff is committed to creating and maintaining a bully-free, respectful environment. When student discipline concerns arise, we are committed to working alongside parents in helping our students make more positive and peaceful choices.

Parent involvement is always encouraged at Sierra Avenue. We ask parents to share their time and talents throughout the school year to enhance our educational environment for the benefit of all students. A parent volunteer form will be sent home with your child at the beginning of the school year. Please take some time to review the different activities/interests and decide how you can make a lasting difference for your child's school.

If you have any questions, concerns, or suggestions, please feel free to come by at any time. You also contact me via email at [lshaw@thermalito.org](mailto:lshaw@thermalito.org). Here's to a great school year!

Sincerely,

Lisa Shaw  
Principal

## Table of Contents

<b>DIRECTORY</b>	<b>4</b>
<b>AFTER-SCHOOL PROGRAM</b>	<b>5</b>
<b>ARRIVAL/DISMISSAL TIMES</b>	<b>5</b>
<b>ATTENDANCE</b>	<b>5</b>
<b>AWARDS and HONORS</b>	<b>6</b>
<b>BEVERAGES/SNACKS</b>	<b>6</b>
<b>BICYCLES/SKATEBOARDS</b>	<b>6</b>
<b>BREAKFAST and LUNCH PROGRAMS</b>	<b>6</b>
<b>CELL PHONES</b>	<b>6</b>
<b>DISCIPLINE PLAN</b>	<b>7</b>
<b>BULLYING/SCHOOL SAFETY</b>	<b>10</b>
<b>DRESS CODE</b>	<b>11</b>
<b>EMERGENCIES</b>	<b>11</b>
<b>STUDENT RESOURCE OFFICER/CANINE DETECTION</b>	<b>12</b>
<b>FIELD TRIPS</b>	<b>12</b>
<b>HEALTH OFFICE</b>	<b>12</b>
<b>MENTAL HEALTH SERVICES ACT</b>	<b>12</b>
<b>INAPPROPRIATE ITEMS</b>	<b>13</b>
<b>LOST AND FOUND</b>	<b>13</b>
<b>MAKE-UP HOMEWORK</b>	<b>13</b>
<b>MINIMUM DAY SCHEDULE</b>	<b>13</b>
<b>OFFICE HOURS</b>	<b>14</b>
<b>PARENT INVOLVEMENT</b>	<b>14</b>
<b>PHONE MESSAGES</b>	<b>14</b>
<b>PICKING UP STUDENTS FROM SCHOOL</b>	<b>15</b>
<b>REPORTING PUPIL PROGRESS/PARENT CONFERENCES</b>	<b>15</b>
<b>TELEPHONE</b>	<b>15</b>
<b>TEXTBOOKS/LIBRARY BOOKS</b>	<b>15</b>
<b>VISITORS</b>	<b>15</b>
<b>WRITTEN PERMISSION</b>	<b>15</b>
<b>STUDENT DISCIPLINE MATRIX</b>	<b>16</b>

## SCHOOL HOURS

Office Hours	7:00-4:00
Regular Day Hours	
<b>K-2<sup>nd</sup> Grade</b>	8:15 a.m. - 2:41 p.m.
<b>3<sup>rd</sup>-5<sup>th</sup> Grade</b>	8:11 a.m. - 2:41 p.m.
Minimum Day Hours	
<b>K-2<sup>nd</sup> Grade</b>	8:15 a.m. - 1:25 p.m.
<b>3<sup>rd</sup>-5<sup>th</sup> Grade</b>	8:11 a.m. - 1:25 p.m.
<b>Students Allowed on Campus</b>	<b>7:45 a.m.</b>
Breakfast Served in Classroom	8:15 a.m. - 8:30 p.m.
Students Need to Be <u>Off</u> -Campus by	3:00 p.m.

## DIRECTORY

School Phone Number: 538-2920      Student Absence Reporting Line: 538-2920 ext.200

Staff	Position	Location	Ext.
Lisa Shaw	Principal	Office	202
Lori Stapleton	Administrative Secretary	Office	200
Angela Potts	School Secretary	Office	201
Elise Hodel	Health Office	Office	203
Victoria Caporale	Nurse	Office	126
Lisa Price	TK/Kindergarten Teacher	Room 1	101
Katie Holzwarth	Kindergarten Teacher	Room 2	102
Jazmine Kelly	Kindergarten Teacher	Room 21	121
Lisa Kittle	Grade 1 Teacher	Room 19	119
Brooke Sears-McAvoy	Grade 1 Teacher	Room 23	123
Jamie Ledesma	Grade 1 Teacher	Room 25	125
TJ Hildebrand	Grade 2 Teacher	Room 6	106
Bill Campbell	Grade 2 Teacher	Room 7	107
Nou Thao	Grade 2 Teacher	Room 20	120
Ken Janke	Grade 3 Teacher	Room 10	110
Andrew Reid	Grade 3 Teacher	Room 11	111
Kathryn Eagle	Grade 3 Teacher	Room 22	122
Danielle Hildebrand	Grade 4 Teacher	Room 8	108
Margie Jessen	Grade 4 Teacher	Room 9	109
Lena Hill/ Emily Green	Grade 4 Teachers	Room 13	113
Yvonne Holland	Grade 5 Teacher	Room 12	112
Kristen Drake	Grade 5 Teacher	Room 14	114
Cindi Johnen	Grade 5 Teacher	Room 15	115
Aleece Feldhaus	Resource Specialist Teacher	Room 5	105
Terry Hennessey	Special Education Teacher	Room 5	105
Renee Hamilton	Intervention Teacher	Room 16	116
Susan Russell	Intervention Teacher	Room 16	116
Heather Willis	Counselor	Room 124	124
Wendi Ballard	Student Advocate	Stage Office	209
Holly Gatti	Speech Therapist	Stage Office	210
Emily Jones	After School Program	Room 16	116

## **AFTER-SCHOOL PROGRAM**

The Butte County Office of Education coordinates a daily K-5 after-school program at Sierra Avenue Elementary. Students enrolled in the program receive homework assistance and participate in a variety of enrichment activities. Enrollment applications are available in the school office. If you have specific questions regarding the after-school program, please call 538-2920 x116.

## **ARRIVAL/DISMISSAL TIMES**

Students should not arrive on campus until 7:45. For parents who have to drop off their child at school due to employment, we do offer student supervision in the cafeteria from 7:15-7:45. If it is raining, students will wait in the cafeteria until 8:05 and then be released to walk to their classrooms. Students who do not ride the bus home, or are not enrolled in the after school program, are asked to go directly home at dismissal. Regular day dismissal time is 2:41 and 1:25 for minimum days. **Please pick up your child promptly. The school does not offer after-school supervision.**

In order to maximize instructional time and maintain an orderly school environment, **no student may be checked out of the school office between 2:00 and 2:45 unless it is an emergency or extremely urgent.** Also, please wait for your student in the front lawn area instead of outside the classroom door in order to minimize distractions to our students' learning.

## **ATTENDANCE**

To succeed at Sierra Avenue Elementary School, students must be present. **“At School, On Time, Ready to Learn,”** our school motto, stresses the importance of your child coming to school on time, each and every day. Students who miss a lot of school do not perform as well as those who attend every day. Therefore, students are to come to school unless they are sick that they cannot function. When your child is absent from school for **any reason**, it is your responsibility to call the school and clear the absence. We have a voice mail system to receive calls before or after school hours. You will receive an automated call in the morning on the day of your child's absence. This serves as a reminder to contact the school office.

**All absences—excused and unexcused—are still considered absences.** Any day your child does not attend school is considered an absence. Student illness, a death in the family, and religious holidays are all considered excused absences.

**Schedule appointments after school hours.** Families are asked to schedule doctor or dentist appointments outside of school time or after lunch if after school appointments are not available. If a student has an appointment during the school day, s/he needs to attend school before the appointment and return to school after the appointment.

**Unexcused absence:** Examples of unexcused absences include but are not limited to: missing the bus, getting up late, family concerns, car trouble, out-of-town trips, etc.

**Tardy:** Student arrives to school up to thirty minutes late.

**Truant Tardy:** Student arrives to school thirty or more minutes late.

When a student accrues three unexcused absences and/or truant tardies, the parent will receive an **Initial Notification of Truancy Letter**, which describes the parent's responsibilities in ensuring his/her child attends school regularly. If the truancy pattern continues, the parent will receive additional notification and will need to meet with the school principal or District School Attendance Review Board Coordinator to design and sign a school attendance contract.

If a student violates the school attendance contract, both the student and the parent will be referred to the school district's SARB to enlist the assistance of Oroville area agencies to assist the family in remedying the student's truancy.

### **AWARDS and HONORS**

- ✓ **Thunderbird Award** Two times per month, students receive the Thunderbird Award for showing great effort and making positive choices during the week. Students receive a Super Student Dog Tag and a certificate.
- ✓ **Kid of Character Award** At our monthly Kids of Character assembly, students are recognized for consistently showing exemplary behavior at school.
- ✓ **Perfect Trimester Attendance** No absences, tardies, or early dismissals for the entire trimester. Recognition includes a pencil and public recognition.
- ✓ **Great Trimester Attendance** No more than one absence and no more than two unexcused tardies. Students will receive an attendance pencil and public recognition.
- ✓ **Year-Long Perfect Attendance** for the entire school year. No absences or unexcused tardies all year. Students will receive a medallion, pencil and a restaurant coupon.
- ✓ **Year-Long Great Attendance** No more than three absences and three tardies. Students will receive a pencil and a restaurant coupon.

### **BEVERAGES/SNACKS**

In accordance with state nutritional guidelines, we request that students do not bring energy drinks, coffee drinks, or soda to school. In addition, we ask that parents send students to school with healthy snack choices like granola bars, crackers, and string cheese. Please refrain from providing unhealthy snacks like ramen noodles, chips, or candy. During most snack recesses, students are provided with healthy fruit and vegetable snack options.

### **BICYCLES/SKATEBOARDS**

Students who ride their bicycles to school must wear a helmet and follow all traffic laws and safety rules. Bicycle riders must walk their bikes from the street to the bike cage. All bikes should be locked to ensure safety of student property.

Skateboards, scooters, roller skates and shoes with wheels are not allowed on campus at any time.

### **BREAKFAST and LUNCH PROGRAMS**

All Thermalito Union School District schools offer a nutritious breakfast and lunch program for all students. Breakfast, which is served in classrooms from 8:15 to 8:30, and lunch is free for all students. A breakfast/lunch menu is proved to all students at the beginning of the month.

### **CELL PHONES**

Students are allowed to have cell phones on campus but their phones must be "off and out of sight" from when students arrive at school until dismissal. In the event of an emergency or other urgent situation, Sierra Avenue Elementary staff will direct students to contact their parents via their cell phones, if needed.

If a cell phone rings or if a student is using one without permission, Sierra Avenue Elementary staff will follow this protocol: confiscate it, send it to the office, and file a discipline referral. After the first infraction, the student may pick up the cell phone at the end of the school day. On the second infraction: a

parent must pick up the cell phone. On the third infraction, the cell phone must be picked up by a parent and the student loses the privilege of bringing the cell phone to school.

The school will not be responsible for any lost, stolen, damaged, or confiscated phones, or for usage fees resulting from such confiscation.

## **DISCIPLINE PLAN/BULLYING/SCHOOL SAFETY**

We feel that each student and staff member at Sierra Avenue Elementary School is entitled to a safe and respectful learning environment. We believe that all students can behave responsibly, in a manner appropriate for school. Each student is held accountable for any behavior that disrupts or inhibits teaching/learning.

### **School-Wide Expectations**

*Be Safe Be Kind Be Respectful Be Responsible*

The general rules for behavior and safety are as follows:

1. Treat others with respect.
2. Follow the directions/instruction of adults.
3. Use appropriate language.
4. Treat all school and personal property with care.
5. Keep your hands, feet, and objects to yourself.

### **STUDENT CODE OF CONDUCT**

1. **I will solve conflicts nonviolently.** (No pushing, shoving, wrestling, fighting, kicking, hitting, biting, spitting, or rock throwing.)
2. **I will use appropriate and respectful language.** (No name-calling, gossiping, teasing or cursing.)
3. **I will treat all school and personal property with care.** (No stealing or damaging of school/student property.)
4. **I will follow the school dress code.** (Pants must be worn appropriately (no sagging); shorts must be at least fingertip length; sandals must have heel straps; shirts must cover midriff and be free of offensive material.)
5. **I will follow the directions/instructions of adults.** (Arguing or yelling is not allowed.)

**We recognize students for making appropriate choices via:**

1. Specific praise
2. Individual classroom incentives
3. Good Behavior Tickets
4. Good News Notes
5. Weekly "Thunderbird Award" Recognition
6. Monthly "Kids of Character" Recognition

**Should a student choose to break a rule, one or more of the following consequences will be administered based on the severity and frequency of the student's actions:**

1. Warning/reminder of school rule
2. Referral to principal for counseling/plan to make amends
3. Recess restriction

4. Detention during and/or after school
5. School-based community service
6. Parent conference
7. Referral to counseling and/or community agencies
8. Removal from classroom
9. Develop behavior plan
10. In-school suspension
11. Out-of-school suspension
12. Referral to community day school or home studies
13. Expulsion

### **PLAYGROUND RULES**

#### **Red, White, and Blue Playground Equipment:**

1. Rocks/bark must remain on the ground and not in students' hands or pockets.
2. No jumping from the upper platform areas of the play equipment onto the ground.
3. Tag and chasing games need to be played outside of the gravel/bark areas and in the grass areas. No tag on the play equipment.
4. Sliding down the slide must be forward, with feet in front, sitting on bottoms.
5. Sliding must be from the top of the slide to the bottom, with no climbing up or standing on the front of the slide.
6. Students need to move out of the way after sliding down.
7. Only one student at a time crossing over on the hand bars.
8. When using the slider, students must be careful to not kick the students waiting in line. Only one student can be on the slider at any time.
9. No pushing each other while on the hand swings.

#### **Swing Sets**

1. Only one person at a time is allowed on a swing.
2. Always sit in the swing; don't stand or kneel.
3. Stop the swing completely before getting off. No jumping out while swinging.
4. No twisting or spinning on the swings.
5. Stay a safe distance from other children on swings, being careful not to run or walk in front or in back of moving swings.
6. Don't push other children on swings.
7. When waiting for a turn, stand outside of the rock box in front of one of the students swinging and count 25 forward swings.

#### **Tether Balls:**

##### **TETHERBALL GAME VERSIONS**

1. 2-IN AND 2-OUT (BLUE POLES) AND
2. CHAMPIONSHIP (RED POLES)

##### **TETHERBALL RULES**

1. Each player must stay in his or her own half of the court the whole time. Stepping on or crossing the line is a foul.
2. The two players decide who serves. The other gets to decide which side **and** which way they are hitting.
3. The server starts the game by striking the ball with their hand or fist in the direction that was chosen.
4. The server may continue to strike the ball after the first swing, and his or her

opponent tries to hit the ball in the opposite direction, both trying to wind the ball completely around the pole.

5. The player who does this wins the game. The next challenger coming in has their choice of serving **or** choosing the side **and** which direction they are hitting.
6. Students cannot create their own rules.

### **TETHERBALL FOULS**

If a player commits one of the following fouls, he must hand the ball to the other player:

1. Hitting the ball with any part of the body other than the hands or forearms
2. Stopping continuous play by holding, catching, or blocking the ball directly in front of the opponent with his or her hand
3. Touching the pole with any part of your body
4. Hitting the rope with your forearm or hands
5. Stepping into your opponent's court or on the line
6. Double hitting in your court area
7. Throwing the ball

### **Fence/Yellow Lines:**

1. All students must play no closer than approximately 5 feet of the fences in the outer field area. Students must respect the school's neighbors and their property.
2. Yellow lines on the play areas close to buildings indicate "no student zones."

### **Equipment:**

1. With the exception of the basketball courts, 4-square courts and the dodgeball circle, there is no throwing, hitting, or kicking of balls on blacktop areas during recess.
2. Only soccer balls are allowed to be kicked. Basketballs and rubber balls can be damaged if kicked.

### **Team Games:**

1. Contact games are not allowed. (No tackling, wrestling, piling on, riding piggyback or other potentially harmful activities.)
2. Students may not be locked out of student games, though student safety may limit number of participants.
3. Students will be expected to practice good sportsmanship and fair play and follow the normal rules of the game.

### **Other**

1. When playing basketball, students are not to attempt shots outside of their normal shooting range.
2. Students are expected to line up after the bell/whistle.
3. Students need to hold on to equipment while waiting in line.

## **BULLYING**

The Thermalito Union School District and the Sierra Avenue Elementary School community recognize the harmful effects of bullying on student learning and school attendance and desire to provide safe school environments that protect students from physical and emotional harm. All district employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

*Cyberbullying* includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so.

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in a timely manner.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

**DISTRICT DISCIPLINE POLICY**—Please refer to the ***Safe Schools Policy*** attached to the beginning of the year enrollment packet for information on Thermalito Union School District's Zero Tolerance Policy, the Gun Free Schools Act, and the Unsafe Schools Choice Option. If you would like to receive a complete listing of offenses that are grounds for suspension or expulsion (Board Policy and Administrative Regulations 5144.1), please contact the school office.

**SCHOOL DISCIPLINE MATRIX**—Please review the student discipline matrix at the end of this handbook.

## DRESS CODE

The District Governing Board encourages students to dress appropriately for school. When students are neatly attired and take pride in their appearance, there is often less misbehavior and a better learning atmosphere is created. The following guidelines shall apply to all school activities:

1. Clothes should be sufficient to conceal undergarments at all times. Tank top straps should be at least one inch in width and adequately cover undergarment. Tops with spaghetti straps or tops with enlarged armholes are prohibited unless a T-shirt with sleeves is worn underneath.
2. Shorts and skirts must be at least mid-thigh length (fingertip length where the arms fall naturally to the side). This is true even if leggings, tights or sweatpants are worn underneath the shorts and skirts.
3. Pants must not fall below the waist or a belt will be required.
4. Shoes must be worn at all times. Sandals must have heel straps. Flip flops, backless shoes, beach shoes, metal heels, platform shoes, high heels and shoes with wheels are unacceptable.
5. Clothing, jewelry and personal items shall be free of writing, pictures or any insignia which is crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
6. Pajamas are not permitted as school attire except on "Pajama Day".
7. Any hairstyle, clothing, jewelry or makeup that distracts from learning is inappropriate.
8. Make-up is not appropriate for elementary school.
9. In questionable cases, the final decision regarding appropriateness will be made by the principal.

## EMERGENCIES

In an event of an emergency, Sierra Avenue Elementary will use the district-adopted Crisis Response Plan to ensure that our students remain safe during an incident. Parents will be notified of an emergency via the Connect-Ed phone service. If you would like to review the Crisis Response Plan, please come by the school office.

Should an emergency ever arise in our area while school is in session, our school has made preparations to respond orderly and effectively.

The most important step that needs to be implemented in case of an emergency is called a "Lock Down." The school is literally locked-down with children and staff safely secured in their classrooms in the event that an intruder, rabid animal, a natural disaster or other critical incident affects the school. Students will be secured in their classrooms until the situation is cleared, even if it is past dismissal time. A *Connect-Ed* automated phone message will be delivered to you indicating that we are on a lock-down. As soon as the situation is clear and the school is deemed safe, students will be reunited with their families. **Only parents, guardians, or another authorized adult will be able to check a student out from school. It is important that your student's emergency card remains updated throughout the school year.**

The procedure for reunification will be as follows:

1. Parents/guardians or other authorized adult will come to a designated reunification area, which could be the school cafeteria, a local school, church, or business. **Students will not be checked out from their classrooms.**
2. Parents/guardians will be asked to form a line.
3. Parents/guardians will sign student out on the student check-out log.
4. **A photo ID will be requested and must be shown.**
5. The student will be brought to the parent by a school staff member.

## STUDENT RESOURCE OFFICER/ CANINE DETECTION

Sierra Avenue currently has use of a School Resource Officer (Oroville Police Department) who serves as a resource for the school and the district. In addition, Canine detection is available (see below):

In an effort to enhance our safe learning environment for students, staff, and other stakeholders, Thermalito Union Elementary School District will be using canine detection on its campuses and facilities. The goal of this intervention is to maintain a safe and supportive learning environment for everyone. Trained dogs and their handlers may randomly visit school sites to search for illegal drugs, medication, alcohol, gunpowder, and fireworks. The dogs will primarily sniff playgrounds and fields and may also sniff lockers, classrooms, and other common areas such as bathrooms, gyms, libraries, etc. Students may be asked to leave their belongings before they exit a classroom that will be searched. If the dog finds the odor of contraband, an inspection will take place in the presence of the student and an administrator. All contraband will be turned over to school officials. The principal, or designee, will determine any disciplinary action in accordance with existing school policy.

### FIELD TRIPS

Field trips are a valuable, important, and exciting part of our students' education. The trips provide learning experiences that cannot be offered in the classroom. Throughout the year, your child may receive field trip permission forms from his/her teacher. Please complete the permission forms and return them to school with your child in a timely manner. Board policy states that students are unable to attend a field trip without a valid, signed permission slip. You will receive advance notice of upcoming field trips that your child will be able to attend.

### HEALTH OFFICE

In cases of illness or accident involving a student, every attempt is made to contact parents. **It is important that we have current work phone numbers for parents as well as numbers for other emergency contacts.** A school nurse is available one day a week and will screen health problems and make phone calls to parents when concerns arise. A health aide is available for our students from 10:30am to 1:30pm 5 five days a week. You can reach the health office by calling 538-2920 x 203.

**Medications:** No child may take medication during school hours without an authorization form signed by the doctor and parent. Forms are available in the office. **NO** medications of any kind (i.e. cough drops, etc.) can be kept by the child during the school day.

### **Mental Health Services Act**

Pursuant to Education Code Section 49428 as amended by [AB-2022](#) in September, 2018, schools are required to notify pupils and parents or guardians of pupils no less than twice during the school year on how to initiate access to available pupil mental health services on campus or in the community. At Thermalito Union Elementary School District, any pupil or parent or guardian of a pupil may refer a student for mental health services by contacting the school counselor and/or the District School Psychologist, Katie Todd, at (530) 538-2900. The school counselor and/or district school psychologist can also provide information about other options to access mental health services within the community. To access mental health services within the community, please contact the Butte County Department of Behavioral Health at (530) 538-7705.

## **ITEMS NOT ALLOWED AT SCHOOL**

Students should keep valuables, dangerous materials or illegal articles off the school campus. The following items are not allowed at school:

aerosol cans	lighters	shoes w/retractable wheels
drugs	matches	skates
drug paraphernalia	toy guns	skateboards
electronic games	personal toys	tablets
fidget spinners	pocket knives	toys
fireworks	Pokémon/Yu Gi-Oh	weapons
flammable fluids	Cards	
gum	rollerblades	
	scooters	

## **LOST AND FOUND**

To prevent loss, please print your child's name on all coats, sweaters, binders, lunch boxes, and other personal items that he/she brings to school. Please come by the cafeteria and check the coat rack along the west wall for items waiting to be claimed. All unclaimed clothing will be donated to a local charity during winter and summer breaks.

## **MAKE-UP HOMEWORK**

If your child is out of school due to illness, it is possible to arrange to pick up homework assignments. We ask that you call the school office before 10:00 a.m. if you would like to pick up the assignments after school on that day. If you call after 10:00 a.m., the work may not be available until the following day.

## **MINIMUM DAY SCHEDULE**

Minimum days are scheduled throughout the school year to provide time for school staff to receive professional development, monitor/revise the instructional program, review site policy, and plan for school-wide events. Listed below is the 2019-2020 minimum day schedule:

<b>Month</b>	<b>Dates</b>
August	21, 28
September	4, 11, 18, 25
October	2, 9, 16, 23, 30
November	6, 13, 20
December	4, 11, 20
January	8, 15, 22, 29
February	5, 12, 26
March	4, 11, 18, 25
April	1, 22, 29
May	6, 13, 20, 27
June	4

## **OFFICE HOURS**

The school office is open from 7:00 a.m. – 4:00 p.m. - Monday through Friday. We have a voice mail system that is able to take messages during office hours, and also after hours. You need to call and

**report your child's absence by dialing extension #5 (after dialing 538-2920).** Please identify yourself, your student, his/her teacher, days absent, and the reason for the absence.

## **PARENT INVOLVEMENT**

Active parent involvement is a key ingredient in the recipe for student success. At Sierra Avenue Elementary, we provide various opportunities for meaningful parental participation including but not limited to:

- 1. School Site Council (SSC)** - All schools receiving supplemental federal or state funding are required to form a SSC. The SSC is composed of parents and school personnel. The SSC is responsible for developing, implementing, and evaluating the Single Plan for Student Achievement programs. The council also assists in developing the *Parent Involvement Policy* and the *Parent/School Compact*. Members serve for two years and are elected by their peers. Elections for new members are held annually at the beginning of the school year.
- 2. English Learner Advisory Committee (ELAC)** - All schools enrolling 21 or more English Learners are required to form an ELAC. The ELAC is composed of parents and school personnel. The ELAC provides input and makes recommendations to the principal, staff, and SSC regarding services for English Learners. Members serve for two years. Parents are elected by parents. The ELAC is formed in the fall of odd-numbered years.
- 3. Annual Title I Meeting** - All schools receiving Title I funds are required to hold an annual Title I Meeting in which all parents of participating students are invited. The purpose of the meeting is to explain the Title I program and services and to provide parents with an opportunity to have input in the planning and implementation of the Title I Program. The Title I Annual Meeting is held in the fall.
- 4. Parent/Teacher Organization (PTO)**—We currently have an active group of parents and teachers who meet monthly to plan school-wide events that enhance our school environment. Please consider joining our PTO in the fall.
- 5. Volunteer Opportunities**—At the beginning of the school year, parents receive a **parent volunteer survey** where they can choose how they would like to be involved in their child's education and the greater Sierra Avenue community. Volunteers are needed to assist teachers in the classroom, tutor students, monitor students during field trips, assist and help organize school-wide activities. Dependent upon the level of involvement, prospective volunteers may need tuberculosis and fingerprint clearance. If you have any questions on any of the activities, please contact the school principal.
- 6. School Accountability Report Card (SARC)**- A copy of the Sierra Avenue SARC can be found at the following link <https://bit.ly/2H1y2Av> or a hard copy will be provided upon request at the school office.

## **PHONE MESSAGES**

We know that sometimes situations arise that require a change in how your child will be picked up from school. Please contact the school office as soon as you know of the change. Your message will be forwarded to your child's teacher. **Calls will not be transferred to the classroom.** As much as possible, please make pick-up arrangements before school. This helps minimize classroom disruptions.

## **PICKING UP STUDENTS FROM SCHOOL**

All students leaving school for any reason during the school day and all students arriving late to school must check in/out with the office. There is a sign-out log on the front counter in the office for persons to complete when picking up students during the school day.

Parents picking up their children after school must wait in the front lawn area, not by the classrooms. This results in less disruption for the students and teachers. Please send a note with your child to the teacher informing him/her of your plans to pick up your child, and the teacher will then send the child to the front lawn area at dismissal.

## **REPORTING PUPIL PROGRESS/PARENT CONFERENCES**

Each child receives a report card three times during the school year, which indicates his/her progress in meeting or exceeding grade level content area standards. Early in the school year, Back to School Night is held to give you an opportunity to meet your child's teacher and to acquaint parents with classroom procedures and expectations. Individual parent conferences are scheduled midway through the first trimester. We encourage parents to contact their child's teacher to schedule a conference at any other time.

## **TELEPHONE**

Office phones are only to be used with office staff permission. Families are asked to make after school arrangements ahead of time so that office phones are not tied up at the end of each school day.

## **TEXTBOOKS/LIBRARY BOOKS**

Textbooks and library books are provided, free of charge, on a loan basis. Students are held responsible for their care. If a book is lost or damaged, the students must pay for the replacement of the book.

## **VISITORS**

Parents are encouraged to visit Sierra Avenue and their child's classroom. Visits during the school day should first be arranged with your child's teacher. If you wish to have a conference with your child's teacher, please make an appointment for before or after the school day. **All visitors need to check in at the school office and receive a visitor badge before going to a classroom or any other location on school grounds.** Before entering a classroom, please be sure to turn off your cell phone. Please refrain from interacting with the students so that they are able to pay attention to their teacher at all times.

## **WRITTEN PERMISSION**

For a student to have permission to go home with another student and/or adult, or go home in a mode of transportation that is different from the usual, he/she must bring a written request from home that is signed by a parent or guardian. The note needs to be submitted to the school office before dismissal.

**SIERRA AVENUE ELEMENTARY SCHOOL DISCIPLINE MATRIX**

Ed. Code Violation 48900 (a) to (t)	Grade	Action - Each Offense may include any of the following:			
		1st Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
(a) (1) Caused, Attempted, or Threatened to Cause Physical Injury to Another Person.	K-5	Parent conference to 3 days suspension	1-3 days suspension, parent/student conference	2-3 days suspension, parent/student conference, behavior contract	3-5 days suspension
	<p align="center"><b>EXAMPLES:</b> Verbal altercation; verbally threatening bodily harm; fighting: pushing/shoving (i.e. minor scuffle), no injury or minor injury without medical attention — small scratch or abrasion, etc.</p> <p align="center">1-5 days suspension 5 days suspension, extended suspension, and recommendation to expel 5 days suspension, and recommendation to expel</p>				
(a) (2) Willfully Used Force or Violence Upon the Person of Another Except in Self Defense.	K-5	1-3 days suspension, parent/student conference	3-5 days suspension, parent/student conference, possible police notification and recommendation to expel	5 days suspension, police notification, parent/student conference, and possible recommendation to expel	5 days suspension, extended suspension, police notification, and recommendation to expel
	<p align="center"><b>EXAMPLES:</b> Fight causing cuts/injuries with minor bleeding, bruised or black eye, bloody nose (no broken bones). In cases of “serious injury” consider using an EC 48915 code such as: EC 48915 (a) (1) <i>fighting: serious injury/assault</i>, or EC 48915 (a) (5) <i>assault/battery of staff</i>.</p>				
(b) (1) Possessed or Furnished Any Knife or Dangerous Object.	K-5	1-5 days suspension, parent conference, confiscation, possible police notification and recommendation to expel	5 days suspension, police notification, and possible recommendation to expel	5 days suspension, police notification, and recommendation to expel	
(b) (2) Possessed, Sold or Furnished Any Firearm, or Explosive.	<p align="center">BB gun using plastic pellets, Non-locking knives under 2 1/2 inches; Objects not intended to be used in a harmful manner — unsharpened screwdriver, Leatherman tool, Swiss army knife, butter or steak knife Consider using an EC 48915 code in cases where: 1) the blade is greater than 2 1/2 inches long, 2) the blade locks, 3) the student is in possession of a self-made/handmade explosive or <i>object</i>; EC 48915 (c)(1) <i>possessing</i> dangerous object designed for harm. Possible EC 48915 codes to consider include: EC 48915 (a)(2) <i>possession of knife/dangerous, selling, furnishing a firearm</i>; EC 48915 (c)(2) <i>brandishing a knife</i>; or EC 48915 (c)(5) <i>possession of an explosive</i></p>				
(c) Possessed, Used, Furnished, or Been Under The Influence of Any Controlled Substance or Alcohol.	K-5	3-5 days suspension, parent conference, possible police/child protective service notification	5 days suspension, parent conference, possible police/child protective service notification	5 days suspension, police/child protection notification, and recommendation to expel	
<p align="center">Alcohol; Marijuana; Hashish; Authorized possession of prescription drugs; Spray cans, Nitrous oxide, etc. For more serious incidents involving possession of methamphetamines, cocaine, crack, unauthorized prescription</p>					

drugs, or other controlled substances consider using an EC 48915 code such as: EC 48915 (a)(3) *possession of drugs, alcohol, or any controlled substance.*

(d) Sold, Offered, Arranged or Negotiated to Sell Any Controlled Substance or alcohol, or something represented as such.	K-5	3-5 days suspension, parent notification, possible police notification	5 days suspension, parent conference, recommendation to expel, possible police notification		
	Controlled substances; Marijuana; Hashish; Alcohol; Toxic inhalants such as spray cans; Nitrous oxide, etc. Substances represented as a controlled substance: oregano for marijuana, over the counter non- prescription drugs for a controlled substance, etc.				
(e) Committed or Attempted to Commit Robbery or Extortion.	K-5	1-3 days suspension, parent conference	3 days suspension and parent conference	3-5 days suspension, possible recommendation to expel, possible police notification	3-5 days suspension, possible recommendation to expel, possible police notification
	A student demands money from another person...“Give me money or I’ll get you later!” Robbery is defined as the taking of personal property in the possession of another against his/her will, accomplished by means of fear and/or force. Extortion is defined as blackmail. For serious incidents where violence is indicated or a weapon is brandished/used, consider using EC 48915 (a) (4) <i>robbery, extortion, grand theft: violence indicated.</i>				
* (f) Caused or Attempted to Cause Damage to School Property or Private Property.	K-5	1-3 days suspension, restitution, parent conference	3 days suspension, restitution, parent conference	5 days suspension, restitution, parent conference, possible police notification	5 days suspension, restitution, parent conference, possible police notification
	Defacing school property; Graffiti (permanent damage)				
* (g) Stolen or Attempted to Steal School Property or Private Property.	K-5	1-3 days suspension, restitution, parent conference	3 days suspension, restitution, parent conference	5 days suspension, restitution, parent conference, possible police notification	5 days suspension, restitution, parent conference, possible police notification
	Petty theft (less than \$400.00); Grand theft (over \$400.00)				
(h) Possessed or Used Tobacco, or Any Products Containing	K-5	Site consequence, parent/ student conference	1-2 days of suspension, parent/ student conference	3-5 days suspension, parent conference, possible child protective service notification	3-5 days suspension, parent conference, possible child protective service notification

Tobacco or Nicotine.	Tobacco; Nicotine products; Cigarettes; Cigars; Miniature cigars; Clove cigarettes; Smokeless tobacco; Snuff; Chew packets; Betel				
(i) (1) Engaged in Habitual Profanity or Vulgarity.	K-5	Site consequence/ detention, apology, parent conference	I-3 days suspension, parent conference, educational activity	1-3 days suspension, parent conference	5 days suspension, parent conference
(i) (2) Committed an Obscene Act or Verbal Assault Toward School Authority.	K-5	2 days suspension, parent conference	days of suspension, conference	3-5 days of suspension, parent conference	5 days suspension
Committed an obscene act (excluding sexual harassment); Profanity directed toward a school employee					
* (j) Possessed, Offered, Arranged, Negotiated to Sell Any Drug Paraphernalia.	K-5	1-3 days suspension, parent conference	5 days suspension, conference	5 days suspension, parent conference	5 days suspension, possible recommendation to expel
Zig Zag papers; Roach clips; Syringes; Needles; Chamber pipes; Bongs					
* (k) Disrupted School Activities or Willfully Defied the Valid Authority of School Officials.	K-5	Detention, parent conference, possible suspension	1-2 days suspension or parent shadow, parent conference	3-5 days suspension or parent shadow, parent conference	5 days suspension, parent conference
Gambling; Forgery; Interference and/or obstruction of staff duties; Disruption — use a K suspension code for disruption only when the student’s behavior is so extreme staff is unable to facilitate student re-entry back into the school routine.					
(l) Knowingly Received Stolen School Property or Private Property.	K-5	Student conference, apology, site consequence	Apology, parent/student conference, 1 day suspension	Apology, parent/student conference, 1-2 days suspension	Apology, parent/student conference, 3-5 days suspension
(m) Possessed an Imitation/Replica Firearm Substantially	K-5	1-3 days suspension, parent conference, possible police notification and	3-5 days suspension, parent conference, possible police	5 days suspension, parent conference, police notification, recommendation to expel	5 days suspension, parent conference, police notification, recommendation to expel

Similar to a Real Firearm.		recommendation to expel	notification, possible recommendation to expel		
<p><i>“imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.</i></p> <p>An extension of suspension is not necessary if the weapon is not real. If the imitation firearm was used in conjunction with other violations (A-1, B, R), then a recommendation for expulsion may be appropriate.</p>					

(n) Committed or Attempted to Commit A Sexual Assault.	4-5	5 days suspension, police notification, and recommendation to expel			
	<p>Verbal threat of sexual assault; Physical attempt which is not carried out In cases of intentional touching of body parts, assault, or rape consider using EC 48915 (c)(4) <i>committing or attempting to commit a sexual assault.</i>  <u>Per Education Code this violation shall not apply to students in grades K-3.</u></p>				

(o) Harassed/Threatened, or Intimidated a Student Witness in a Disciplinary Matter.	K-5	Parent conference, site consequence, possible suspension	1-3 days suspension, parent conference	3-5 days suspension	5 days suspension
	<p>Inappropriate verbal harassment; Inappropriate gestures/movements</p> <p><u>Per Education Code this violation shall not apply to students in grades K-3.</u></p>				

(p) Unlawfully Offered, Arranged to Sell, Negotiated to Sell, or Sold the Prescription Drug SOMA.	K-5	5 days suspension, police notification, and recommendation to expel			

(q) Engaged in, or Attempted to Engage in, Hazing as Defined in Section 32050.	K-5	Parent conference, site consequence, possible suspension	1-3 days suspension, parent conference	3-5 days suspension	5 days suspension
	<p><i>As defined by Section 48900 (q): Engaged in, or attempted to engage in hazing.</i> For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.</p>				

(r) Engaged in an Act of Bullying (Cyber Bullying).	K-5	1-2 days suspension, parent conference	1-3 days suspension, parent conference	3-5 days suspension, parent conference	5 days suspension, police notification, and possible recommendation to expel
	<i>As defined by Section 48900 (r): Engaged in an act of bullying.</i> For purposes of this subdivision, “bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: (A) placing a reasonable pupil(s) in fear of harm to themselves or property, or causing a reasonable pupil to experience (B) a substantially detrimental effect on his/her physical or mental health, (C) substantial interference with his/her academic performance, (D) substantial interference with his/her ability to participate in or benefit from the services, activities, or privileges provided by a school.				
(t) A pupil who aids or abets the infliction or attempted infliction of physical injury to another person	K-5	1-3 days suspension, parent/student conference	3-5 days suspension, parent/student conference, possible police notification and recommendation to expel	5 days suspension, police notification, parent/student conference, and possible recommendation to expel	5 days suspension, extended suspension, police notification, and recommendation to expel
	<i>As defined by Section 48900 (t): Aided or abetted the infliction, or attempted infliction, of physical injury.</i> “Aiding and abetting” as defined in Section 31 of the Penal Code: A pupil who aids or abets in the infliction, or attempted infliction, of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to Subdivision (a).				

- 1) Consequences may vary depending on the frequency and/or severity of the incident.
- 2) Suspension may refer to in-school or out-of-school suspension, based upon administrator's discretion and/or severity of the incident.
- 3) Parent conference required before student returns from suspension.

48900.2 Committed Sexual Harassment	4-5	1-3 days suspension, parent contact	3-5 days suspension, parent conference	5 days suspension, parent conference, possible recommendation to expel	
48900.3 Caused or Attempted to Cause or Participate in Hate Violence	K-5	1-3 days suspension, parent contact	3-5 days suspension, parent conference	5 days suspension, parent conference, possible recommendation to expel	
48900.4 Created an Intimidating or Hostile Environment by Engaging in Harassment,	K-5	1-2 days suspension, parent contact	1-3 days suspension, parent conference	3-5 days suspension, parent conference, police notification	5 days suspension, police notification, and possible recommendation to expel

Threats or Intimidation					
48900.7 Terrorist Threats Against School Personnel or Property	K-5	5 days suspension, parent notification, and recommendation to expel			
48900.2 Committed Sexual Harassment (grades 4-8)	4-5	1-3 days suspension, parent contact	3-5 days suspension, parent conference	5 days suspension, parent conference, possible recommendation to expel	
Horseplaying or inappropriate physical contact (not considered sexual harassment or fighting)	K-5	Warning and/or site consequence	Site consequence, parent notification	1-2 days suspension, parent conference	1-3 days suspension, parent conference
False Fire Alarms	K-5	Parent contact, site consequence, possible suspension	1 days suspension, parent conference	2-3 days suspension, parent conference	5 days suspension, parent conference
Cheating/Plagiarism	K-5	Warning, parent contact/conference	Parent conference, site consequence,	1-2 days suspension, parent conference	1-3 days suspension, parent conference
Use of Electronic Devices  Electronic Devices other than cell phones are not allowed at Middle School.	K-5	Warning	Parent contact, confiscation	Parent contact, confiscation, site consequence	Parent conference, confiscation, 1-2 days suspension
Cutting Class or Out of Class	K-5	Warning, parent contact	Parent conference, behavior contract	Parent conference, SART referral, attendance contract	SARB referral
Arson	K-5	5 days suspension, police notification, and possible	5 days suspension, police notification, and recommendation to expel		

		recommendation to expel			
Forgery of Any Kind	K-5	Warning, parent contact, apology, site consequence	Parent conference, apology, site consequence	Parent conference, 1 day in school suspension	1-3 days of suspension, parent conference
Gambling with exchange of money	K-5	Warning	Site consequence, parent contact/conference	1-2 days suspension, parent conference	ays suspension, parent conference
Riding Bikes and Skateboards on Campus	K-5	Warning	Site consequence, confiscation	Parent contact, confiscation, probation	1-2 days suspension (defiance), parent conference, confiscation (return to parent)
Dress Code Violations	K-5	Warning	Parent telephone call	Parent contact/conference and must bring change of clothes or site consequence	1 day suspension
Lighters and Matches	K-5	Warning and items confiscated, parent contact	Item confiscated, parent conference, site consequence	1-2 days suspension, item confiscated, parent conference	1-2 days of suspension, item confiscated, parent conference