

Rosa Parks K-8 School

2250 68th Avenue

Sacramento, CA 95822

(916)395-5327 FAX (916)433-5518

Attendance (916)395-5328



Student/Family Handbook 2019-2020

Our Mission:

Rosa Parks, a community of resilient individuals equipped with the knowledge and skills to create pathways to opportunities in life.

Principal: Cory Jones

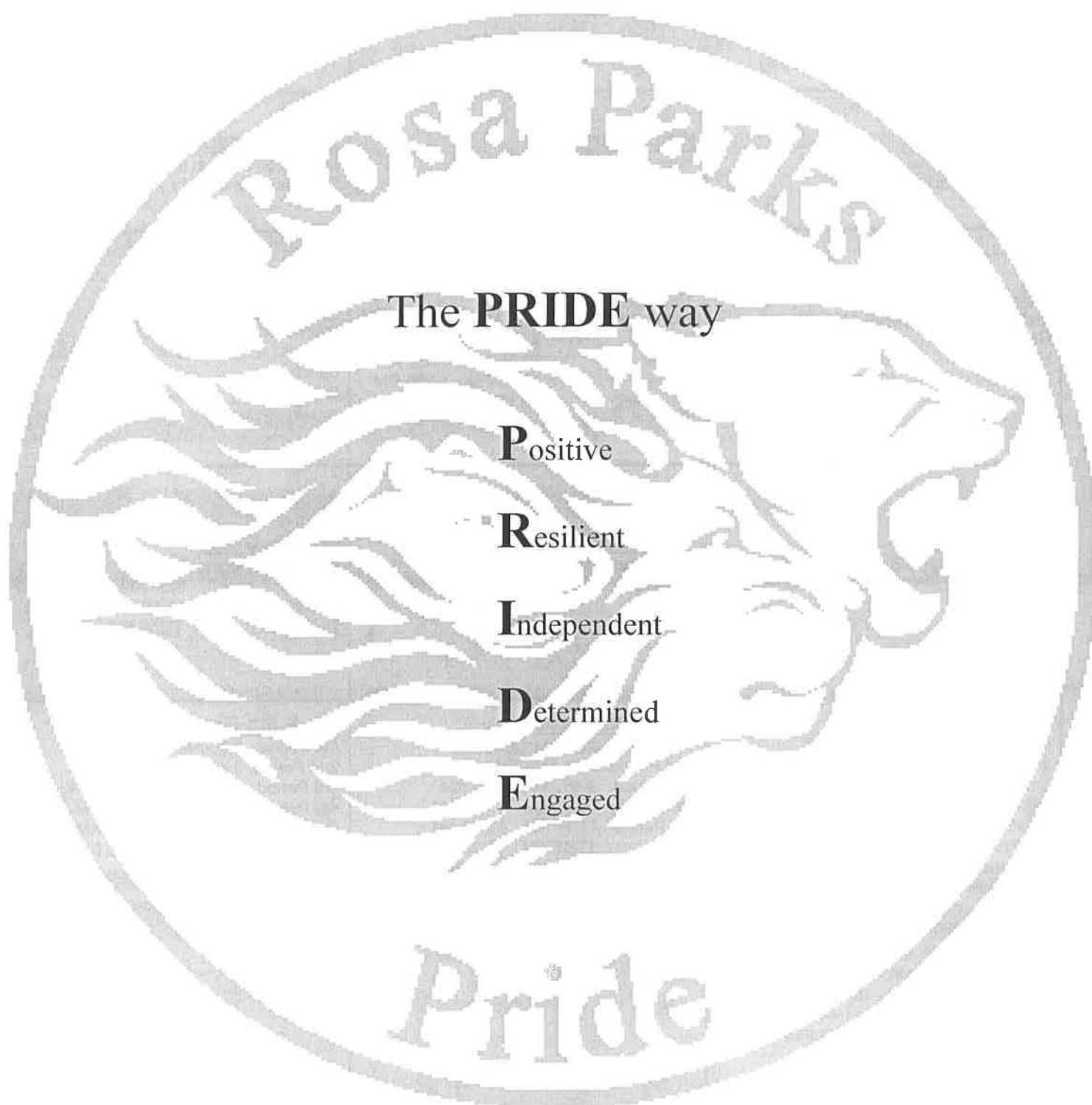
Assistant Principal: Michael McDaniel

Assistant Principal: Stuart Bushnell

Site Instruction Coordinator: Jennifer Garcia

Rosa Parks Vision

At Rosa Parks, our vision is to build a safe and collaborative learning community. We strive to help students become independent problem solvers that respect themselves and the community around them.



ROSA PARKS K-8 SCHOOL BELL SCHEDULE 2019-2020 SCHOOL YEAR

Regular Day Schedule (Mondays, Tuesdays, Wednesdays, & Fridays)	Collaborative Day Schedule (Thursdays)	Shortened Day Schedule
<u>Kindergarten</u> Instruction Begins: 8:00 AM Dismissal/Lunch: 11:20 AM	<u>Kindergarten</u> Instruction Begins: 8:00 AM Dismissal/Lunch: 11:20 AM	<u>Kindergarten</u> Instruction Begins: 8:00 AM Dismissal/Lunch: 11:20 AM
<u>1st-3rd Grade</u> Instruction Begins: 8:00 AM Recess: 9:30 AM - 9:45 AM Lunch: 10:55 AM - 11:30 AM Recess: 12:40 PM - 12:50 PM Dismissal: 1:57 PM	<u>1st-3rd Grade</u> Instruction Begins: 8:00 AM Recess: 9:30 AM - 9:45 AM Lunch: 10:55 AM - 11:30 AM Recess: 12:40 PM - 12:50 PM Dismissal: 12:57 PM	<u>1st-3rd Grade</u> Instruction Begins: 8:00 AM Recess: 9:30 AM - 9:45 AM Lunch: 10:55 AM - 11:30 AM Dismissal: 12:45 PM
<u>4th-6th Grade</u> Instruction Begins: 8:00 AM Recess: 9:50 AM - 10:05 AM Lunch: 11:15 AM - 11:50 AM Dismissal: 2:07 PM	<u>4th-6th Grade</u> Instruction Begins: 8:00 AM Recess: 9:50 AM - 10:05 AM Lunch: 11:15 AM - 11:50 AM Dismissal: 1:07 PM	<u>4th-6th Grade</u> Instruction Begins: 8:00 AM Recess: 9:50 AM - 10:05 AM Lunch: 11:15 AM - 11:50 AM Dismissal: 12:59 PM
<u>7th Grade</u> 1st Period: 8:05 AM - 8:56 AM 2nd Period: 9:01 AM - 9:52 AM 3rd Period: 9:57 AM - 10:48 AM 4th Period: 10:53 AM - 11:53 AM Lunch: 11:53 AM - 12:23 PM 5th Period: 12:28 PM - 1:19 PM 6th Period: 1:24 PM - 2:14 PM Dismissal: 2:14 PM <u>8th Grade</u> 1st Period: 8:05 AM - 8:56 AM 2nd Period: 9:01 AM - 9:52 AM 3rd Period: 9:57 AM - 10:48 AM 4th Period: 10:53 AM - 11:44 AM 5th Period: 11:49 AM - 12:49 PM Lunch: 12:49 PM - 1:19 PM 6th Period: 1:24 PM - 2:14 PM Dismissal: 2:14 PM	<u>7th & 8th Grade</u> 1st Period: 8:05 AM - 8:46 AM 2nd Period: 8:51 AM - 9:40 AM 3rd Period: 9:45 AM - 10:26 AM 4th Period: 10:31 AM - 11:12 AM 5th Period: 11:17 AM - 11:58 AM Lunch: 11:58 AM - 12:28 PM 6th Period: 12:33 PM - 1:14 PM Dismissal: 1:14 PM	<u>7th & 8th Grade</u> 1st Period: 8:05 AM - 8:40 AM 2nd Period: 8:45 AM - 9:25 AM 3rd Period: 9:30 AM - 10:05 AM 4th Period: 10:10 AM - 10:45 AM 5th Period: 10:50 AM - 11:25 AM 6th Period: 11:30 AM - 12:05 PM Dismissal: 12:05 PM Lunch: 12:05 PM

Dear Families and Students,

Welcome to Rosa Parks K-8 School! You are always welcome to visit school and participate in our functions. We encourage you to get involved and become an active member of the Parent Teacher Organization (PTO) or other various other school committees.

We know this handbook will provide you with information that will lead to a positive school year here at Rosa Parks. It will cover some of the basic information you will need to get through the school year as well as some of the special programs offered at Rosa Parks. Please take the time to read and discuss this handbook with your Student.

Sincerely,

Rosa Parks Staff

Administration

Principal
Asst. Principal
Asst. Principal
Site Instruction Coordinator

Cory Jones
Michael McDaniel
Stuart Bushnell
Jennifer Garcia

Counseling Department

School Counselor

Pamela Hunt

Library

Librarian

TBD

Office Staff

Office Manager
Office Technician II
Office Technician II
Office Technician II

Lisa Armstrong
Margaret Piner
TBD
TBD

Student Support Center

Student Support Center Coordinator
Student support Center Social Worker

Amaya Weiss
Maria Lopez

Parent Resource Center

Parent Advisor; English & Hmong
Parent Advisor; English & Spanish

Ly Moua
Araceli Villalpando

Teachers K-6th

Christina Ha
Maria Reyes-Campos
Lucia Drake
Hlao Yang
Suki Maharaj
Dien Diep
Madeleine Weinrich
Adam Borrego
Alexandria Danzinger
Monique Causley
Kyle Ly
John Bridley
Marcus Tuller
Lisa Peters
Kabee Lee
Ruby Abram

Intermediate SDC
PE Prep Teacher
Elem/MS Special Ed – RSP

Teachers 7th/8th

Britainie Ault	Math
Se Kue	Math
Laura Shirley	Math
Robert Walters	Math
Kellie LaChappelle	Math/Science ~ SDC/LD
TBD	Science
TBD	Science
TBD	Science
Rupa Ghosh	Math/Science/SDC
TBD	Language Arts
TBD	Language Arts
George Finney	RSP
TBD	Language Arts
TBD	Language Arts
TBD	Language Arts
Moises Medina	Language Arts/Publications/Student Government
TBD	Language Arts/World History
Lisa Smiley	Language Arts/Social Science
Walter Hatfield	Social Science
Andres Martinez	Social Science
Kristin Goetz	Physical Ed
Christopher Mac Phail	Physical Ed
Danny Lee	Physical Ed
Jennifer Nakayama	Band
Patty Wassum	Band
Teruko Klein	RSP

Support Staff

Marlo Flores Bakes	Instructional Aide
Chi Saykao	Instructional Aide
Wai Luke	Instructional Aide
Evelyn Perkins	Instructional Aide
Marissa Brown	Instructional Aide
Joan Araujo	Instructional Aide
Debra Korge	Instructional Aide
Gabriel Ortiz	Instructional Aide
Steven Perez	Campus Monitor
Gabriela Aguilar	Campus Monitor
Alex Mota	Yard Duty
Steve Fong Perez	Yard Duty

ATTENDANCE PROCEDURES

Regular Attendance at school is the first step towards academic success. Rosa Parks K-8 School and the Sacramento Unified School District have set expectations for attendance. It is most important that students arrive to school on time so they don't miss any instruction.

Board Policy Administrative Regulations 5113-A.R. 5113 (c). After 10 absences for illness that have been verified by steps 1 or 2 shown below, any further absences for illness must be verified by a doctor.

*****Rosa Parks Attendance Office: (916) 395-5328*****

All absences MUST be cleared within 3-days or it may remain an unexcused absence on your student's attendance record.

WHEN A STUDENT IS ABSENT, THE FOLLOWING STEPS SHOULD BE TAKEN:

1. Parent/guardian may call the school 24-hour **Attendance Line (916) 395-5328** on the day of absence. Please state clearly your name, the student's name, and the grade/teacher.
2. Parent/guardian may submit written note to the Attendance Office. Include the child's first and last name, date of the absence, and reason for absence. The note must include parents/guardian's contact number and signature.
3. When students have been absent from school, they must obtain a readmit slip from the Attendance Office.
4. Any absence for illness verified by a doctor's note does not "count" against the 10 day.
5. If a student has had a SART Meeting or a SARB Hearing, they will be required to provide a doctor's note for each absence.

ABSENCE DEFINITIONS:

In the Sacramento Unified School District, an absence is defined in three categories:

1. **Excused absence:** Excused absences are given only for illness, medical/dental appointments, or death in the family. All others absences are unexcused. You may request homework for an excused absence.
2. **Unexcused absence:** Any reason for an absence, other than those listed above will be considered an unexcused absence, even if the parent/guardian may have given permission for the student to miss school.
3. **Truancy:** When a student is absent for one or more class periods without parental permission, he/she will be considered truant. Students who leave class or any designated area without permission will be considered truant. In the event of truancy by a student, a letter or phone call will be made by the school staff to the parent/guardian. *The Education Code states that any pupil who is late 30 or more minutes on more than three days in one school year without valid excuse is truant (Education Code 48260).*

ADVANCE NOTICE OF ABSENCE

If you expect to be absent 3 or more days for any extended medical issue, vacation*, or personal reason please provide advanced notice to the Attendance Office. A note from the parent/guardian should be brought to the Attendance Office **ONE FULL WEEK** before the expected absence, giving reason for the absence. Students are to request homework or class work from teacher prior to his/her absence. Students will be readmitted in the usual manner by presentation of an additional note from parents upon returning from absence. Students must turn in work for class credit.

*** Please note vacations are an unexcused absence.**

California Education Code 48200 says that parents must see that their children attend school every day. Failure to keep students in school can result in the filing of a criminal complaint by the District Attorney's Office. The California Education Code section 48291-48293 gives the District Attorney's Office the power to prosecute "any person, guardian, or other person having control or change of any pupil who fails to comply with the compulsory full-time education requirements, unless excused or exempted". Parents/Guardians must also be subject to prosecution under Penal Code Section 272.

Contributing to the Delinquency of a Minor

This section carries a penalty of a fine not to exceed \$2500.00 or imprisonment in the county jail for no more than one year. In addition, as a result of failure to attend school, your children, under the Welfare and Institution Code 601(b) could be made a ward of the court.

EARLY DISMISSALS

Please make every effort to schedule appointments before or after school hours, due to loss of learning time and class disruption. Students leaving school early (medical appointment, etc.) must have a parent/guardian come in person (with valid photo identification) to the Attendance Office and sign them out. For their own protection, students may not be released to walk home without an authorized adult accompanying them.

VERY IMPORTANT:

Any adult (18 or older) picking up a student must be listed on the emergency card and must come into the office to pick up the student. The adult must have valid identification (driver's License, or I.D. card) in order to remove a student from campus.

TARDIES

Being on time to school is extremely important. Not only does it establish good habits for life, but it prevents your child from falling behind the rest of the class first thing in the morning.

All students who arrive after the tardy bell must be prepared to go to the office to get a late slip.

TARDIES TO CLASS (7th & 8th Grade passing period)

Tardies between classes will be included in the unexcused tardy policy. Students who are not in class when the bell rings will be considered unexcused tardy unless excused by a staff member.

CONSEQUENCES FOR AN UNEXCUSED TARDY TO SCHOOL

More than five (5) unexcused tardies to a class may result in a referral to the School Attendance Review Team (SART).

If no improvement in attendance is made, the student may be referred to the School Attendance Review Board (SARB) and Peer Court.

Please note: The Education Code states that any pupil who is late 30 or more minutes on more than three days in one school year without valid excuse is a truant (Education Code 48260).

*****Rosa Parks Attendance Office: (916) 395-5328*****

EMERGENCY INFORMATION

All parents/guardians are requested to provide the school attendance office (395-5328) with current telephone numbers for their home and place of employment, medical information, including the name of the family doctor, and the names and numbers of a relative or neighbor to assist in the event of a medical emergency at school. It is extremely important that the school is able to contact a parent/guardian AT ALL TIMES. Please list only local friends and relatives on the card who would be authorized to care for the child in any emergency situation where a parent or legal guardian cannot be reached (Education Code 49408). **Please contact the school immediately whenever there has been a change of phone numbers.**

HOME/SCHOOL COMMUNICATION

Rosa Parks K-8 makes every effort to keep parents informed of what is going on at school. Please expect regular and frequent communication from us throughout the school year. There are several different ways we will try to communicate with you:

- School Newspaper and Website
- **The Infinite Campus messenger phone/email system** is an additional way we communicate with families. Automated phone messages and/or emails will be sent home letting families know of upcoming events, report cards, meetings and other important information. It also allows the school to notify parents and staff during an emergency, providing accurate and timely information
- **Electronic marquee**, located on the front of the school on 68th Ave, displays upcoming and important school events.
- **Progress Reports** for K-6th graders will be sent home three times a year. Expect to receive progress reports mid trimester for students that are not progressing towards meeting the new Common Core State Standards.
- **Quarter grades and Progress notices for 7th/8th graders** (with failing grades) will be **mailed** out 8 times each year. Expect to receive Deficiency notices mid quarter, and expect Quarter and or Semester grades a few weeks at the end of each Quarter/Semester.
- If you would like to talk to the Principal, an Assistant Principal, or a teacher at any time, please schedule an appointment (395-5327).
- Trimester grades and progress notices for k-6 grades

PARENT INVOLVEMENT

At Rosa Parks K-8 School, we welcome parents as partners. We believe students perform better and are more successful when their parents are actively engaged in their learning. We are committed to partnering with you as you guide and support your student through the school year. You can help in the following ways:

- Visit our Parent Center and Student Support Center on campus
- See that your child is punctual and attends school regularly.
- Establish a time, place, and routine for homework and review it regularly.
- Review and/or sign and return school communication.
- Infinite Campus Parent/Guardian Log-in
- Regularly communicate with teachers/counselor about student's progress.
- Attend school-wide events or meetings, such as Open House, Back to School Night, conferences with teachers, Family Nights, Cultural Celebrations, Band Concerts, Sporting Events, etc.

VISITORS

We encourage parents to visit Rosa Parks at any time. Policy mandates that all visitors and volunteers must sign in with the office and obtain a visitor's badge. Teachers are always willing to discuss the educational process with parents, but cannot be interrupted during class time to do so.

Under no circumstances will students from another school or young brothers/sisters be permitted to accompany Rosa Parks' students on campus or in the classroom.

Rosa Parks Support Services and Resources

Student Support Center (formerly known as the Youth & Family Resource Center)

Dedicated to academic success, the Student Support Center offers a wide range of social, emotional, and health resources to help students thrive. We promote attendance and a positive school climate by focusing on the whole child, providing critical support services and removing barriers to learning.

Services include:

- Mentoring
- Crisis Counseling and on-site mental health services
- Support Groups
- Academic supports (SST's/504 Plans/IEP's assistance)
- Basic needs (clothing, food, shelter) information and referrals
- Health insurance and healthcare services referrals
- Gang Prevention Services
- Drug & Alcohol Education
- Family Nights
- Attendance Support & Home Visits

The Student Support Center is located in P3 and is open Monday through Friday from 8am-4pm. Please drop by anytime.

Student Support Center Staff:

Amaya Weiss, SSC Coordinator

Amaya-weiss@scusd.edu

(916) 433-5369

Maria Lopez, SSC Social Worker

maria-lopez@scusd.edu

(916) 433-5152

CSUS Interns from the Departments of Social Work, Counseling, and Nursing

Parent Resource Center – Centro De Padres and Chav Pab Niamtxiv

The Parent Resource Center offers many different resources for parents, including:

- Translation in Spanish and Hmong
- Monthly Parent Workshops
- Access to computers
- Assistance with your child's schedule/contact with teachers/parent and student responsibilities
- School Site Council
- Parent Teacher Organization (PTO) liaisons
- Attendance Interventions and Home Visits
- English Learner Advisory Committee (ELAC)

The Parent Resource Center is located in P2 and is open during school hours from 8am-2pm.

Parent Resource Center Staff:

Sally Villalpando, Parent Advisor (English/Spanish)

Aracelli-villalpando@scusd.edu

(916) 395-5330

Ly Moua, Parent Advisor (English/Hmong)

Ly-moua@scusd.edu

(916) 395-5330

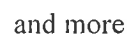
Rosa Parks K-8 School also participates in the Parent/Teacher Home Visit Project. The aim of the Home Visit Project is to strengthen communication between schools and parents as a means of improving student achievement and engagement. You are your child's first teacher and their biggest influence. Home visits enable us to learn from you the best ways to support your student's growth and success. Our visits will be informal and in a setting most familiar to you (either your home and/or a place away from the school that is comfortable for you). Throughout the year, some of your child's teachers may call you to schedule a home visit. If you do not receive a call, but would like a home visit, please do not hesitate to call the school (916) 395-5327 to set one up.

The School Counselor provides academic guidance and support to 7th and 8th grade students, including:

- Academic advising
- High school options and applications
- Student Study Team coordinator for 7th & 8th grade
- Conflict Resolution
- College and Career readiness (field trips), and information
- College and Career week ~ with Guest Speakers
- Monthly parent conference's for 7th & 8th Grade Students
- Problem Solving and referrals to school-based resources
- Student of the month and other programs to recognize outstanding and most improved students.

916-395-5327

Rosa Parks K-8 School promotes social and emotional learning in several ways. This school year Rosa Parks K-8 will be implementing a positive Behavior and intervention system (PBIS) Our school PBIS or “Pride Path” will have the following expectations: Respectful, Responsible, and Safe. Student will be recognized for meeting these 3 expectations in the following ways:



Academic Services & Programs

If you are interested in any of the following services or programs, please contact the Rosa Parks Main Office at (916) 395-5327.

Parent/Teacher Conferences (K-6) and Report Cards

Elementary grade Parent/Teacher conferences take place at the end of the first and second trimesters. A conference is mandatory for every elementary age child at the end of the first trimester. Teachers may use their discretion as to whether a student needs a conference at the end of the second trimester. If you would like to request a conference at the end of the second trimester or any other time of the year, please call your child's teacher. Report cards will go home following the parent/teacher conferences and on the last day of school.

Student Study Team (SST) Meetings

The Student Study Team (SST) is a positive, team-oriented approach to assisting students with a wide range of concerns related to their school performance and experience. The purpose of the SST is to identify concerns and intervene early in order to design a support system for students having difficulty in the general education classroom.

Either a staff member or parent can make a referral for an SST. The team usually consists of a parent, teacher, administrator, and support personnel from the school. Students may also be included depending on their age and maturity. Sometimes a special education teacher and/or School Psychologist will also participate to give his or her perspective.

The SST meeting provides everyone with an opportunity to share concerns and develop a plan. The interventions agreed upon will vary depending on the child's needs. Follow-up meetings are scheduled to verify the plan is working and to make adjustments to ensure student success. The Student Study Team is an efficient and effective way to bring together resources in order to help students reach their potential. If you have questions or concerns about an SST, please contact your student's teacher or a school administrator.

504 Plans

Section 504 of the Rehabilitation Act of 1973 is a federal law that protects qualified individuals from discrimination based on their disability. A student qualifies as handicapped under Section 504 if they have a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Please contact your student's teacher or school administrator if you have questions about a 504 Plan.

Individual Education Plans (IEP's)

Special Education is provided to students, from birth through 21 years of age, who meet eligibility criteria. These students receive specialized academic instruction and related services designed to meet their special education needs, as recommended in their Individualized Education Program (IEP). Special Education services are provided only after all resources of the general education program have been considered and utilized. If you have questions or concerns about an IEP, please contact your student's teacher or a school administrator.

Resource Specialist Program

The Resource Specialist works with students for up to 49% of the day to work on reading and/or mathematics. These services are only available to students who qualify for Special Education services.

Special Day Class:

Students in grades 1st through 6th that need intense learning interventions and support will receive instruction in self-contained classes. Students meet educational goals according to their Individualized Education Plan (IEP). They are assessed annually to determine progress toward meeting their goals. Staff for these classes includes a trained and certified Special Day class teacher and one or more instructional aides.

Speech & Language

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

Physical Education

Physical Education is a required part of your child's school day. A doctor's excuse is necessary to allow your child to withdraw from participation for any extended period of time.

COMPUTER LAB/MOBILE TECHNOLOGY CARTS:

Use of school technology and access to the internet is a privilege and will only be used for school-related education and research. Students are expected to follow the directions of the teacher and school staff, and abide by the rules of the school and school district. **If students do not meet the expectations, they may lose their technology privileges.**

Students must abide by the following technology expectations:

1. Handle all equipment with care and only with permission
2. Any type of food, drink, or gum is not allowed in the library, computer lab, or with the use of technology.
3. **Protect your password!** Do not allow anyone else to use your password and do not use anyone else's password.
4. Do not alter the log-in screen or desktop screen-saver.
5. **NEVER** vandalize or copy computer data, including Copyright protected material (plagiarism) or other student's assignments.

***Each student is expected to be a responsible, appropriate, legal, and ethical user of technology.**

LIBRARY

Library class visits are based on a rotating schedule, with open library hours at various times of the week. Each student (with a parent consent form) has the opportunity to check out library materials. If a student loses or damages the library item, that student may be required to pay for the purchase price of the book. The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

SCUSD GUIDELINES FOR TEXTBOOKS

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 in 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 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 lost or damaged textbooks.
5. When materials are damaged but still usable the student may be charged as follows:

Damages	Cost
Torn pages, ink or pencil marks	\$1.00 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 bar codes	\$5.00

All textbooks must be returned by students at the end of every school year. If not, the district may withhold student's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904)

ROSA PARKS K-8 GUIDELINES TO SUCCESS

GUIDELINES FOR APPROPRIATE SCHOOL ATTIRE

California Education Code 35183 says that students are not allowed to wear any type of gang related apparel that if worn on campus could threaten the health and safety of the school environment.

Rosa Parks' students are expected to wear clothing appropriate for a school setting. Clothing deemed inappropriate or a distraction to a positive learning environment will need to be changed, if you are unsure, don't wear it. Any items of apparel or accessories that are disruptive to the educational atmosphere of our school are strictly prohibited. Items that suggest, advertise, or promote illegal or disruptive activities or situations are not allowed. Examples include but not limited to the following categories:

- **Prejudice/discrimination**
- **Tobacco**
- **Prescription drugs/alcohol**
- **Sexual or lewd content**
- **Violence/Suicide/Weapons**
- **Gangs**

The following guidelines explain the dress code:

- **PANTS** must fit appropriately at the waist without the aid of a belt, must not drag on the ground, and **cannot be slit or ripped above the knee, unless worn with leggings.** Leggings do not qualify as pants, but may be worn under dresses, skirts or ripped jeans. Pants may not be fastened at the ankle by materials such as rubber bands.
- **Sagging is NOT allowed.**
- **SKIRTS, and SHORTS** are appropriate if the length is not too short. "Short shorts", ripped pants above the knee and miniskirts, unless wearing leggings, are not acceptable school attire. Use good judgment when considering wearing shorts and skirts. Consider standing and bending. skirts, and shorts should be within six inches of the top of the knees (**fingertip length**).
- **CLOTHES** that expose or uncover sensitive areas of the body are unacceptable for school attire. Examples include but are not limited to midriffs and private areas. Remember that boxer shorts, bras, or other underwear should not be visible as it is considered inappropriate school attire
- Religious and culturally sensitive head coverings are allowed on campus. Other permitted head coverings allowed during school hours, include hats and beanies that are not inappropriate (gang, drugs, alcohol or profanity). Upon teacher discretion some teachers may ask for hats or beanies to be removed based on classroom rules.
- Head coverings not allowed: doo rags, wave caps, bandanas and beanies with eye holes
- **SHOES:**
- Due to playground safety elementary students shoes are to be closed-toed. **Strapless sandals or slides are not allowed FOR ELEMENTARY SCHOOL.**
- 7th & 8th Grade Students are responsible for having appropriate PE attire which **INCLUDES TENNIS SHOES DAILY.**
- School colors are black and gold.
- It is recommended that jewelry not be brought to school.

CELL PHONES and ELECTRONIC DEVICES POLICY

Student electronic devices should be powered off and put out of sight unless the student is given specific permission by an appropriate school staff member. If an emergency arises and families or individuals are in need of communicating with a student during school, they can call the front office to make arrangements to speak with them. If a student is in need of communicating with an individual during school hours, they can use a school phone, or use their electronic device after gaining permission from an appropriate staff member. Please be advised that attempting to communicate with a student on their personal electronic device during school hours may significantly disrupt the instructional environment of a classroom or the school. Student who are unable to meet these expectations may receive one or more of the following consequences:

- Verbal reminder
- Documented warning and or reported to a Parent/Guardian.
- The phone being confiscated and returned at the end of the school day.
- The phone being confiscated and returned to a Parent/Guardian
- After school refection, after school tutoring, and/or Pride Patrol
- School electronic device privileges significantly restricted or eliminated.

Students are responsible for the safekeeping of their cell phone/electronic devices; teachers, administrators, and the school will not assume any liability for missing or damaged devices.

The use of the camera phone feature is not allowed on campus unless with staff member approval. Any student who violates this policy will have his or her device confiscated.

Upon request all confiscated cell phone/electronic devices must be turned into Administration or office immediately.

Please be aware that calling your student during the school day puts him or her at risk of disciplinary action. If you need to reach your child during the school day, please call (916) 395-5327.

IN THE CLASSROOM

1. Students enter the room in an orderly manner and are in assigned seats, quiet and ready to work when the tardy bell rings.
2. Students are responsible for bringing the required materials to each of their classes.
3. Students show good manners, courtesy, and respect for all other students, teachers and staff.
4. Students know and are familiar with contents of the Student/Parent Handbook and know classroom expectations.
5. Students only leave during the period when granted permission by the teacher and they have a pass signed by the teacher.
6. Middle school students will be attentive, remain in seats, attempt all class work, and raise hands for recognition and permission to speak until classroom teacher dismisses students.
7. Students will be dismissed by the teacher and not the bell.
8. Middle school students should not loiter when leaving/entrance to class, or main entrance before bell and leaving school.

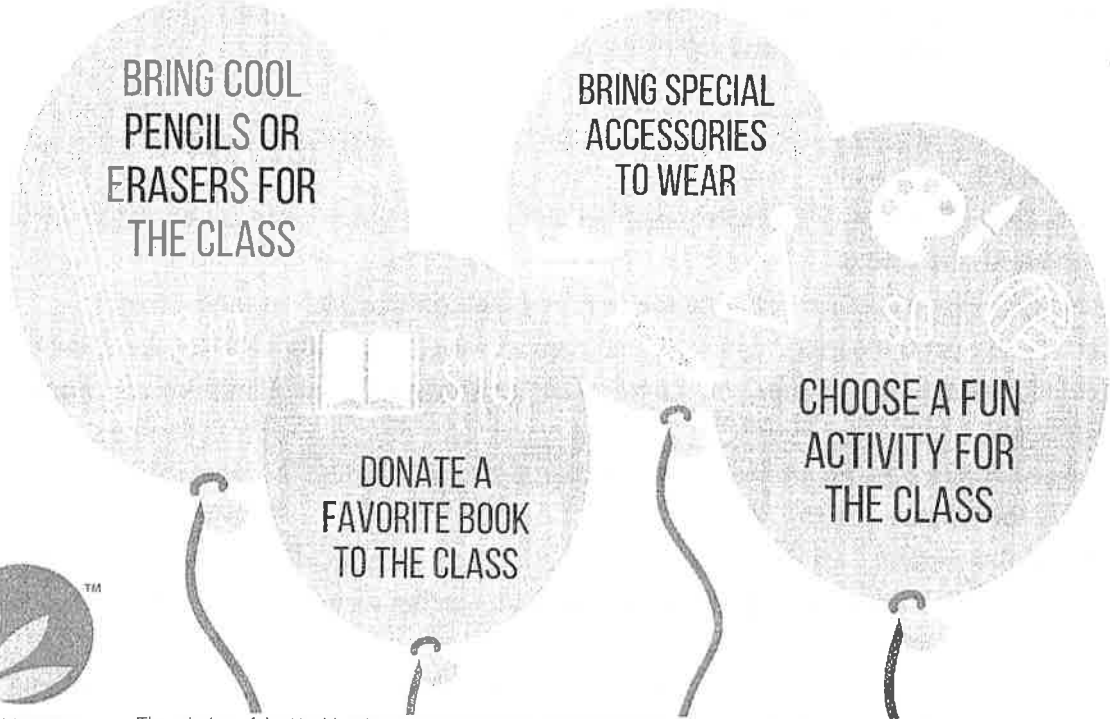


SCHOOL/CLASSROOM CELEBRATIONS

Schools can help promote a positive environment by providing healthy celebrations that shift the focus from food to the child, therefore classroom celebrations will strive to have non-food celebrations, and when food is included, will only offer healthy food that is non-allergenic to all students in that classroom. This food must be compliant with competitive Foods regulations. The district website has a list of non-food and healthy celebration ideas.

HEALTHY CELEBRATIONS

To view SCUSD's updated Wellness Policy and resources visit www.scusd.edu/district-wellness-committee



BRING COOL
PENCILS OR
ERASERS FOR
THE CLASS

BRING SPECIAL
ACCESSORIES
TO WEAR

DONATE A
FAVORITE BOOK
TO THE CLASS

CHOOSE A FUN
ACTIVITY FOR
THE CLASS



HEALTH
EDUCATION
COUNCIL

The mission of the Health Education Council is to cultivate health and well-being in under-served communities by leveraging the power of collaboration. For more information, visit www.healtheducouncil.org

Funded by the USDA SNAP, an equal opportunity provider and employer. Visit www.CaChampionsForChange.net for healthy tips.

What is a 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

Who Created SCUSD’s Wellness Policy?

A group of caring and concerned parents/guardians, students, nutrition service employees, physical education teachers, school health professionals, board members, administrators, and members of the public joined together to form the SCUSD Wellness Committee, and write the policy. The Committee meets monthly and welcomes new members.

Food on Campus

What may be served & sold on campus?

Foods and beverages served and sold in school 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.californiaproject.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.

Fundraising Regulations

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.

Regulations differ between elementary schools and middle/high schools. For more information visit our webpage at www.scusd.edu/wellnesspolicy

Classroom Celebrations

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.

Awesome Celebration Ideas:

Games (such as relays, etc.)

Hold class outdoors

“Free choice” time

Stickers/pencils

Balloons/bubbles

Art supplies/projects

Read a Story

Movie Day

Healthy snack options:

Fresh Fruit

Smoothies

Frozen bananas with shredded coconut

Vegetables with a variety of healthy dips (hummus, guacamole, salad dressing)

RESTROOMS & RESTROOM PASSES

Restroom privileges will be granted upon staff discretion. Students must ask for and receive teacher permission to leave the classroom with a restroom pass. To ensure sanitary and clean facilities, each student is requested to use the restrooms for their intended purpose. Students are not to congregate or loiter in the restrooms. No food or drinks are to be taken into restrooms.

***Students are encouraged not to use restroom or be sent to office 10 minutes before or after passing bell.**

IN THE HALLWAY

1. Keep hands and feet to yourself.
2. Have a signed pass when in the hallway during class time.
3. Line up in an orderly manner.

PUBLIC DISPLAYS OF STUDENT AFFECTION

Rosa Parks Middle School encourages development of new and long-lasting friendships. However, physical contact including, but not limited to intimate touching, hand-holding, fondling, cuddling and kissing at school or a school sponsored activity between two students is not permissible.

BEFORE AND AFTER SCHOOL

1. Students are expected to remain in the designated morning areas before the first bell.
2. Middle school students are encouraged to enter and exit the school from the front and the west parking lot.
3. Elementary students are encouraged to enter and exit campus from the Muirfield Way/East side entrance.
4. Students are expected to keep office areas quiet and orderly.
5. Students are expected to use appropriate language and volume levels.
6. Students are expected to exit school grounds or report to their after school activity immediately.
7. Once students leave school grounds, they will remain off campus.

CAFETERIA BREAKFAST & LUNCH

Rosa Parks qualifies for both 100% Free and Reduced Breakfast and Lunch. Meals are served daily in the cafeteria with breakfast being served at 7:30am.

EXTRA-CURRICULAR ACTIVITIES:

At Rosa Parks we try to provide as many opportunities for students to be involved in extra-curricular activities. Participation in these activities is a privilege earned and students are expected to meet the minimal standards in attendance, academics, and behavior. Participation in extra-curricular activities including, but not limited to: Field Trips, Athletics, Dances, etc. Student participation in any extra-curricular activities is subject to the approval of the principal or their designee.

Students receiving any school suspension or excessive behavior infractions may not be allowed to participate in extracurricular activities (including dances, sports, etc.) for a length of time at the discretion of administration.

SCHOOL SAFETY

BICYCLES, SCOOTERS, and SKATEBOARDS

Bicycles, scooters, and skateboards are to be WALKED at all times on the Rosa Parks campus. Bicycles should be locked to the bike rack in the enclosed bicycle cage on campus. Skate boards are to be locked on the rack by front entrance. Parents are responsible for ensuring that their students comply with the state's mandatory helmet law. If your child leaves home without a certified safety helmet, or proper safety equipment, the staff at Rosa Parks cannot be held responsible in the event of a head injury sustained by the child due to an accident. **Failure to wear the proper headgear can lead to the student receiving a citation by law enforcement.** Bicycle, scooter and skateboard security is the responsibility of the student and the student's family. Rosa Parks is not responsible for lost or stolen bicycles, scooters, and skateboards. Inappropriate use of scooters or skateboards will lead to temporary confiscation. They may not be used during lunch period.

SAFETY DRILLS

Fire drills are required by law and are an important safety precaution. It is essential that when the first signal is given, students obey orders promptly and clear the building by the prescribed route as quickly as possible. Students are required to remain quiet and attentive in order to receive necessary instructions. There is to be no running or talking during a fire drill

OTHER EMERGENCY PROCEDURES

Teachers will instruct students and regularly review with classes what to do in the event of other unforeseen emergencies. In the event of an emergency, always wait for instructions from an adult. Students are not to leave school during an emergency without approval by an adult member of the Rosa Parks staff.

STUDENT INSURANCE

Student's accident insurance is available and an application envelope can be requested through the front office. All students participating in after-school sports must carry some form of accident insurance and be able to offer proof of insurance to the school. All parents are encouraged to consider this low-cost coverage option.

LOST & FOUND

- All clothing should be marked with your child's name so they may be identified if lost. The school has a lost and found in the cafeteria where items may be claimed by children and parents. Anything not claimed after a period of time will be donated to the district's clothes closet. Any articles (other than clothes) found on campus should be turned in to the office. Textbooks and library books are to be returned to the library

EMERGENCY CARDS

Each child must have an emergency card on file in the school office. In addition to the home phone number, each card must have at least two different numbers listed in case of an emergency. It is important to keep emergency information up to date throughout the year. Your child will only be released to someone listed on his/her emergency card. The office staff may ask for proof of identification before releasing your child. If there is a custody issue, parents should provide the school with the most recent court documents.

ACCIDENTS

If your child is seriously injured at school, the school will call you immediately. If you cannot be reached, we will attempt to contact persons listed on the emergency card. In case of an injury or illness requiring emergency care (left to the discretion of the office staff), an ambulance will be called.

MEDICATION

To give medication in school a physician and the parent or legal guardian must complete the *Medication in School Form*. The form must be renewed yearly. *Medications in School Forms* are available in the school office. Many physicians have the same form. If you have any questions about medication, please call the office.

Note: Under no circumstances will prescription or non-prescription medication be given to a student without parent authorization. All medication must be delivered to a school nurse/front office staff by a parent or legal guardian in the original pharmacy container. Students are NOT permitted to carry prescription or non- prescription medicine, including aspirin or cough drops at any time. One exception is asthma inhalers prescribed by a medical provider to the student.

STUDENT BEHAVIOR INTERVENTIONS

LUNCH or AFTER SCHOOL DETENTION

After School Community Reflection can be assigned by either an administrator or teacher with administrator approval and will occur after school. Reflections are 1 hour in length beginning at 2:14. Reflection is intended to serve as a restorative aid in improving our students' academic performance and social emotional learning. Each student will be assigned a task designed to help them improve in the area needing development. During reflection, students are expected to engage in some of the following activities:

Community Service: Students will perform campus improvement projects.

Reflection Journals: Students will be encouraged to use writing as a tool help them express themselves and to advocate for assistance.

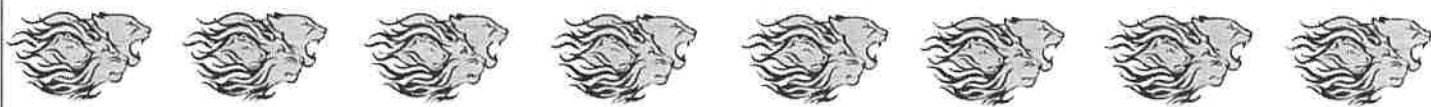
Goal Planning: Students will learn to set Specific, Measurable, Achievable, Realistic, and Timely goals.

Tutoring: Homework assignments

Other Activities: Silent Reading, Socratic Seminars, Viewing of Educational Documentaries (includes Reflection questions), Letter and Essay Writing

Reflection will be determined by Administration

If you have any questions or concerns please call 916-395-5327



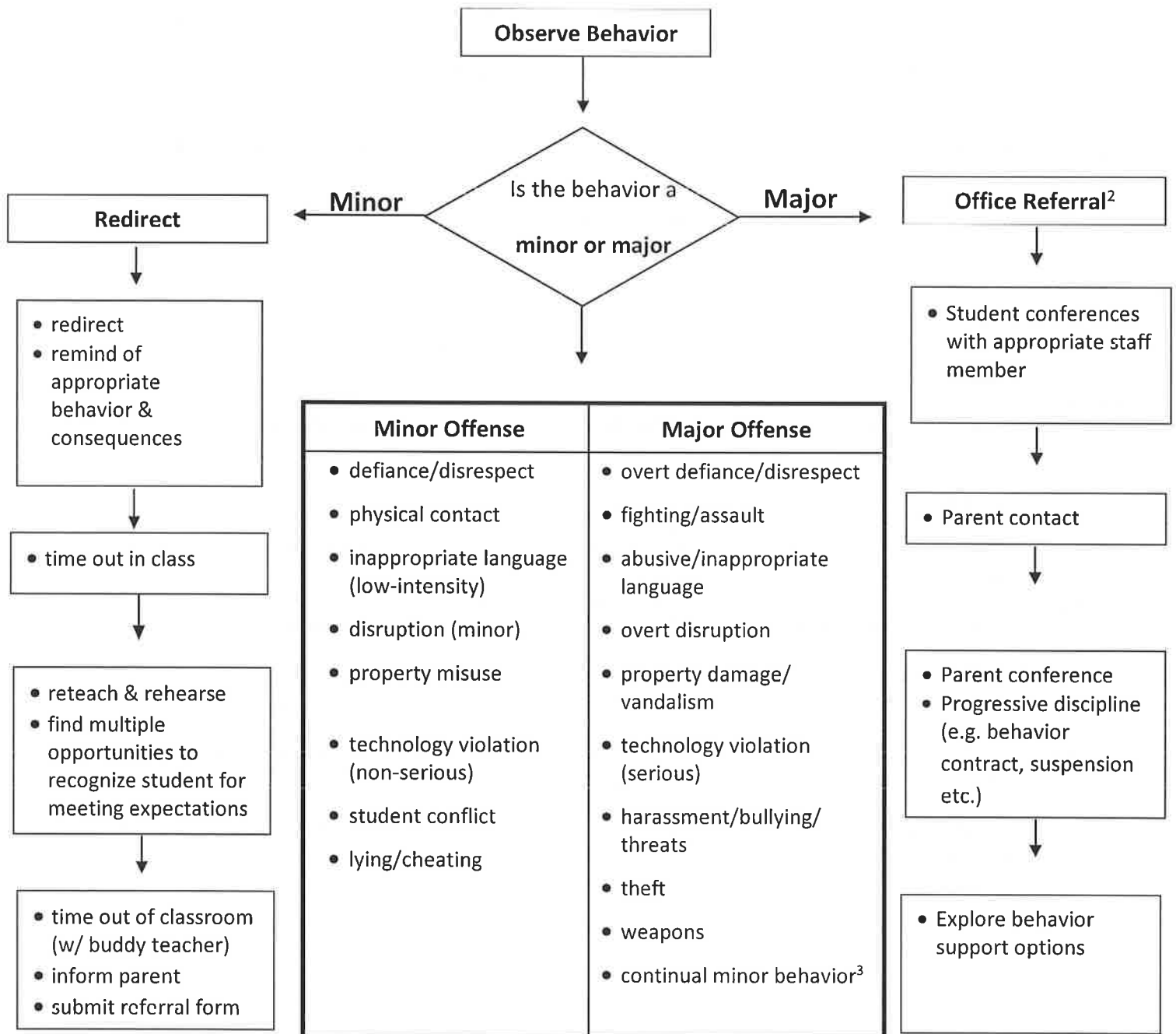
ROSA PARKS RULES & EXPECTATIONS MATRIX

Location	We Are Respectful	We Are Responsible	We Are Safe
Hallways	<ul style="list-style-type: none"> - Use appropriate voice level 	<ul style="list-style-type: none"> - Follow procedures for lining up - Have appropriate pass <p>Proceed directly to appropriate location</p>	<ul style="list-style-type: none"> - Walk appropriately - Use hands, feet, & objects appropriately
Bathrooms	<ul style="list-style-type: none"> - Respect the privacy of others - Always flush - Keep bathroom clean - Let appropriate adult know if bathroom needs attention 	<ul style="list-style-type: none"> - Wash your hands & use bathroom appropriately - Use bathroom at recess or passing rather than during class - Have appropriate pass 	<ul style="list-style-type: none"> - Walk appropriately
Cafeteria	<ul style="list-style-type: none"> - Follow instructions first time asked - Use appropriate voice level - Use appropriate manners - Keep your area clean 	<ul style="list-style-type: none"> - Follow procedures 	<ul style="list-style-type: none"> - Walk appropriately
Playground/ Blacktop	<ul style="list-style-type: none"> - Follow instructions first time asked - Say and do only kind things to others - Share and take turns 	<ul style="list-style-type: none"> - Follow bell, game, & specific area procedures - Accept responsibility for your actions - Use and return equipment appropriately 	<ul style="list-style-type: none"> - Stay in the appropriate area - Use hands, feet, and objects appropriately
Office	<ul style="list-style-type: none"> - Follow instructions first time asked - Walk in and wait quietly for your turn - Use appropriate voice level - Use your manners to state the reason for your visit 	<ul style="list-style-type: none"> - Have appropriate pass 	<ul style="list-style-type: none"> - Walk appropriately - Stay in appropriate area

ROSA PARKS RULES & EXPECTATIONS MATRIX CONTINUED

Location	We Are Respectful	We Are Responsible	We Are Safe
Arrival to School/ Dismissal	<ul style="list-style-type: none"> - Greet others appropriately - Greet and say good-bye to others appropriately 	<ul style="list-style-type: none"> - Arrive on time and report directly to appropriate area - Power off and put away electronic devices - Lock up vehicles in appropriate area - Follow bell procedures 	<ul style="list-style-type: none"> - Use sidewalks and crosswalks appropriately - Walk your vehicle on campus
Rally/ Assembly	<ul style="list-style-type: none"> - Follow instructions first time asked - Use appropriate voice level - Be kind with your words & actions 	<ul style="list-style-type: none"> - Proceed directly to appropriate location - Follow dismissal and activity procedures 	<ul style="list-style-type: none"> - Walk appropriately - Use hands, feet, and objects appropriately
Field Trips	<ul style="list-style-type: none"> - Follow instructions first time asked - Use appropriate voice level - Positively represent the Rosa Parks Community 	<ul style="list-style-type: none"> - Keep area clean - Collect all personal belongings before exiting the bus 	<ul style="list-style-type: none"> - Follow bus procedures - Use hands, feet, and objects appropriately
Technology	<ul style="list-style-type: none"> - Follow instructions first time asked - Report any damage or malfunctions to the appropriate adult immediately 	<ul style="list-style-type: none"> - Follow procedures for using technology 	<ul style="list-style-type: none"> - Walk appropriately when technology is present - Handle technology appropriately

ROSA PARKS Behavior Flowchart



Rosa Parks Behavior Definition Guidelines

Minor Behavior		Major Behavior	
Behavior	Definition	Behavior	Definition
Inappropriate Language	Inappropriate verbal or non-verbal language not directed toward an individual or group. Low-intensity instances, which could be managed through reminder of code-switching or discussion about appropriate language for school.	Abusive/Inappropriate Language	Verbal or non-verbal messages that may include swearing, name-calling or using words or gestures in an inappropriate way directed to an individual or group – requires more serious discussion or consequence, or after repeated minor instances.
Physical Contact	Engaging in non-serious, but inappropriate, physical contact. (Rough play, public displays of affection, kissing)	Fighting or Physical Aggression	Actions involving serious physical contact with intent to harm (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, spitting, etc.)
Defiance/Disrespect	Engaging in brief low-intensity failure to respond to adult requests. Low-intensity instance of verbal/non-verbal socially inappropriate interaction. May include: talking back, interrupting, eye-rolling, teasing, and laughing at others.	Overt Defiance/Disrespect	Refusal to follow adult direction that puts child or others at risk. High intensity instance of verbal/non-verbal socially inappropriate interaction.
Disruption	Inappropriate behavior causing a disruption of a class or activity.	Overt Disruption	Serious or sustained inappropriate behavior causing a severe disruption of a class or activity.
Student Conflict	Disagreement between parties, posturing to fight.	Harassment/Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.
Property Misuse	Inappropriate use of property.	Property Damage	Deliberate damage or destruction of property.
Technology Violation	Non-serious, but inappropriate, use of cell phone, music/video player, camera, computer, etc. (e.g. playing music, watching videos, unauthorized recording)	Technology Violation	Serious misuse of cell phone, music/video player, camera or computer (e.g. posting to social media, recording of inappropriate content, etc.)
Other	Engaging in any other minor behaviors that do not fall within the above categories. Could include <i>non-serious</i> instances of lying, cheating, or theft.	Other	Engaging in other major behaviors that do not fall within the above categories including: possession or use of alcohol, combustibles, tobacco, drugs or weapons. Could include <i>serious</i> instances of lying, cheating, forgery, gambling, or theft.
Dress Code	Inappropriate clothing (e.g. bottoms with holes above the knee, short shorts, drug, gang, or weapon references, etc.)	Dress Code	Refusal to address inappropriate clothing
Safety	Non-serious unsafe activity (e.g. reckless running in halls, climbing fence, leaving designated location without permission, etc.)	Safety	Serious unsafe activity (e.g. leaving campus without permission, promoting/inciting altercations)

Rosa Parks Behavior Definition Guidelines Continued

Tardy	Student(s) not in appropriate location at the appropriate time	Truancy	Student(s) absence without parent/guardian knowledge
Minor Behavior Responses	Including but not limited to: redirect, reminder of appropriate behavior & consequences, reteach & rehearse appropriate behavior, student conference, time out (in & out of class), parent contact, loss of activity (recess, lunch, etc.), restorative conversation (offender/s only), reflection/community service	Major Behavior Responses (includes all minor responses)	Including but not limited to: restorative conversation (offender/s & victim/s), parent meeting, after school detention/community service, in-house suspension, out-of-school suspension, referral to SSC, COST referral, behavior contract, behavior hearing, modified schedule, SST



All Schools

HUMAN RESOURCE SERVICES

P.O. Box 246870 • Sacramento, CA 95824-6870

(916) 643-9050 • FAX (916) 399-2016

Jorge A. Aguilar, *Superintendent*

Cancy McArn, *Chief Human Resources Officer*

**Williams Complaints Classroom Notice
Community Relations E 1312.4**

Notice to Parents/Guardians, Pupils, Teachers: Complaint Rights

Parents/Guardians, Pupils, and Teachers:

Education Code 35186 requires that the following notice be posted in each classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook, or instructional materials, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of Public School Construction.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. If you do not think these requirements are being met, a Uniform Complaint form (PSL-F089 Complaint Form) may be obtained at the school office, district office, or download from the Sacramento City Unified School District website at <http://www.scusd.edu/uniform-complaint-procedure>. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>

If you have other questions, please contact the following Administrators:

Matt Turkie, Interim Assistant Superintendent, Curriculum and Instruction at (916) 643-9120, or Area Assistant Superintendents: Tu Moua-Carroz at (916) 643-9411, Doug Huscher at (916) 643-9162, Mary Hardin Young at (916) 643-9009, Chad Sweitzer at (916) 643-9244, & Olga Simms at (916) 643-9244 or Lisa Allen, Interim Deputy Superintendent at 643-9191.

English/Williams Uniform Complaint Procedure-All Schools (Rev.07-05-17)

