

EDWARD KEMBLE ELEMENTARY

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Home of the Dolphins!

Parent / Student Handbook

2019 - 2020

**Sacramento City Unified
School District**
Sacramento City Unified School District

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(Revised August 2019)

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Dear Parents/Guardian,

Welcome to Edward Kemble and the 2019-2020 school year! We are excited to have another surprising and successful school year as our teachers are working diligently on planning and organizing fun units and specific learning opportunities for our Kemble students.

Please take time to read and explain the rules and regulations in the parent/student manual to your students as you will be a partner in supporting academic and behavior success at Kemble Elementary School. With this in mind, it is essential that every student attend school on time every day. Your support and partnership is needed to promote learning at Edward Kemble Elementary School.

Here are some tips to promote student learning:

- Maintain a consistent bedtime and establish a morning routine so that students are well rested and prepared to attend school every day.
- Turn off all electronics such as TVs, phones, and tablets at bedtime.
- Have your clothes and backpack ready in a designated area the night before.
- Bring your child to school on time.
- Check the folder each week (Friday Folder) for important information about the teacher and school.
- If your child is anxious about going to school, talk to the teacher and student resource support center to support your child.
- Organize alternative plans for your child to arrive at school if anything comes up. Call a family member, neighbor, or other trusted person to take your student to school.

We are here to support you and your student(s) to have a successful school year! Feel free to ask for help.

Sincerely

Neng Her
Principal
Neng-Her@scusd.edu

EDWARD KEMBLE'S MISSION STATEMENT

Edward Kemble will serve as a model for teaching and learning through the development of personal responsibility, accountability and integrity, respect for self and others while promoting an environment of trust, equity, communication and the advancement of academic, social, emotional and behavioral outcomes.

Our school offers students the opportunity to participate in a dual language Spanish immersion program, a research-based program by which students become bilingual in English and Spanish. This program is designed for interested students who will participate from kindergarten through 3rd grade and beyond.

Our staff members work diligently to build a positive relationship with students and their families through their participation in the home visitation program, parent teacher conferences, Student Study Team meetings, school events and functions, and much more.

In addition, academic support is provided to students throughout the instructional day and through intervention such as classroom technology, before and after school tutoring, classroom interventions and Saturday Academy.

Our staff is strategic and targeted when planning instruction to ensure that all students are strong readers and writers by the end of third grade. We want them to be college and career ready in order to become productive lifelong learners.

Parents are welcomed and encouraged to participate in School Site Council (SCC), the English Language Advisory Committee (ELAC), District English Learner Advisory Committee, and Parent-Teacher Organization (PTO) and contribute your ideas, opinions, feedback in order to strengthen Edward Kemble Elementary School.

We want to grow Scholars with Positive Characters by doing the following:

1. Improve academic and social outcomes through ethical practices.
2. Create a school culture that promotes social and educational responsibility involving parents, students and staff.
3. Promote communication and relationships between school staff, parents and the community.
4. All individuals shall have personal responsibility and responsibility for their actions and the actions of others.
5. Build and maintain a school climate, in which every student, parent and teacher are willing to help others and are respectful of all those around them and are willing to be "light in the dark".

School Information & Procedures

ACCIDENTS OR ILLNESS

If your child becomes ill or injured at school, he or she will receive help and assistance from school staff. If deemed necessary, every effort will be made to involve the school nurse. However, the school nurse is only available one day a month. If it is determined that your child should go home or receive additional professional care, he or she will be called.

In the event of a serious accident, we do our best to contact the parents of the students. To do this, make sure that the office and the teacher have the following current information: Parent/Guardian work numbers and cell phone numbers and name of trusted people their phone numbers on the emergency card.

ARRIVAL & DISMISSAL GUIDELINES

(Please see Parking for protocols).

Parents who drop-off or pick-up their student(s) before or after school, please drive with the utmost caution when nearing the school.

Arrival

We encourage all parents to use district-provided buses to get students to and from school, if you live along the bus route. Parents may drop off students from 8:30-8:55 AM on 29th Street or Torrance Avenue. Classes start promptly at 9:00 AM. Students should not arrive at school before 8:30 AM, as there is no supervision. If a student does arrive before 8:30 AM, the parent will be contacted to come back to school to pick up the student. For safety purposes, Cesar Chavez students are not allowed on campus at any time. They are to drop off younger siblings in the cafeteria. Students will be in the cafeteria from 8:30-8:45. Students who arrive to their class after 9:00 AM, must check in at the office and get a tardy slip.

Dismissal

Kindergarten students are dismissed daily at 12:50 p.m. Parents are to pick up their children at this hour, by the main gate on 29th Street, which is where all kindergarten classrooms are located. Departure for 1st through 3rd graders ends at 2:57 p.m. Parents can pick them up directly from the black top as teachers will have his/her class lined up outside where their class is designated to line up each morning as well. Thursday is an early out day. Students are dismissed at 1:57 p.m.

ATTENDANCE & ABSENCES

Regular school attendance is a key factor in school success. Students are expected to be in school every day unless it is absolutely necessary that they be absent. Please note that even excused absences are not reimbursed by the state and each day a child's absence reduces the funding base which provides staff, resources and programs for your student.

Attendance can be reported several different ways:

1. New Website: edwardkemble.scusd.edu. Go to Report An Absence and fill out the form. Make sure to include the student's name, date of absence, reason for absence, your name and email address.
2. Written Note: make sure to include the student's full name, date of absence, reason for absence and parent or guardian signature.
3. Phone: you may call the school office at 916- 395-4550 each day your child is absent. The office has an answering machine that will record your message before and after office hours. Please leave your child's full name, grade/teacher, date of absence, reason for absence, name of person calling, and a phone number.

NOTE: Teachers are not obligated to provide homework for unexcused absences.
ALSO, Absences can ONLY be cleared up to 2 weeks. Make sure to clear as soon as possible.

Early Dismissals:

We highly encourage all students to remain at school daily till the end of the instructional day. Please note that early dismissals will not be allowed the last fifteen minutes of instruction as it is a time period where teachers are reviewing homework and providing directions to support students in completing assignments or activities.

Excused Absences:

- Verified illness of student.
- Quarantine of student under direction of health officer.
- Personal medical or dental appointment.
- Attending a funeral service of parent, sibling, grandparent, or any relative living in the immediate household of the child. (limited to 1 day in the state and 3 days out of state)
- Exclusion due to incomplete immunization. Parents/Guardians have 10 days to provide evidence of immunization. After 10 days student is excluded from school and recorded as absent for no more than 5 days.

Truancy:

Truancies are absences that do not have valid excuses. If a student has 3 or more unexcused absences or 3 tardies of 30 minutes or more, he/she is considered

truant. Once you neglect to clear these absences with the school, SCUSD District pulls the information immediately from the school's system and the Truancy SART/SARB Process is automatically generated. SCUSD's Truancy Program includes a partnership with the District Attorney, Sacramento Police, Juvenile Probation, City of Sacramento and several judges. The process involves letters sent home, a school site SART meeting and a district level SARB (Student Attendance Review Board) hearing. It is our goal to make sure every student has the opportunity to receive a quality education so we will do everything possible prior to a hearing to improve attendance. However, if attendance concerns continue, the District is prepared to implement the SARB process to the fullest extent.

S.A.R.B. PROCEDURE AND PROCESS

The following is the procedure taken for excessive excused or unverified absences:

1st Truancy Letter: Sent by the District Office after 3 unexcused absences or tardies of 30 minutes or more.

2nd Truancy Letter: Sent home by the District Office after 1 additional unexcused absence or tardy.

3rd Truancy Letter: Sent by the District Office after 1 additional unexcused absence or tardy and SART (Student Attendance Team) appointment made.

SART: (Student Attendance Review Team) hearing and contracts completed and signed.

SARB: (Student Attendance Review Board) referral after 1 additional unexcused absence or tardy.

SARB: (Student Attendance Review Board) hearing held.

Referral to District Attorney's Office for prosecution

ATTENDANCE PERMITS

A student may attend Edward Kemble Spanish Dual Immersion Program from outside the attendance area by obtaining a permit. Due to this specialized program, our site does not participate in Open Enrollment. Once permits are granted, they do not need to be renewed each year, as long as the student is attending our school.

Permits are contingent upon good attendance and behavior. Attendance and behavior will be reviewed at the end of trimester 1 and end of the school year to determine if a student will continue to attend Kemble Elementary based on his or her attendance and behavior. If the student no longer chooses to continue in the Spanish DLE Program and you live outside our attendance area, your permit will be revoked at the completion of the year. You will need to return to your school of residence.

BELL SCHEDULE & (HOLIDAYS)

Kindergarten

Daily Schedule (Mon-Fri): 9:00 a.m. - 12:50 p.m.

Grades 1-3

Daily Schedule (Mon-Wed & Fri): 9:00 a.m. - 2:57 p.m.

Shorten Days & Thursdays: 9:00 a.m. - 1:57 p.m.

Holidays (NO SCHOOL)

Labor Day	September 2, 2019
Veteran's Day	November 11, 2019
Thanksgiving Holidays	November 25, 2019 - November 29, 2019
Winter Holidays	December 23, 2018 - January 3, 2019
Martin Luther King, Jr	January 20, 2020
Lincoln's Day	February 10, 2020
Washington's Birthday	February 17, 2020
Spring Break	April 6, 2020 - April 10, 2020
Memorial Day	May 25, 2020
<i>Last Day of School</i>	<i>June 11, 2020 (School is still in session)</i>

BICYCLES, SKATEBOARDS, SCOOTERS, AND ROLLERBLADES

Bicycles may be ridden to school by first through third graders and must be locked to the racks provided. It is the law for children to wear helmets. Students without helmets will have their items held in the office until a parent/guardian can arrange for pick up.

A bicycle storage area is furnished for students who want to ride bicycles to school. IT IS THE RESPONSIBILITY OF THE STUDENT TO LOCK HIS/HER BICYCLE IN THE STORAGE AREA AT SCHOOL. There are not sufficient personnel available to monitor this area, and the school cannot assume responsibility for bikes. In the event that a bike is stolen from the bike rack, you must call the police to file a report. Please walk all bikes while on school campus.

A first violation of these rules will result in removal of the equipment and require a parent to pick it up. A second violation will result in the item being taken from the student until June.

Skateboards, skates or scooters are not permitted at school.

BIRTHDAY OR CLASS CELEBRATIONS

Edward Kemble School recognizes that student birthdays are very special days. Parent/Guardians may send a small gift bag (non-food items) for students to share with their class at a time *determined by the classroom teacher* (arrange with

teacher first). Per SCUSD Nutrition Policy, we are asking parents to not bring in treats as there are lots of students with allergies. Out of respect for all students and the educational process, items such as invitations, gifts, balloons, or flowers are not to be distributed at school.

BREAKFAST & LUNCH PROGRAM*

Breakfast and lunch will be provided free of charge to all students. Breakfast will be served no earlier than 8:30 a.m and no later than 8:55 a.m. Students who arrive late for school must first report to their classroom teacher, obtain a pass for breakfast and then report to the office for a late breakfast. *Due to Federal Regulations, food is for Kemble students only.* **Parents and siblings will not be allowed to purchase or eat from the trays of Kemble students.** To ensure adequate room for students to eat, parents will not be allowed to enter the cafeteria*. Again, for safety purposes, only Edward Kemble students will be allowed in the cafeteria. Parents may wait outside for their children.

LUNCH

Parents/guardians are welcomed to sit with their students during their lunch time, only after first checking in at the office and obtaining a visitor badge.

***Exception: PARENTS WILL BE ALLOWED TO ENTER THE CAFETERIA FOR THE 1ST TWO WEEKS OF SCHOOL ONLY - to help allow for a smooth transition.**

Menus can be found in The Connection, a regular SCUSD publication sent to your home or by visiting www.scusd.edu

The cafeteria rules are as follows:

1. Be safe.
 - a. Walk, hands, feet and food to yourself.
 - b. Wait your turn in line.
 - c. Walk at all times.
2. Be respectful.
 - a. Use inside voices.
 - b. Use good manners.
 - c. Raise your hand for help.
 - d. Listen to adults.
 - e. Only eat food on your tray.
3. Be responsible.
 - a. Clean up your area.
 - b. Clean table/floor.
 - c. Voices off for dismissal.
 - d. All food and drinks stay in the cafeteria.

CAMPUS SAFETY

Safety is a priority at Edward Kemble. As a part of the district – wide safe school plan, our site has a developed plan that provides guidelines for emergency procedures to be followed in case of an emergency. Fire, earthquake, intruder and lock-down drills are practiced on a regular basis throughout the school year. Should an emergency arise, parents/guardians will be notified via the ConnectEd phone system, Remind.com, or our Fb page.

CELL PHONES, ELECTRONIC EQUIPMENT & PERSONAL ITEMS

Edward Kemble will not take responsibility or assume any liability or fault for lost, damaged and/or stolen cell phones, electronics or personal items brought from home. While cell phones may be brought to school they may NOT interfere with the instructional process. Cell phones are to remain OFF and out of sight at all times while on campus, this includes recess and other outside activities.

Cell phones are not allowed in the restrooms at any time during the school day. Students may use cell phones only when instructed by a school authority in the event of a dire emergency.

Students caught using a phone, or any electronic equipment will have them confiscated and a parent will be required to pick them up in the front office. The second offense will result in the item(s) being taken for the remainder of the year.

Please advise your child to use the phone in the front office in case of an emergency, such as injury and/or illness.

With exception to a cell phone for emergency reasons, no student shall bring personal items to school (Pokemon cards, balls, toys, large amounts of money, etc.). These items do not contribute to the educational process in student achievement. If the item is confiscated, a parent will be required to pick them up in the front office. A second offense will result in the item(s) being taken for the remainder of the year.

CLASSROOM INTERRUPTIONS

We make every effort to protect valuable classroom instructional time from unnecessary interruptions. Please do not call the office to relay messages to your child unless it is an absolute emergency. Inform children, before they leave for school in the morning, of any plans for after school that they may need to know such as: Who is picking them up after school? Who are they to go home with? What are they to do if it rains? Do they have their lunch? Non-emergency messages for your child will be e-mailed to the teacher. However, please note the teacher may not have time to review messages since they are providing quality instruction for all scholars.

CLOSED CAMPUS

In the interest of student safety and supervision, the Board of Education establishes a “closed campus” throughout the District. Once students arrive on the school grounds, they must remain until the end of the school day unless they have an authorized early release from the school office. Without this permission, students will be classified as truant and subject to disciplinary action.

COMMUNICATING WITH THE PRINCIPAL

We encourage constant communication between our families and the school. Your thoughts and concerns are of high importance. Please feel free to stop by the office if you need to meet the Principal. There will be weekly parent coffee chat on Fridays in the morning from 9:15 am – 9:45 am where parents can share their concerns. You may also call the office (916-395-4550) and leave a message with the Office Manager to schedule a meeting or you can email the Principal at neng-her@scusd.edu.

COMPUTER USAGE

Use of school computers is a privilege. If students do not follow the rules below, you will be disciplined and lose your computer privileges.

Students are to follow rules for effective and safe use of computers. When using computers on campus, students must follow the rules below:

1. Follow directions of teachers and school staff.
2. Abide by the rules of the school and district.
3. Be considerate and respectful of all users.
4. Do not produce, distribute, access, use or store information that is unlawful, private, harmful, abusive, obscene, pornographic, or contains inappropriate language.
5. Do not allow anyone else to use your password and do not use anyone else's password.
6. Do not change any settings, add software or documents (except documents you create in class for assignments assigned by teachers).
7. Do not download any programs unless instructed by teachers.

CUSTODY / LEGAL MATTERS

If there is a custody issue (even a temporary restraining order), the school NEEDS the legal paperwork concerning the child as soon as possible. NOTE: If there is NO custody / legal paperwork on file and either parent is listed on the birth certificate, office staff is legally obligated to release the student to the birth parent. Once legal paperwork is received, pertinent information is entered into our system, the student's name is flagged and docs are properly and confidentially filed away. Administration Staff are then legally obligated to support court docs. Please adhere to the court stipulations with regards to your child(ren). If you have a dispute / disagreement, please contact the court system. We all need to consider the best interests of the student.

DELIVERIES TO STUDENTS

Students should not receive any items unrelated to instruction at school. This includes flowers, balloons, or other personal items. If such items are delivered to school, the office will notify the student to pick the items up after dismissal. The school will not be responsible for the delivery of such items. Personal party invitations should be delivered before or after school, outside of the classroom. Forgotten items should be brought to the office rather than directly to the classroom. The office will deliver the items to the students at a time that will not disrupt instruction.

EMERGENCY CARDS

Every student is required to have a complete and up-to-date emergency card on file in the front office. Any changes in phone numbers and addresses must be immediately recorded on the emergency card. The card is critically important in the event of an emergency. Children will not be released to anyone not authorized on the emergency card. ***Students without an up-to-date emergency card on file will not be allowed to participate in field trips until an up-to-date card is on file.***

EMERGENCY DRILLS

A monthly fire/intruder/earthquake drills will be conducted in compliance with California State Law. The purpose of a fire drill is for students to practice in the event of an actual fire. We will also have procedures in place for other natural disasters of immediate emergencies and campus lockdowns.

EXPECTATIONS FOR ADULT BEHAVIOR

Any adult behavior that interferes with the discipline, good conduct and lawful performance of school activities may result in a withdrawal of consent for 14 days, to remain off campus in accordance with California Penal Code 626.4(a) (enclosed).

California Education Code considers the following to be misdemeanor offenses:

- Willful disturbances of any public school or any public school meeting. California Education Code Section 32210.
- Willful interference with the discipline, good order, lawful conduct, or administration of any school class or activity of the school with the intent to disrupt, obstruct or to inflict damage to property. California Education Code Section 44810.
- Conduct which disrupts classwork or extracurricular activity or involves substantial disorder. California Education Code Section 44811.

Any behavior that creates a disruption of classroom or school activities, or disturbances of any school employee, may result in misdemeanor and subject the perpetrator to arrest. In addition, the district will consider further lawful proceedings, such as obtaining a temporary restraining order and other civil action to maintain

safety and order on campus. The district will seek reimbursement for attorney fees, the court may impose.

Please be a role model for our students and refrain from cursing, yelling, intimidating, or threatening any district employee, student, or other parents. Please work to resolve any complaints or conflicts peacefully and respectfully.

FIELD TRIPS

Field trips are fun and exciting for our students. They require teachers to invest time to complete an inordinate amount of paperwork and logistics to provide a positive educational field experience. In order to meet all safety and district requirements for each field trip, the following protocols must be strictly adhered to:

- ALL field trip paperwork must be submitted to the front office no later than a week prior to the scheduled date.
- ALL permission slips must be turned in with complete and current parent contact information by the deadline stated on the permission slip. NO late additions to the trip roster will be allowed.
- ALL chaperones must have cleared the volunteer screening process, which includes evidence of tuberculosis screening. The paperwork for this screening is included in the first day packet. See the Volunteer section of this handbook for more information about volunteers.
- Parents may not just “show up” at the field trip destination. Students are under the direct care and supervision of the school staff and designated chaperones. Due to the responsibility level and safety of students, chaperones may not bring younger children to the field trip.
- Field trips are a privilege and as such students with poor behavior may be excluded from the trips.
- Parents may be called to pick a child up if the child’s behavior is cause for removal.
- Students with missing emergency cards will be excluded from the field trips.
- Safety is our priority for all field trips. Consequently, field trip guidelines will be strictly adhered to.

GRADING, PROGRESS REPORTS & REPORT CARDS

Report Cards will be issued on a trimester basis for all students K-3. The report card is aligned with the California State Standards in language arts, math and other subjects.

Below are the description of standards achievement for standards taught within each trimester:

Name	Score
Content Not Addressed	
Excels at Standards	4

Consistently Meets Standards	3
Approaching Standards	2
Minimal Progress to Standards	1

Progress Reports will be distributed mid trimester. Progress reports are required to be given to any student not performing at a 3 or a 4. Parent conferences will be scheduled for first and second trimester only. Third trimester report cards will be placed in an envelope and sent home on the last day of school.

If you are concerned about how your child is progressing, please talk to the teacher and schedule a Student Study Team (SST) meeting.

HEALTH & 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 meal standards. It contains goals specifically for nutrition promotion and education, physical activity, and other school based activities that promote student wellness.” –USDA

Frequently Asked Questions:

What may be served and sold on campus?

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

When are these regulations in effect?

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

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

How can you tell which foods are compliant?

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

To whom do these regulations apply?

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

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

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

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

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

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

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

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

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

The regulations do not apply to food sold to adults.

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

Fundraising:

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

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

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

Classroom Celebration Ideas:

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

Healthy snack options:

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

Awesome Celebration Ideas:

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

HOME/SCHOOL CONNECTION

It is important that the home and school work together as a team. If you have questions/concerns regarding instruction, student progress, student behavior or the classroom, please send a note to your child's teacher, call the school at 916-395-4550 to make an appointment with the classroom teacher / school administration or email them directly by going to the website at <http://edwardkemble.scusd.edu/>. Please make every effort to discuss your concerns with your child's teacher first. Parent's concerns and opinions are very important to us. Please take the time to talk with us in an effort to improve our entire school.

Friday Folders

Regular home-school communication is the most important part of your child's school success. An Edward Kemble Friday Folder will be sent home each Friday. Inside will be classroom notices, teacher newsletters, and other school information. Parents are asked to review the contents of the folder, sign the form, add any comments you would like to add, and send the folder back to school by Monday of the following week. **Students will be charged \$2.00 to replace lost or misplaced folders.**

Website

The Kemble website <http://edwardkemble.scusd.edu/> will share information about the school, reporting your child's attendance, upcoming events, opportunities to volunteer, procedures and much more.

Facebook

We will regularly post updates, announcements and news about our super scholars. Make sure to "like" our page to stay updated: www.facebook.com/EdwardKemble

Remind.com

This is a communication tool that Edward Kemble will be utilizing to improve our communication with our parents. Please make sure to sign up in the back of this handbook or the front office, in order to receive upcoming information on field trips, events, parent conference weeks, shorten days, and so forth.

E-mail Notification

If you have an email address, we will send you our monthly newsletter and other reminders directly to your email address. This is also a great way to communicate with your teacher and the principal.

Contacting a Teacher

Teachers welcome your notes and calls. Conferences can be easily arranged. Teachers are usually available to accept phone calls either before or after school. The office will take messages anytime, and the teacher will return the call as soon as practical. All of our teachers have a district email, so feel free to utilize that method of communication as well. Please make sure our office has your current email address as well.

If you are concerned about something, talk to the teacher first. Besides you, the teacher has the most direct contact with your child. If the situation is still not resolved, please contact the office to make an appointment with the Principal.

HOMEWORK POLICY

Homework is a daily reinforcement of grade level standards and skills already taught in class. During the school year, you can expect your child to have homework on a daily basis, Monday through Thursday, in addition to daily reading practice.

Assigning homework on weekends, on school event nights, holidays and vacations will be limited. We ask parents to help children by providing a quiet place at home to complete homework and make certain homework is returned. If a student cannot do the work, parents are asked to inform their child's teacher so they can work as a team to support homework. Teachers will be communicating with parents if homework is not returned. Research has shown that students who read a minimum of 30 minutes daily significantly improve their vocabulary and fluency. Homework will not be assigned as a punitive measure. Students will never be punished for not submitting homework. Homework; however, is to support students in practicing the skills taught each week and will increase understanding and improve assessment scores.

I LEFT MY ____ AT SCHOOL!

Students often leave or forget their homework or other items at school. Unless the teacher is still in the room, please do not expect access to the classroom to be provided by custodial or other staff members. The only person allowed to provide access to a classroom when the teacher is not present is the principal. If the principal is present or available, access may be provided. Otherwise, students are expected to take personal responsibility and learn to accept logical consequences of their actions.

INCENTIVES & RECOGNITION OPPORTUNITIES

Students will be rewarded for positive academic and behavior progress through recognition assemblies and celebrations throughout the school year.

Recognition Opportunities

Class Rewards

Dog Tags

Monthly Perfect Attendance Assemblies

Trimester Perfect Attendance Assemblies

KSOC / Kemble Students of Character Assemblies

Scholar Dollars

Student Store and a lot more teacher and principal recognitions

LOST & FOUND

Lost and found clothing, and other large items, are kept in a container outside the cafeteria. Smaller items, such as keys, glasses, or jewelry are kept in the office.

Unclaimed items remaining at the end of the month will be donated to the PTO clothes closet. **Labeling your child's jackets sweaters and sweatshirts will help identify their clothing, should it become lost.** The school is not responsible for any lost items.

MEDICATION & HEALTH MATTERS

Medication

Pain relievers and other over-the-counter medications may not be dispensed to students. The school is only equipped to treat minor injuries with ice and band-aides.

Parents/guardians will be called for more serious injuries and illnesses. If parents cannot be reached emergency personnel, noted on the emergency card, will be contacted.

Students are not allowed to possess any type of medication. Education Code 49423 states: "Notwithstanding the provisions of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician may be assisted by a school nurse or other designated school personnel if the school district receives:

1. A written statement from such physician detailing the method, amount, and time schedule by which medication is to be taken.
2. A written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the manner set forth in the physician's instruction.

If a child is to temporarily take a non-prescription medication, such as an over-the-counter pain relievers, the medication must be kept in the office. The parent/guardian must provide a note to the front office stating the time and dates the medication is to be given. The medication will be kept locked in the office.

Head Lice

At any school, there is an occasional problem with head lice. Lice are tiny tan insects that live and lay eggs in the hair, close to the scalp. The eggs stick to the hair like glue and cannot be removed with regular shampoo and combing. Lice are treated with special shampoos that kill the insects and their eggs. If head lice are discovered at school, the school will make contact with the parent/guardian. In addition, the school file a lice log for the student. A notice of head lice occurrence will be sent home with the child's parents and class and daily vacuuming will occur in that classroom until the problem is under control. If absences for head lice persist, a student can be considered truant.

Treatment for Head Lice

Parents need to understand that the most important components of head lice control are a single treatment with one of the following treatments, then reapplication if live lice are found seven to ten days later. Nit combing should also be performed. Head lice that are resistant to some of the commonly used insecticides in head lice shampoos have been found in California and therefore not all lice may be killed by treatment. Combing and removal of nits may help to reduce the duration of infestation. CDPH recommends the combination of treatment and nit combing. Several brands of nit combs are available at local pharmacies. Flea combs also work well for nit combing and can be bought at pet stores. Sometimes it may seem that the treatment used has failed when actually there may have been:

1) misidentification of substance on the hair shaft as nits (i.e. dandruff, styling products, etc.), 2) reinfestation, 3) inadequate treatment (used too little product), or 4) no knowledge that it may take 8-12 hours for lice to die after treatment.

Chronic Cases of Head Lice

If a child is found repeatedly infested with head lice for six consecutive weeks or in three separate months of the school year, the child should be deemed to have a “chronic” head lice case. Schools will need to identify these children since their continuing infestations may signify other family or socioeconomic problems. These chronic cases will be reported to the school attendance review board and be addressed by a multidisciplinary work group. The work group could consist of representatives from the local health department, social services, the school (district) nurse, and other appropriate individuals to determine the best approach to identifying and resolving the family problems that impact the child’s chronic louse infestation and school attendance.

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/SchoolGuidanceonHeadLice2018.pdf>

THE OFFICE

The office is a very busy place. Students must have an “Office Pass” from their teacher to come to the office, emergencies excepted. Please make all after school arrangements with your child prior to the start of school. Telephone use in the office is limited to emergency calls only. In addition, teachers will not be disturbed during instructional time for phone calls, except in the case of dire emergencies. **Office hours are 8:30am - 3:30pm everyday, except for Thursdays, which is 8:30am - 2:30pm.**

PARENT LEADERSHIP OPPORTUNITIES

Kemble parents are leaders! We encourage you to get involved in our school committees. If you are interested in participating in any of these leadership opportunities, please see site administration.

School Site Council (SSC)

The School Site Council meets throughout the year. It is composed of an equal number of parents and staff members. The School Site Council is responsible for the development, monitoring, and evaluation of categorical programs, budgets and plans. The agendas for the School Site Council meetings are posted in the office three days prior to our meetings. Parents are always welcome to visit our meetings.

English Learner Advisory Committee (ELAC)

Parents of English Language Learners are encouraged to join our English Language Advisory Committee. We seek parent input on programs and budget for our English Language Learner program. If you are interested in serving on this committee, contact Edward Kemble office and we will put you in touch with the right person.

Parent/Teacher Organization (PTO)

Parents and teachers collaborate together to support the students and school in fundraising for field trips, supporting with special projects, and planning of various events throughout the school year.

PARENT / TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled twice during the school year (at the end of the 1st and 2nd trimester). During the conference, the students will be on shortened day schedule. Notices will be sent out to the parents prior to conference week. *Parents/Guardians do not have to wait for conference week to confer with the teacher or Principal. They may do so at any time as long as an appointment is made prior to coming in for a conference.*

PARKING

Since February 2006 the Sacramento Police Department and Edward Kemble School have been working in partnership to create a safe school environment for your children. It is our goal to see that your children arrive to, and are picked up from school in a safe, timely and orderly manner.

The safety of your children should be your number one priority! Please assist us in providing a safe school environment. If you follow these simple rules, you will find that getting your children to and from school will be less stressful and less time consuming.

There are two (2) student drop off and pick up locations at the school:

1. Along 29th: Do not make a u turn and try to go back the way you came in. This creates a traffic jam.
2. Along Torrance Ave. (north side of school): Enter from side gate. When leaving you are requested to continue east on Torrance Ave., south on 32nd Street, west on Loma Verde or Trentwood back out to 29th Street.

Violators will be cited for the following:

1. The south entrance off 29th street into the staff parking lot will be blocked and there will be NO student drop off /pick up.
2. The south entrance off 29th street into the bus zone/fire lane will be blocked and there will be NO student drop off except school buses.
3. Double parking and allowing your children to get out of, or into the car while stopped in the middle of the street not only is against the law, it is extremely dangerous. It is suggested that you park on a side street (Flores Way, 69th Ave. etc...) You are encouraged to get out of your vehicle and escort your children to and from the campus especially if they must cross the street. Always cross in a marked crosswalk or at an intersection.
4. When you drive out of the area DO NOT make a U turn and attempt to leave from

the direction in which you arrived. A U Turn in a residential area is illegal.

5. Do not JAYWALK between crosswalks or intersections. Do not cross the street from between parked cars.

Adults are encouraged to walk their children to school. Not only does this help reduce traffic congestion and air pollution, but it allows you more time with your children and walking is a healthy alternative to driving.

PROMOTION/RETENTION

District officials and the school have an important obligation to inform all parents of their child's school achievement including strengths and weaknesses. The promotion / retention process has been put in to place to support students to meet state standards. Part of the process of implementing the policy is to identify students who are below grade level in reading, writing, math and other subjects and to provide additional help that will assist students to improve in these areas. A retention decision will require that effective instructional programs, practice, and strategies be in place and the unique instructional needs of each student be recognized. A parent/teacher conference will be scheduled early in the school year to inform you if your child is at risk of retention and a plan will be developed to assist your child reach grade level.

RAINY DAYS

When it's raining, students will report directly to and be picked up from the cafeteria. During dismissal, all students will wait with their teachers.

RECESS

Recess breaks are provided in order for students to use the restroom facilities and get drinks of water. Students will be walked to their dots on the playground by their teacher. Please do not allow your child to bring personal toys, balls, etc. to school. The school will not be responsible for any lost, damaged, or stolen personal items brought from home. Play equipment will be made available for student use. Common sense is the best rule to follow on the playground.

Play-fighting is not allowed at all, in that it usually ends up in a fight. Students are to remain on the playground area, in sight of yard duty adults, when outside. Off limit areas include: behind the classrooms, the parking lot, beyond the blacktop, and in the hallways. Playing in the restrooms, walkways, classrooms, and in front of the staff lounge or office is prohibited.

When the bell rings at the end of recess, all games end and everyone freezes. A whistle will be immediately blown to signal students to walk to their dot in line, after returning their play equipment to the appropriate location.

REQUEST FORMS

In order to effectively support staff and parents at Kemble, we will be utilizing Request Forms to communicate our needs. If you need support from the principal, front office staff, plant manager, PTO or other staff members, there will be Request Forms in the front office. Fill out the Request Form completely so that it can be filled by the appropriate individual. All Request Forms will have a 24 hour turnaround period.

SNACKS

Eating will be confined to the cafeteria with the exception of certain classroom activities. Edward Kemble is a gum- free zone. Students are not to be chewing gum at any time on campus. In addition, candy, soda, cheetos, chips and sunflower seeds are not encouraged. Please do not send these items to school with your child. Sugary foods can interfere with a child's ability to learn and function in a classroom.

TESTING

Benchmark Advance

All Kinder-3rd graders will take the Benchmark Advance assessments to progress monitor and inform parents and teachers of how Kemble students are doing throughout the year.

California Assessment of Student Performance and Progress (CAASPP) Testing

In the spring of each year, Kemble students in grade 3 are given the CAASPP test to objectively evaluate school programs and assess student achievement in language arts and mathematics. Student results are mailed out to parents by the summer.

District Benchmarks

All Kinder-3rd grade students will take district benchmark assessments throughout the year in language arts and math to assess how the students are doing in order to provide strategic and purposeful interventions to support learning throughout the year.

English Language Proficiency Assessment (ELPAC)

All students identified to speak a language other than English will take the ELPAC assessment in February of each school year to assess his/her progress in English in the following domains of listening, speaking, reading and writing. This test is administered in only English. Kinders and all students new to the country will be given the Initial ELPAC at the beginning of the year. All English learners will then take the ELPAC summative in March-April each year. Results will help teachers in creating purposeful and targeted lessons to support English learners to become proficient in English.

Gifted & Talented Education (GATE)

Students in first and third grade will be given the GATE test beginning in January till February each year. The purpose of the GATE tests is to identify students who have specific learning styles and talent. Teachers and parents can refer students for testing throughout the year for any students even if they are not in first and third grade.

Below is a link for parents who would like to refer a student for GATE testing:

http://www.scusd.edu/sites/main/files/file-attachments/parent_referral_form.english_2.pdf

If you want more information on the GATE process, please look at the link below.

<http://www.scusd.edu/post/gate-identification-process-and-timeline>

TARDIES & EARLY DISMISSALS

The instructional day begins promptly at 9:00 am. It is imperative that your child arrive to school on time. Any student entering school after the bell rings will be considered tardy. Students arriving between 9 - 9:30 a.m. must report directly to class, as their teachers will mark them late. Any student arriving after 9:30 a.m. must stop by the office for a truancy slip before going to class. Students are considered truant if they are tardy in excess of 30 minutes for three or more days.

Should you desire to have your child released from school during school hours, you are asked to sign them out in the office. If your child will be picked up during lunch, you may send a note with your child so your child may be ready with homework and backpacks. Only persons designated on the emergency card by the parent/legal guardian will be allowed to pick up a child (we may request to see identification). The office staff will call for the student to come to the office to meet the parent/guardian. In order to ensure the safety of our students and staff no one, other than office staff is allowed to go directly to the classroom without signing in at the office first. Again, if there is a custody issue, the school NEEDS the legal paperwork concerning the child. NOTE: If there is NO custody paperwork on file and either parent is listed on the birth certificate, office staff is legally obligated to release the student to the birth parent.

Tardies and early dismissals will be noted on a child's attendance record.

TELEPHONE USE

The school phone is for business purposes. Students are permitted to use the school phones for emergencies only (illness, injury, etc.). Special arrangements for out-of-school activities or for transportation should be made prior to school. Forgetting homework is not deemed an emergency.

TEXTBOOKS & LIBRARY BOOKS

1. Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning

textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2).

2. Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904).

3. Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.

4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.

5. When materials are damaged but still usable the student will be charged as follows:

Damages	Cost
Torn pages, ink or pencil marks	\$1 per page
Damaged Cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold or mildew or obscenities--drawn or written)	Full cost of the book
Missing barcodes	\$5

6. All textbooks must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diplomas, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904). The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

TRANSFERS

Transfers are issued from the school office only. Notify the Office Manager or Office Clerk as soon as possible if you plan to move. A checkout form will be issued to the teachers and student records will be sent to the new school once requested by the school.

TRANSPORTATION (ON THE BUS)

Students must obey rules when riding on the bus. Bus drivers will issue citations to

those students not following rules. Infractions include, but are not limited to the following:

1. Refusing to follow the directions of the driver. Consistently being late to the bus stop.
2. Moving about or changing seats while the bus is in motion.
3. Sitting backward in their seats.
4. Failure to cross the street in front of the bus during a red light crossover.
5. Failure to move at a reasonable pace while crossing the street during a red light crossover.
6. Spitting on people or equipment.
7. Eating, drinking or chewing gum on the bus.
8. Throwing objects (hats, belts, balls, spit wads, etc.).
9. Verbal abuse to the driver or another passenger.

Violation of these rules may result in:

1. Written warning
2. 1st bus citation (2 days suspension from the bus)
3. 2nd bus citation (5 day suspension from the bus)
4. 3rd bus citation (loss of transportation on all SCUSD buses for remainder of year)

UNIFORMS & DRESS CODE

Edward Kemble is a uniform school. The purpose of the uniform at Kemble is 1). to focus on school as a workplace for students, 2). to prevent a focus on clothing label competition, 3). to prevent the wearing of inappropriate types of clothing, 4). to maintain a safe environment by visibly seeing who is a Kemble student, and 5). to develop a sense of school spirit and unity.

Colors

Blue, White or Kemble spirit tops, Navy blue (or Levi- type) or khaki Bottoms

Tops for Boys and Girls

Plain white or blue polo shirts, tee shirts, tailored shirts, blouses, sweaters, sweatshirts, sweater vests, turtlenecks, with collars and short or long sleeves. Kemble spirit shirts are also allowed.

Bottoms for Boys and Girls*

Navy blue slacks, dark blue jeans, khaki pants, or shorts

*Girls may also wear: Navy blue or khaki shorts, skirts, or jumpers

Please note: Shorts, skirts and skirts must be at least fingertip length.

Coats/Jackets

Jackets and coats that are worn over white shirts may be at your discretion. However, they should not have inappropriate language or messages. Solid navy outerwear is preferred.

Shoes

Weather/PE appropriate. Athletic, tennis or other closed shoes. Sandals and other open shoes, backless shoes and platform shoes are not allowed.

Hats/Caps/Beanies

May be worn for warmth or to shade the face for outside use only. They must be solid colors with no inappropriate wordings or symbols. When entering classrooms or buildings, students are to put it away.

All articles of clothing (sweaters, jackets, and coats) should have identifying marks sewn or written in the lining. Ownership is hard to determine unless they are marked.

The following items are not to be worn by the students at Edward Kemble School.

- Unhemmed shorts or pants.
- Jogging shorts or any shorts slit up the side.
- Short skirts, which do not allow comfortable movement (unless shorts are worn underneath skirts). Must be at least to tips of fingertips.
- See-through shirts.
- Half shirts. (All shirts must cover the waist.)
- Middy-tie tops.
- Make-up, perfume and/or cologne, beauty tattoos, or hair dye.
- Thongs, high heels, or any other shoes which would prevent safe movement for P.E. Sandals must have ankle straps. Shoes must be worn at all times. All shoes must be securely attached to the foot by ties, straps, or velcro fasteners.
- Earrings longer than one inch (safety reasons).
- Long necklaces which could be a safety hazard during play.
- Pointed spiked jewelry
- Shoes with wheels or “heelies”
- Belts that do not fit in all belt loops.
- Sunglasses worn indoors.
- Rags (blue and red handkerchiefs) or any other gang- related clothing.
- Pants which are so big that they might fall off or are too long and may cause the student to trip and fall or expose underwear.

Students not wearing the school uniform will be offered a change of clothing, which will be loaned to them for the day. Please return loaned clothing after laundering.

If you need assistance with meeting the uniform requirement, please contact our office at 916.395.4550.

VISITORS ON CAMPUS

We strongly encourage parents/guardians to visit their child's classroom! Please remember, that all visitors to the school must sign in at the school office (Penal Code 627-627.11) where they will be issued a visitor's badge to wear during their stay.

Please sign out and return the visitor's badge to the office when leaving.

Parents/guardians are welcome to visit their child's classroom, however we request that you notify the teacher one day in advance. Due to district liability, minors accompanying parents/guardians will not be allowed in classrooms. Youth 18 years old and under are not permitted to visit student/classrooms.

VOLUNTEER PROGRAM

At Kemble, we realize the power and potential of parents being involved in their child's education. Parents, adult family members and community are encouraged to participate in school-wide activities and also in the classroom. We ask parents to try for at least 3 hours. There are many opportunities for adults to volunteer at school, such as School Site Council, classroom tutors, mentors, readers and library volunteers. Volunteers who come on a regular basis must have a copy of a negative TB test in the office. Fingerprinting is also required before a volunteer assignment can be made. Please contact the Office Manager for a volunteer packet.

The following items must be on file with the school before any volunteer project can be started:

- A current and completed volunteer registration form. This must be completed each school year.
- Copy of a recent TB or chest x-ray form/card indicating a negative result. TB tests are good for 4 years. Contact your health care provider for TB testing.
- A completed and cleared Volunteer Sex Offender Check Authorization Form (SOC-1) or a completed and cleared Volunteer Fingerprinting and Criminal Background Check Authorization Form (BC-1). The sex offender form must be completed each school year. There is no charge for this clearance. There is a charge for fingerprinting and the results are good for the duration of "uninterrupted" volunteering in the district. Call 916-643-7449 for more information.

Social Emotional Learning (SEL), Character Building & Student Conduct

DISCIPLINE POLICY

The safety and welfare of your child is the primary consideration in implementing and enforcing the Edward Kemble discipline plan. Our mission is to develop a structure of consistency in discipline using a proactive, preventative approach where students develop a respect for others, themselves and learning. All students and parents are asked to review these rules together at the beginning and throughout the year to ensure a clear understanding of our expectations.

Please note that every attempt is made to resolve issues at the local level, in the classroom or on the yard. Only serious issues are referred to the principal for resolution. Parents are strongly encouraged to contact the student's teacher with any questions you may have about a disciplinary action. If you feel it was not resolved appropriately, you may make an appointment to discuss the issue with the principal.

Parents are never allowed to speak with other students about a disciplinary action involving more than one student.

Procedures

The teacher has the responsibility at the start of the school year to ensure that students understand the school rules through a teaching process.

The first week of school or upon enrollment, parents will be informed of school procedures, rules, and discipline policy and procedures. A parent/school compact will be distributed at Back to School night/enrollment. All school staff (including instructional assistants, custodians, yard duty supervisors, etc.) are encouraged to immediately reinforce acceptable student behavior when it is observed. Scholar Dollars will be handed out when students are acknowledged for being Character Leaders on campus.

DISCIPLINE & CONFIDENTIALITY

All disciplinary and educational information about each student is confidential. Staff will not discuss a student's progress or actions with anyone besides his/her legal guardian.

If your child is involved in an incident with another student which resulted in disciplinary action, staff will only discuss the actions taken with your child. As you would not want your child discussed with another parent. Other parents do not want their child discussed as well.

If your child is involved in an incident and you would like to have a meeting with the other child's parent/guardian, the principal will facilitate a meeting with both families of the students as long as as long as both parties are willing to meet.

Parents/Guardians are to never approach and speak to another child and question them about an incident at school.

It is expected that all parents and staff members will act as positive role models for all children on campus.

PROCESSES & PROCEDURES FOR DISCIPLINARY ACTIONS

Disciplinary Action at the Classroom Level

Level 1: Warning/Request for cooperation

Level 2: Reflection time (“time out”) in the class or in a buddy room and complete a “Think it Through” sheet. (Two reflection opportunities will require advancement to next step.)

Level 3: Teacher calls parent/guardian and documents communication of behavior and consequences such as a loss of privilege and/ or a logical consequence

Level 4: Referral to Principal (citation issued) and a team meeting may be scheduled to develop a behavior contract to support student/teacher/parent.

Level 5: Possible referral to district behavior hearing

Principal Referrals

Referrals are issued for serious actions that cause injury to others, or are serious enough to cause others, including staff, to feel threatened by the behavior. In addition, principal referrals are issued when a student has received three citations or exhausted three levels of interventions (as stated above).

Principal referrals always warrant a phone call home and more serious consequences including suspensions.

All school rules are created based on California State Law and SCUSD policy. All rules apply equally to all students and there to ensure that Edward Kemble provides a safe and positive learning environment for all students and staff to teach and learn.

Attached is the districts Standards of Behavior booklet and Edward Kemble’s school wide discipline plan.

PROFANITY & INAPPROPRIATE GESTURES

Edward Kemble strives to ingrain and model for our scholars appropriate use language and actions daily through character lessons in Second Step. However, children are exposed to profane language and gestures daily through a wide array of sources such as television, video games, movies and music lyrics. These social media sources are filled with sexually explicit and racial language; as a result, if students are using such language and gestures at Kemble, there will be serious consequences and it will be addressed accordingly.

1. First offense will result in a phone call home. Student will repeat the “exact words” of what they were heard saying, or they will be asked to describe the gesture they displayed.
2. Second offense will result in an in-house suspension.
3. Third offense will result in one day of formal suspension.
4. If actions continues, student will be placed on a behavior contract and will result in a minimum of three days of suspension up to a maximum of five days of suspension.
5. Once a student reaches 10 days of suspension, students will be taken to a behavior review hearing for possible alternative school placement.

SCHOOL RULES

Be Respectful.

Be Responsible.

Be Ready to Learn.

BULLY FREE SCHOOL

Edward Kemble is a Bully-Free School! Bullying of other students or adults will not be accepted and students demonstrating this behavior will receive appropriate consequences. There is no excuse for bullying and it will be appropriately addressed. Everyone has an ethical responsibility to address bullying. Bullying is when “A person is bullied when he or she is exposed, repeatedly over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.”

Bullying includes, but is not limited to:

- Verbal bullying by using derogatory comments and names
- Lies and false rumors
- Social exclusion or isolation
- Threatening or forcing students to do inappropriate things.
- Racial, sexual, and/or cyber bullying

Bullying is against California Education Code and is a suspendable offense.

DOLPHIN PLEDGE

(whole school recites)

I pledge today to do my best
In reading math and all the rest
I promise to obey the school rules
In my class and in school
I'll respect myself and others too
I'll be responsible in all I do
I'm here to learn all I can
To try my best and be all I am!

GUIDELINE FOR SUCCESS

Success comes from within; you have to want it to get it. At Edward Kemble we believe there are no obstacles to success that cannot be overcome if we choose to persevere, to work hard, and to make our own luck happen. By following the guidelines for success each child should reach their fullest potential and be successful in life as well as in school.

1. Respect yourself, respect others.
2. Take personal responsibility for your words and actions.
3. Think you can, know you can.
4. Believe in yourself.
5. Think before you act.
6. Do your personal best.
7. Trust.
8. Choose to be kind.
9. Leave every area you enter in better condition than it was when you got there.
10. Say “please” and “thank you” a lot.
11. Wear a smile everyday.
12. Look people in the eye when they speak to you.
13. Stop blaming others.
14. Don't be afraid to say, “I am sorry” or “I made a mistake”.
15. Do not embarrass yourself, your family, or your school.
16. Be organized.
17. Say “excuse me” if you bump into someone.
18. Take pride in your work.
19. Do not expect a reward for doing what is right.
20. Share.
21. Learn from your mistakes and move on.
22. Always be honest.
23. Be positive and live life to the fullest.
24. Have a firm handshake.
25. Ask for help.
26. Celebrate diversity and be tolerant of everyone.
27. Be the best person you can be.
28. Make good choices and choose to be successful

STUDENT INTERVENTIONS TO SUPPORT ATTENDANCE & BEHAVIOR

Attendance

1. Student Study Team Referral
2. Connect Center Referral
3. Student Support Center Resources
4. Referral to SART or SARB
5. Parent Conference
6. Mentoring
7. Attendance Incentives
8. Homevisit

Behavior

1. Student Study Team Referral
2. Restorative Student Conference
3. Connect Center Referral
4. Student Support Center Resources
5. Revoke permit (if applicable)
6. Teacher suspension
7. Parent attends school with student
8. Conflict Resolution
9. Class Meeting

- | | |
|---|-----------------------------|
| 10. In-House Suspension (on school grounds) | 13. Character Education |
| 11. Community Service on campus (i.e., cafeteria duty, campus clean up) | 14. Behavior Review/Hearing |
| 12. Community Service (in the community) | 15. Shorten Day Schedule |
| | 16. Homevisit |
| | 17. Timeout |
| | 18. Loss of Recess |
| | 19. Lunch Detention |

THE SUPER SIX (Monthly Character Traits)

At Edward Kemble it is essential that we not only grow scholars, but high quality citizens with exemplary character. Students are taught the importance of positive character and attitude in order to become academic scholars. All students are expected to display these traits at all times:

Caring, Giving & Service: To be compassionate, considerate, helpful and understanding of others

Justice & Fairness: To be open minded, unbiased, and equitable

Leadership, Initiative & Teamwork: To earn the respect of others, to take the first step, and to work well with others

Respect: To show regard for self, others, property, and the environment

Responsibility: To be answerable, to be accountable for one’s actions

Trustworthiness: To earn the confidence of others, to be reliable and honest.

SPECIAL PROGRAMS/SERVICES

Dual Language Immersion

Edward Kemble offers the Dual Language Program in order to provide students with the opportunity to become biliterate in English and Spanish. While we are a K-3 school, by enrolling in this program, you are committing to continue through 6th grade with Cesar Chavez school. For more information, please see Administration or a Dual Language teacher.

English Language Development

Students identified for English Language Development instruction through the English Language Proficiency Assessment (ELPAC) test receives instruction from CLAD and BCLAD certified teachers. Teachers are to plan and develop purposeful and targeted lessons incorporating designated ELD time and integrated ELD instruction when teaching whole group. Parents may participate in our English Language Advisory Committee to be a voice and advocate to support the school’s EL

program.

Resource Specialist

The Resource Specialist works with students who need help to succeed academically in the classroom by addressing their individual learning needs.

Special Day Class

Students in grades 1-3 with more serious learning disabilities receive instruction in this self-contained class. Students meet educational goals according to their Individualized Education Plan (IEP). They are assessed on an annual basis to determine progress toward meeting the goals. Staff for these classes includes a trained and certified Special Day Class teacher and an instructional assistant. Services to our students are provided throughout the year.

Student Study Team (SST)

The Student Study Team (SST) is one of the most powerful tools available for creating a positive learning environment for all students. The purpose of the SST is to identify areas in which a particular student is having difficulty, whether it be with learning or behavior. The team (parents and/or guardians, Principal, Classroom Teacher, RSP Teacher, District Program Specialist, and Student Support Staff) will establish a plan that will enable the student to be more successful in the classroom. The effects of this plan are monitored and reevaluated to determine its success or if further modifications are necessary. If changes are needed, a new plan is implemented, with reassessment, until an effective approach can be found.

Nurse

The primary functions of the school nurse are administering tests and serving as a member of the Student Study Team or IEP Team.

Speech

Our speech and language specialist establishes remedial programs for students having moderate to severe problems in the language and speech areas.

Psychologist

The primary functions of the school psychologist are administering tests and serving as a member of the Student Study Team (which includes the Classroom Teacher, Principal, Student Support Team, RSP Teacher and Parents) regarding learning and/or behavior problems of students. The psychologist works exclusively with Special Education students.

After School Program- Boys & Girls Club

Our after school extended day learning program provides appropriate learning experiences such as homework time, enrichment and literacy for K-3rd grade students. Please see the after school site coordinator for more details. The BGC Site Director could be contacted at (916) 281-7208.

SCHOOL / PARENT / STUDENT COMPACT 2019-2020

This compact serves as an agreement between the school, parent and student. It is a promise to work together so your child can be a scholar with positive character! We believe that together we can improve teaching and learning. Please discuss this compact with your child, sign it, and return it tomorrow to your child's teacher.

STUDENT AGREEMENT:

I want to achieve and do well in school and in life. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Come to school every day and on time, be ready to learn, and give my personal best every day
- Wear my school uniform daily to show I am a professional scholar
- Follow The Super Six while making good choices and accepting responsibility for my learning and behavior
- Give parent/guardian all notices and information received from the school
- Read and agree to follow the school policies from the Edward Kemble Student/Parent Handbook

Student's Signature _____

Date _____

PARENT AGREEMENT:

I want my child to achieve and do well in school and in life. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Communicate the importance of education and positive character to my child
- Ensure that my child is well-rested and comes to school every day, on time and is in uniform
- Review my child's homework and any notes coming home from school.
Return the Friday Folder each week.
- Provide the school with outside information and reports that will help my child do their very best in school
- Get involved with school activities/events, attend parent/teacher conferences, and be open to a home visit

Parent/Guardian's Signature _____

Date _____

TEACHER AGREEMENT:

It is important to me that students achieve to their fullest potential. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Make long range and daily lesson plans that reflect the standards and courses of study
- Provide a warm, inviting, safe, and caring environment
- Validate and affirm the cultures of our students and families
- Provide quality and rigorous instruction and meaningful homework assignments to reinforce and extend learning
- Communicate regularly with students and parents about students' progress, including two formal parent conferences

Teacher's Signature _____

Date _____

PRINCIPAL / SCHOOL AGREEMENT:

I want every student to be an achieving scholar with positive character. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Establish a standard of quality and rigorous instruction in every classroom
- Maintain a safe, orderly and respectful school community
- Communicate regularly with parents through report cards, newsletters and meetings
- Seek the input and support of staff, students and parents with all aspects of the school quality

Principal's Signature _____ Date _____

Keep this page attached in the Parent/Student Handbook. You will sign a copy at Back to School Night.

2019-2020 HOME/SCHOOL eCONNECTION

Keep this portion

- Address:** 7495 29th Street, Sacramento, CA 95822
- Phone #:** 916.395.4550
- Website:** <http://edwardkemble.scusd.edu/>
- Text Svc:** <http://remind.com/>
- Facebook:** www.facebook.com/EdwardKemble
- Email:** See website and click Contact Your Teacher and locate teacher's email

It is important that the home and school work together as a team. If you have questions / concerns regarding instruction, student progress, student behavior or the classroom, we need to be able to adequately connect with you.



19-20 HOME/SCHOOL eCONNECTION

Return this portion

Please take a moment to complete this econnect form to keep us connected!

Student's Name: _____ **Grade:** _____

Teacher: _____ **Room:** _____

Parent / Guardian Name: _____

Cell Phone # _____ Alternate Cell # _____

Email Address: _____

- I will do my best to stay informed by frequently checking the website.
- I consent to staying informed of important information **via email** messages.
- I consent to being added to **Remind.com** to stay informed of important school information **via text** messages.

Parent / Guardian Signature _____ Date _____

Comment: _____

