



STUDENT HANDBOOK

Our goal at Crocker/Riverside Elementary School to provide a learning environment for our students is safe and orderly. This endeavor requires that the entire school community (students, parents, and staff) work together as a team. The safety of all the students is everyone's responsibility, and students must behave in a manner that preserves the rights and well-being of others. However, we know that with everyone's efforts, students can provide and maintain an environment that is safe and enjoyed by all. Please review the school rules with your child. Thank you for your vital role in helping keep our students and school safe.

ARRIVAL AND DISMISSAL

1. Students shall arrive at school on time to not miss any instructional time or disrupt the class upon entering. All students will wait outside the main gates until they open. Students will then walk to their classroom. All students are required to wear a facemask.
2. Students in grades 1-6 should arrive ***no earlier*** than 8:45 am. Class starts at 9:00 am.
3. If your student is late for school, they are to go to the school office for a late slip before going to class.
4. Students are to leave campus promptly at dismissal, *as there is limited supervision*.
Grades 1-3 are dismissed at 3:02 pm on M, T, W, F and 2:02 pm on Thursdays
Grades 4-6 are dismissed at 3:12 pm on M, T, W, F and 2:12 pm on Thursdays
5. **A parent/adult must supervise all Kindergarten students until class starts. Students should not arrive to school any earlier than 10 minutes before class starts.**
AM Kindergarten times: 8:00 am – 11:20 am Monday - Friday
PM Kindergarten times: 11:40 am – 3:12 pm M, T, W, F and 11:40 am – 2:12 pm on Thursdays

Parents will be notified in advance of school hour changes to the schedule during parent conferences, field trips, teacher workshops, and so forth. In addition, notices regarding the change will be sent home with students outlining these changes when they occur. Therefore, you must read the monthly parent newsletter and other notifications thoroughly. In addition, to receive information promptly, we strongly advise and ask that you please set up a regular system for collecting papers sent home with your child.

Parking and Crosswalk Safety

With safety in mind, we have established safety rules concerning student arrival and dismissal. Students and families abiding by the safety rules will prevent any possible injuries. Therefore, we need your assistance.

- **In the Morning:** Parents who drop off children in front of the school may only do so using our **Drop' n Go** lane. Please do not block the crosswalks and do not make illegal U-turns in front of the school. Students who walk to school must stay on the sidewalks and use the crosswalks. Crossing the street in front of the school is *only permitted* in the crosswalk.
- **After School:** Parents may pick up their students in front of the school. Please model safety by always using the crosswalk.

Parking Lot is for Staff Only: Only school staff vehicles are allowed in the school parking during the school day. Parents are not to use the staff parking lot for student drop off or pick up, no matter the circumstances.



- **Bicyclists:** Bicyclists must use either the south gate or front entrance to get to the bike racks. It is essential to lock bikes securely to the bike rack. **All bicyclists must wear helmets and walk bikes when on school grounds.**

MEDICATION



School personnel may administer medication to pupils only when the school has received an "**Authorization for Administration of Medication by School Personnel Form.**" If your child is receiving medication during school hours, please come to the school office for a form. *No medication, including over-the-counter medications, shall be allowed on a school site or administered to any pupil without a document from a licensed physician and the parent/guardian of the pupil.*

All medication to be administered by school personnel must be in the original prescription or over-the-counter container. The parent/guardian of a pupil must bring the medication to the school office. All medication will be kept in a locked cabinet in the nurse's room, except those medications that a physician and parent/guardian request in writing that the pupil can carry (i.e., inhalants for asthma or Epi-Pens for severe allergies). We recommend that students keep their asthma inhalers in the school office, as classroom access will be limited during recess and lunchtimes.

DISTRICT WELLNESS POLICY

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

For questions about the District Wellness Policy, please refer to www.scusd.edu/wellnesspolicy.



SCHOOL OFFICE

1. Students must have a pass or emergency reasons to be in the office.
2. Please exhibit good manners when in the office.
3. No phone calls for personal reasons are allowed in the office.
4. Students are responsible for their items/homework. **School staff will not open classrooms for students/parents before or after school.**

CLASSROOM

Students Must:

1. Listen and follow directions.
2. Respect all teachers, classmates, and themselves.
3. Do their part in making the classroom a good place for learning.
4. Follow all classroom rules.

BATHROOM

Students MUST:

1. Keep all bathrooms clean and usable.
2. Not play in the bathrooms.
3. Use paper products properly and do not be wasteful.

CAFETERIA

Students MUST:

1. Walk quietly and stay in line without pushing or shoving.
2. Be polite and respectful to all yard duty, cafeteria staff, and other students.

FAIR ISN'T
everybody getting the
same thing.....

FAIR IS
everybody getting
what they need
In order to be
SUCCESSFUL.

- Exercise good eating manners while in the cafeteria.
- Use a soft voice when talking with others at your table.** Five minutes before dismissal to the playground, the flickering of the cafeteria lights will notify students that it is quiet time. Students are to finish their lunches and quietly prepare for dismissal.
- Clean personal eating area; wait for dismissal time and dispose of garbage and lunch trays properly before **walking** out of the cafeteria to the playground.
- Students will be seated and dismissed by class.
- Fast food is **discouraged**. Candy and soda are not allowed.

PLAYGROUND: Breaking these rules may result in a referral to the principal.

- Always **walk** on the blacktop and concrete unless one participates in P.E. or has adult permission.
- Games that involve body contact, such as karate, kung fu, play fighting, chase games, etc., are **prohibited**. Students must keep their hands, feet, and other items to themselves at **all** times.
- Interrupting/disturbing other people's games is not allowed.
- Return stray balls and play equipment to the rightful person.
- Play in appropriate areas and be visible to the yard supervisors during all recesses. For example, students should not play on the ramps, behind the auditorium, or around the two-story building, including the stairs.
- Practice rules of safety on the Big Toy and at the bars.
- Students are not to hang from hallway overhangs or supports nor walk on benches.
- Students are to remain on school grounds unless given adult permission.
- Jumping over fences for any reason is **prohibited**.
- Vulgar language/profanity will not be tolerated.
- All students shall **freeze** when the recess bell rings.
- All students shall **walk** directly to their designated area after hearing the Staff whistle.

HOMEWORK: Students, with support from parents, have the responsibility for completion, review, and prompt return of homework assignments. Parents are required to sign homework and assignment sheets as requested by individual teachers. Homework allows students to practice skills independently learned during class time to enrich the curriculum, apply knowledge and skills, and practice facts necessary for success. In addition, assignments can provide a bond of a joint effort among parents, students, and teachers. The school staff shall notify parents and students of homework requirements and inform parents about support methods in the homework process.

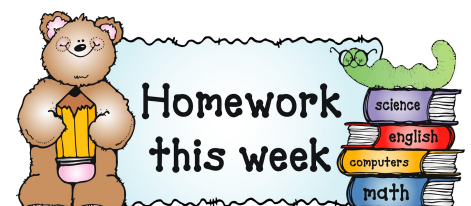
Purposes of Homework

- Strengthening subject matter knowledge
- Applying mastered skills and knowledge
- Building responsibility for learning
- Promoting organizational skills
- Promoting communication between students, home and school
- Promoting independent practice
- Transferring information to other situations
- Enriching student knowledge



Types of Homework

- Unfinished classwork
- Special projects that students will work on at home
- Regular, daily assignments and weekly homework assignments
- Independent practice of skills taught earlier in class
- Gathering data: information, resources, observations
- Reading for understanding and fluency



Teacher's Role in Assigning Homework

1. Plan homework that provides practice and preparation, extension or application, and is a direct outgrowth of skills taught in the classroom.
2. Correct homework promptly and return it to the student.
3. Check on the progress of long-term assignments.
4. Recognize and reward students who successfully and consistently complete and turn in their homework assignments.
5. Reinforce good study habits and responsibility by informing parents when a student fails to complete homework assignments through phone calls, progress reports, or notes home.
6. Teach students how to apply practical study skills and organize their time.



Student Responsibilities with Homework

1. Write down assignments and due dates before leaving class. Intermediate grades will learn to use school-purchased planners.
2. Make sure assignments are clear by getting further teacher assistance before going home.
3. Display good study habits by taking the necessary time to complete the assignment.
4. Show pride in their homework by doing their best work.
5. Complete and return all assignments daily and according to the teacher's expectations.



Parent Responsibilities with Homework

1. Assist students by providing a quiet place, appropriate materials, and a daily schedule to complete assignments.
2. Encourage independent work by providing support without doing the assignment for the student.
3. Expect homework daily and help ensure the completion of assignments.
4. Sign folders and work when required.
5. Monitor, review, and reinforce homework assignments.
6. Develop a routine for the regular return of homework.



Consequences for not completing homework

Some students have difficulty taking responsibility for completing homework and turning it in on time. We have identified consequences for students who fail to complete or turn in homework assignments to establish good study habits. Logical results for not meeting homework expectations may include one or more of the following experiences for students:

1. Receive lower grades
2. Receive unfavorable progress reports
3. Completion of missing assignments as required during student personal time
4. Restriction from participation in extra-curricular activities
5. Failure of the subject, if incomplete work is continuous, parents can help by establishing rewards at home as an incentive for their child to complete their homework assignments. Reasonable short-term consequences/rewards consistently enforced at home will help your child develop good study habits and responsibility for their work.



Homework is usually assigned nightly. Each teacher will discuss homework procedures on Back to School Night, as well as provide written procedures. Some teachers do assign homework over the holiday season. Please check with your child's teacher regarding their policy.

The average time spent on homework is dependent upon a student's capabilities and work habits. Special projects may require additional time. **If you feel that too much homework is required, do not hesitate**

to contact the teacher to find a solution. Perhaps the teacher is not aware of how much time your child is spending on assignments each night.

Required assignments can be submitted when absent. Teachers will provide students with the missed assignments and a reasonable time limit for completion. Parents should arrange to pick up student projects if an absence is lengthy. When calling in your child's absence on the attendance line, you may request to pick up homework after 3:00 on the day of the absence in the front office.

GENERAL

1. All students and adults are expected to respect each other and be courteous.
2. Fighting will not be tolerated. Students will behave respectfully and appropriately at school.
3. Students' cell phones are to be turned off during the school day.
4. Private property such as iPods, electronic games, various toys, etc., are to remain at home.
5. The school is not responsible for lost or stolen property.
6. Student vandalism/damage of school or personal property of staff or classmates is unacceptable.
7. Candy, seeds, nuts, gum, etc., are not allowed at school.
8. Weapons are strictly prohibited on the campus.
9. Tobacco, alcohol, and or drugs are strictly prohibited.
10. Conduct that may constitute sexual harassment is strictly prohibited and will not be tolerated.
11. Inappropriate behavior includes, but is not limited to:
 1. Sexual advances, verbal or physical
 2. Sexual slurs, derogatory comments, jokes, and rumors
12. Conduct that may constitute bullying is strictly prohibited & will not be tolerated. SCUSD defines it as unwanted, aggressive behavior intended to do harm, repeated over time, and involves an imbalance of power. Bullying includes:
 - Making threats.
 - Spreading rumors.
 - Attacking someone physically or verbally.
 - Excluding someone from a group.

BICYCLES, SKATEBOARDS, SCOOTERS, AND INLINE SKATES

1. It is the owner's responsibility to lock bikes in the racks. The school is not responsible for lost or stolen bikes, especially when left overnight.
2. All riders are to walk bikes when arriving at the school's front and when leaving. Walkers have the right of way.
3. Walk bicycles on the sidewalks and not on the grass area.
4. **Bikes, Skateboards, scooters, and inline skates will be handheld while walking on school grounds.**



MANDATORY UNIFORM POLICY:

- **Bottoms**– Must be a dark navy blue denim jeans, sweatpants, shorts, or skirts. Baggy (more than one size larger), sagging, or oversized pants are not allowed. Pants that are torn, ripped, or have holes, are not allowed. Shorts or skirts must be at least fingertip length. Leggings are not acceptable as pants.
- **Tops**– Must be **solid** white, navy, or red (no logos). Crocker/Riverside spirit wear is also proper. Tank tops or undershirts are not considered uniform tops. **Straps on tops must be at least three fingers wide.** Spaghetti straps are not permitted. Tops must cover the midriff at all times.
- **Jumpers/Dresses** – Must be navy blue.

- Shoes must have low heels, no higher than one inch. Flip-flops or other shoes without a back strap are a safety concern during P.E. Coats and shoes can be any color.

Inappropriate Dress

- Students are expected to dress appropriately for school every day, **including non-uniform days**. The last Friday of every school month is a non-uniform day. The following is considered inappropriate dress:
 - Baggies (baggy pants or shirts with inappropriate pictures, slogans, or logos depicting or advocating violence, hate, obscenity, or gang-related material)
 - Leggings worn as pants
 - Bicycle shorts, cut-offs, holes in knees or anywhere, and untailed shorts
 - Bare midriff or see-through shirts/blouses or tank tops
 - Flip flop style sandals, any shoe without heel straps, backs, open toes, high heels (1 inch or higher), stilts, clogs, cleats or spikes, wheelies, and sandals.
 - Glitter on faces and make-up.
 - Hats/visors (in class), bandanas

In addition to the above, any clothing or jewelry considered unsafe or disruptive to the learning environment is inappropriate for school. Students not following the uniform policy may be sent to the office for clothing replacement or phone calls to parents. Additionally, the school site has extra uniform items for students to borrow if they are out of uniform. Knowing that parents do not want phone calls and possibly pulled away from work, please do your best to check your child's attire before leaving in the morning. Ultimately, the success of the uniform policy depends on all adults participating.

Dress Code Procedures

The purpose of a uniform plan for our site is to:

1. Focus on school as a place for learning
2. Prevent a focus on clothing label competition
3. Prevent the wearing of inappropriate types of clothing
4. Develop a sense of school spirit and unity



School uniforms are mandatory beginning on the first day of school except for the last Friday of each month and during Spirit Days.

The dress code sets a standard in the best interest of students and is considered appropriate at the elementary school level. All students are expected to be neat, clean, and wear apparel that does not draw undue attention to the wearer. Clothing and shoes that are sensible for physical activities such as running, jumping, and kicking. Safety should be a factor when dressing for school.

If a child is not wearing a uniform, one can expect the following:

1. A notice/or phone call home
2. A phone call will be made to the parent/guardian requesting they bring a change of clothes
3. The child will be asked to change into clothing from our uniform closet located here at the school.
4. If the child is wearing inappropriate shoes for the playground and the parent cannot bring them another pair, the child will have to sit on the bench or in the office during recess for their safety.

BEHAVIOR AND DISCIPLINE POLICY:

The Crocker/Riverside Student Behavior Policy is in conjunction with the mandates of Assembly Bill 1649, District Rules and Regulations, and the Student Behavior Procedure Handbook. These



regulations specify that the definitions and reasons for suspension and expulsion are in conjunction with local school policy. Those definitions and causes follow.

A primary goal of the staff at Crocker/Riverside is to provide a favorable school climate for learning. Students, parents, and staff rightfully expect the school to be a safe, pleasant, and positive learning environment. In striving to achieve our goal, a behavior policy is in place to help both students and parents understand our expectations and guide them through the school year.

Resolving student disputes: Students are to complete an incident report documenting their side of the conflict. This step must occur before their teacher or Mr. Zarate handles the situation. We want students to learn and practice appropriate behaviors to create and maintain a positive climate for learning. We also want them to become responsible for their behavior and understand how it affects safety and learning opportunities. Therefore, teachers in each classroom review and discuss school rules on an ongoing basis with students.

Behavior Consequences

Students are to follow the above general rules. They should be aware that there are consequences for failure to observe the rules. These consequences will be logical and consistent. Generally, a set of implications ranging from least severe to most severe and, based upon the seriousness of the violation, will be imposed upon anyone whose behavior is unacceptable according to the standards outlined above. The steps for handling most offenses are as follows:

1. Teacher counseling
2. Detention
3. Removal of privileges
4. Citation (three citations could be cause for suspension)
5. Teacher, parent, and principal conferences
6. In-house suspension
7. Formal suspension
8. Behavior contract with conferences scheduled every two weeks
9. Permit rescission and return to one's home school

Be Respectful

Be Responsible

Be Resourceful



This step-by-step approach outlines SCUSD Progressive Discipline Model. However, a more direct approach will follow more severe disciplinary issues such as blatant, violent, or dangerous misbehavior. In those cases, Mr. Zarate will contact the parents to explain the behavior and next steps. In addition, each classroom has its own set of rules for students to follow.

In general, the procedures outlined in this document pertain to out-of-class behavior problems or student disregard for teacher classroom rules and procedures.

Anti-Bullying Policy

The goal of Crocker/Riverside staff is to provide a safe learning environment for all students where students are free from bullying, including cyber-bullying. With that, the school is in alignment with the Sacramento City Unified School District's Anti-Bullying Policy. For reference, please visit http://www.scusd.edu/sites/main/files/file-attachments/anti-bullying_policy.pdf.



LOST OR DAMAGED SCHOOL PROPERTY:

Students and their families are responsible for the proper care of school property assigned to them, including textbooks, library books, planners, and other materials. Students and families are also responsible for the student's proper use of school property, including technology, furniture, playground equipment, and buildings. Any damage to school property may result in financial responsibility assessed against the student and their family and other consequences as set forth below.

COMPUTER/INTERNET USE POLICY:

School computers and access to the Internet are a privilege and are for school-related education and research. Students should avoid any unlawful applications such as:

- Copyright infringement.
- Accessing or distributing private, obscene, or pornographic material.
- Threatening others.
- Using inappropriate language or material that can cause congestion or damage the systems.

When students use school computers and access the Internet while on campus, they agree to:

1. Follow the directions of teachers and school staff
2. Abide by the rules of the school and school district
3. Obey the rules of any computer network you access
4. Be considerate and respectful of other users
5. Use school computers for school-related education and research only
6. Not to use school computers and networks for personal or commercial activities
7. DO NOT change any software or documents (except documents the student creates)
8. DO NOT use computers while eating or drinking



Use of school computers and access to the Internet is a privilege.

If the student does not follow the rules, they may be disciplined and lose their computer privileges.

Do not produce, distribute, access, use, or store information, which is:

1. Unlawful
2. Private or confidential
3. Copyright protected
4. Harmful, threatening, abusive, or denigrates others
5. Obscene, pornographic, or contains inappropriate language
6. Interferes with or disrupts the work of others
7. Causes congestion or damage to systems



CONSEQUENCES FOR VIOLATING THE RULES MAY INCLUDE

- Warnings
- Behavior referral citation
- Withdrawal of privileges
- Detention
- Parent notification (telephone/conference/written message)
- Suspension -- Phone call home by Mr. Zarate
- Students who damage school property will be held responsible for payment of replacement or repair of damage

play nice.

work hard.

stay kind.

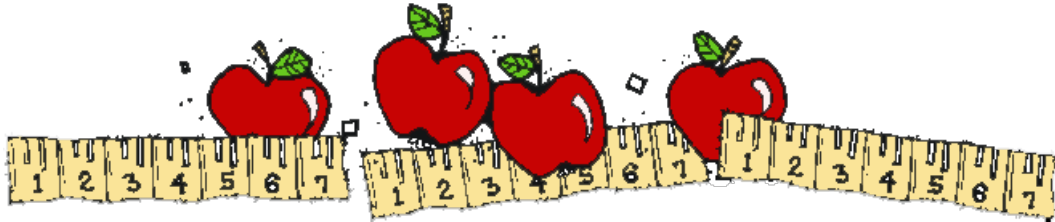
- Parent sitting in the class with the students
- Request for expulsion from school
- Behavior hearing at the District office
- Adjustment transfer to another school

SCHOOL PERSONNEL PROCEDURE FOR PROBLEM SITUATION

1. The classroom teacher, yard duty personnel, or Mr. Zarate will solve most behavior problems.
2. In all situations, one can expect the following:
 - a. Mr. Zarate will contact parents/guardians.
 - b. Mr. Zarate will ask the parent/guardian to accompany the child to school the next day.
 - c. The child must come to school with the parent/guardian to meet further with Mr. Zarate.



Know the Rules



PLEASE DETACH AND RETURN TO THE TEACHER

I understand the School Rules, policies, and procedures and have discussed them with my parents. Therefore, I will obey and follow all the rules, policies, and procedures within this Student Handbook.

(Print) Student First Name and Last Name *Student Signature* *Teacher Name*

Parent's Signature *Phone Number* *Date*