

# **Winship-Robbins Elementary School District**

## **Student and Parent Handbook 2017/2018**

### **ROBBINS ELEMENTARY SCHOOL**

P.O. Box 237  
17451 Pepper Street  
Robbins, California 95676  
(530) 738-4386 Fax: 738-4291

### **DISTRICT OFFICE: ROBBINS ELEMENTARY SCHOOL**

#### **BOARD OF TRUSTEES**

Mr. Hassen Mohsen, President  
Mrs. Janet Alonso, Clerk  
Mr. Dick Akin, Member  
Mrs. Jamellh Mohsen, Member  
Mrs. Mona Sakurada, Member

Board meetings are held on the second Wednesday  
of each month at alternating sites at 6:00 PM

## **WINSHIP COMMUNITY SCHOOL STAFF**

Dr. Laurie Goodman, Superintendent/Principal  
Mrs. Lori Mc Anelly Kinder – Lead Teacher  
Mr. Rich Jenkins, Bus Driver/Maintenance  
Mrs. Yesenia Vera, Secretary  
Mrs. Ana Banuelos, Aide

## **ROBBINS SCHOOL STAFF**

Dr. Laurie Goodman, Superintendent  
Mrs. Dawn Anderson, Kindergarten Teacher  
Mrs. Erica Grothe, 1<sup>st</sup> & 2<sup>nd</sup> Grade Teacher  
Mrs. Holly Byers, 2<sup>nd</sup> & 3<sup>rd</sup> Grade Teacher  
Mrs. Susan Griffith, 4<sup>th</sup> Grade Teacher  
Mrs. Leah Palmer, 5<sup>th</sup> Grade Teacher  
Mrs. Mayra Cervantes, 6<sup>th</sup> Grade Teacher  
Ms. Roxana Hernandez, 7<sup>th</sup> Grade Teacher  
Ms. Patty Van Ruiten, 8<sup>th</sup> Grade Teacher  
Miss. Geni Zwald, Fiscal Office Manager  
Mrs. Stacey Bailey, Secretary/Bookkeeper  
Miss. Cynthia Ramirez, Bilingual Secretary  
Mrs. Cecilia Ramirez-Avalos, Aide  
Mrs. Tinya Farmer, Data Analyst  
Mrs. Donna Holt, Aide  
Mrs. Ronda Proctor, Aide  
Miss. Kelsie Foster, Preschool Teacher  
Mrs. Tracey Schreiner, Preschool Teacher  
Ms. Stacy Delaney, Preschool Teacher  
Mrs. Gabina de Mora, Cafeteria Manager and Custodian  
Mrs. Laura Perez, Custodian



## **WELCOME**

I would like to welcome all new and returning students and families to Winship Community School and Robbins Elementary Schools. It is my goal, along with the staff and Board of Trustees, to provide a quality education in a safe environment for each of our students, and to promote social awareness and responsibility as citizens. We urge all parents and guardians to participate in school activities by joining the Parents' Clubs, the Site Councils, or volunteering in the classrooms, libraries, or playgrounds. Together we can bring about the highest degree of achievement for all our students. Please feel free to contact me at any time with questions or concerns. I value your input.

Dr. Laurie Goodman  
Superintendent  
[LaurieG@sutter.k12.ca.us](mailto:LaurieG@sutter.k12.ca.us)

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Following is the Winship-Robbins Elementary School District Strategic Plan, which was begun in June 2011, revised in 2016 and board-adopted in September 2016. It is a work-in-progress as staff, board members, and the community will continue to plan the actions needed to achieve our mission. The Strategic Plan/LCAP was and will be reviewed and revised again during the 2017-2018 School Year. We will be requesting your input.

# Winship-Robbins Elementary School District Strategic Plan 2017-2018

## ***“Building Our Future Together by Putting Students First”***

As the keystone of rural education, rich in natural resources and deeply connected to one another, the land and our global community, Winship-Robbins Elementary School District will inspire and challenge students to achieve academic excellence and personal goals, develop character and confidence, and instill habits of learning that will sustain them throughout life; qualified, caring staff will deliver a superior learning experience with gracious professionalism, in cooperation with parents and the larger community.

### **Beliefs**

- We believe that all people are equal.
- We believe that integrity and honesty build trust.
- We believe that all human beings are accountable for their choices.
- We believe that responsibility builds character and self-esteem.
- We believe that hard work, determination and perseverance lead to achievement.
- We believe that respect strengthens individuals and community.
- We believe that education provides opportunities.

### **Objectives**

- Each student will:  
Set and achieve challenging academic and personal goals consistent with our mission, and reflect on his or her progress.
- Make observable growth in character development consistent with our mission and beliefs.
- Demonstrate growth in academic learning as measured by district and state assessment (e.g. CELDT, SBAC and MAP).

### **Parameters**

- All site decisions will be consistent with our mission and objectives.
- We will not initiate any new program or service unless it contributes to achieving our mission, the benefits exceed the costs, and if relevant, provides for staff learning.

# WINSHIP-ROBBINS ESD | 2017-2018 CALENDAR

MINIMUM DAY DISMISSAL IS 12:30

Revised 5/17/2017

| <p><b>JULY 2017</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>      | S  | M  | T  | W  | Th | F         | S |   |   |   |   |   |   | 1   | 2 | 3 | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30   | 31  |   |   |   |   |   | <p><b>4</b> Independence Day</p>  | <p><b>2-5</b> Christmas/Winter Break<br/><b>10</b> Minimum Day<br/><b>15</b> M.L. King Day<br/><b>24</b> Minimum Day<br/><b>26</b> Progress Reports</p> | <p><b>JANUARY 2018</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | Th | F | S         |   |   | 2  | 3  | 4  | 5  | 6   | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |
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| 16   | 17 | 18 | 19 | 20 | 21 | 22        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
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| 30   | 31 |    |    |    |    |           |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
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| 14   | 15 | 16 | 17 | 18 | 19 | 20        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 21   | 22 | 23 | 24 | 25 | 26 | 27        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 28   | 29 | 30 | 31 |    |    |           |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
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| 13   | 14 | 15 | 16 | 17 | 18 | 19        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 20   | 21 | 22 | 23 | 24 | 25 | 26        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 27   | 28 | 29 | 30 | 31 |    |           |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| S  | M  | T  | W  | Th | F  | S         |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|  |    |    | 1  | 2  | 3  |           |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 4  | 5  | 6  | 7  | 8  | 9  | 10        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 11   | 12 | 13 | 14 | 15 | 16 | 17        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 18   | 19 | 20 | 21 | 22 | 23 | 24        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 25   | 26 | 27 | 28 | 29 | 30 |           |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <p><b>SEPTEMBER 2017</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>   | S  | M  | T  | W  | Th | F         | S |   |   |   |   |   |   | 1 2 | 3 | 4 | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | <p><b>4</b> Labor Day<br/><b>13</b> Minimum Day<br/><b>27</b> Minimum Day</p>  | <p><b>9</b> Report Cards<br/><b>14</b> Minimum Day<br/><b>28</b> Minimum Day<br/><b>30</b> Easter/Spring Break</p>      | <p><b>MARCH 2018</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>   | S | M | T | W | Th  | F   | S  |   |   |   |   | 1  | 2 | 3         | 4 | 5 | 6  | 7  | 8  | 9  | 10  | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |    |    |    |
| S  | M  | T  | W  | Th | F  | S         |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|  |    |    |    |    |    | 1 2       |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3  | 4  | 5  | 6  | 7  | 8  | 9         |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 10   | 11 | 12 | 13 | 14 | 15 | 16        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 17   | 18 | 19 | 20 | 21 | 22 | 23        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 24   | 25 | 26 | 27 | 28 | 29 | 30        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| S  | M  | T  | W  | Th | F  | S         |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|  |    |    |    | 1  | 2  | 3         |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 4  | 5  | 6  | 7  | 8  | 9  | 10        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 11   | 12 | 13 | 14 | 15 | 16 | 17        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 18   | 19 | 20 | 21 | 22 | 23 | 24        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 25   | 26 | 27 | 28 | 29 | 30 | 31        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <p><b>OCTOBER 2017</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>  | S  | M  | T  | W  | Th | F         | S | 1 | 2 | 3 | 4 | 5 | 6 | 7   | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    | <p><b>2-6</b> Minimum Days<br/>Parent/Teacher Conferences<br/><b>11</b> Minimum Day<br/><b>25</b> Minimum Day</p>            | <p><b>2-6</b> Easter/Spring Break<br/><b>11</b> Minimum Day<br/><b>25</b> Minimum Day<br/><b>27</b> Progress Report</p> | <p><b>APRIL 2018</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>     | S | M | T | W | Th  | F   | S  | 1 | 2 | 3 | 4 | 5  | 6 | 7         | 8 | 9 | 10 | 11 | 12 | 13 | 14  | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |    |    |    |    |    |    |    |    |    |
| S  | M  | T  | W  | Th | F  | S         |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  | 7         |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 8  | 9  | 10 | 11 | 12 | 13 | 14        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 15   | 16 | 17 | 18 | 19 | 20 | 21        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 22   | 23 | 24 | 25 | 26 | 27 | 28        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 29   | 30 | 31 |    |    |    |           |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| S  | M  | T  | W  | Th | F  | S         |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  | 7         |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 8  | 9  | 10 | 11 | 12 | 13 | 14        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 15   | 16 | 17 | 18 | 19 | 20 | 21        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 22   | 23 | 24 | 25 | 26 | 27 | 28        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 29   | 30 |    |    |    |    |           |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <p><b>NOVEMBER 2017</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>   | S  | M  | T  | W  | Th | F         | S |   |   |   | 1 | 2 | 3 | 4   | 5 | 6 | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    | <p><b>10</b> Veterans Day/Holiday<br/><b>8</b> Minimum Day<br/><b>9</b> Report Cards<br/><b>20-24</b> Thanksgiving Break</p> | <p><b>23</b> Minimum Day<br/><b>28</b> Memorial Day</p>   | <p><b>MAY 2018</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2 3 4 5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | Th  | F   | S  |   |   |   |   |    |   | 1 2 3 4 5 | 6 | 7 | 8  | 9  | 10 | 11 | 12  | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |
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| 19   | 20 | 21 | 22 | 23 | 24 | 25        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 26   | 27 | 28 | 29 | 30 |    |           |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
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| 6  | 7  | 8  | 9  | 10 | 11 | 12        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 13   | 14 | 15 | 16 | 17 | 18 | 19        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 20   | 21 | 22 | 23 | 24 | 25 | 26        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 27   | 28 | 29 | 30 | 31 |    |           |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <p><b>DECEMBER 2017</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | S  | M  | T  | W  | Th | F         | S |   |   |   |   |   |   | 1 2 | 3 | 4 | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31   |   |   |   |   |   |   | <p><b>15</b> Minimum Day<br/><b>18-29</b> Christmas/Winter Break</p> <p>Board Approved 2/8/17<br/>Board Approved 6/7/17</p> | <p><b>7</b> Last Day of School and Picnic Day/Minimum Day<br/><b>8</b> Staff work day</p>   | <p><b>JUNE 2018</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>    | S | M | T | W | Th | F | S         |   |   |    |    |    |    | 1 2 | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| S  | M  | T  | W  | Th | F  | S         |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
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| 3  | 4  | 5  | 6  | 7  | 8  | 9         |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 10   | 11 | 12 | 13 | 14 | 15 | 16        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 17   | 18 | 19 | 20 | 21 | 22 | 23        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 24   | 25 | 26 | 27 | 28 | 29 | 30        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 31   |    |    |    |    |    |           |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
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| 3  | 4  | 5  | 6  | 7  | 8  | 9         |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 10   | 11 | 12 | 13 | 14 | 15 | 16        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 17   | 18 | 19 | 20 | 21 | 22 | 23        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 24   | 25 | 26 | 27 | 28 | 29 | 30        |   |   |   |   |   |   |   |     |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |  |   |   |   |   |    |   |           |   |   |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

|   |   |  |  |  |
|---|---|--|--|--|
|  Legal Holiday |  Minimum Day |  Staff Work Day |  Non-Affendance Day |  School Begins/Ends |
|---|---|--|--|--|

## **SECTION 1: GENERAL DISTRICT AND SCHOOL INFORMATION**

Other information such as the School Accountability Report Cards can be found online on our website at <http://winship-robbins.sutter.k12.ca.us/>

## **SECTION 2: ADMISSION, RECORDS AND ATTENDANCE**

### **ADMISSION**

Children in California have the right to a free and appropriate education. California state law provides the following:

Districts must admit children at the beginning of the school year (or whenever they move into a district) if they will be five years of age on or before September 2 of the school year (EC Section 48000[a]).

### **ENROLLMENT**

To enroll a student the following is required:

1. A birth certificate or equivalent and a transfer/report card from the previous school
2. Evidence of immunizations

Only a parent or legal guardian may enroll a child in school. If there are questions, please see the site administrator.

### **INTRA-DISTRICT AND INTER-DISTRICT TRANSFER REQUESTS**

Children in the Winship-Robbins Elementary School District may be granted requests to transfer between the two school sites or to a different district. Students residing outside the district may be granted requests to attend school at one of the Winship-Robbins sites. Please ask for the appropriate forms and board policies at one of the school site offices.

### **CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM**

To protect the health of children, California law requires each child within 90 days of entrance into the first grade to provide a certificate approved by the Department of Health Services to the school where the child is to enroll. This certificate documents that within the prior 18 months the child has received the appropriate health screening and evaluation services.

### **IMMUNIZATIONS**

California law requires every new student be immunized against diphtheria, tetanus, polio, whooping cough, mumps, measles, German measles, chicken pox, and Hepatitis B. Students without immunization records must be excluded from attending school. Objection of immunization based on religion or personal beliefs may be discussed with the principal, and a waiver may be granted. Students entering 7<sup>th</sup> and 8<sup>th</sup> grade must have received the new Tdap booster. Under current law, schools do not have the option to provide a grace period. All 7th grade students will need to show proof of Tdap immunization before starting the 2017-18 school year and all future school years.

## **CHANGE OF ADDRESS**

Please notify the school of any change of address and/or telephone numbers, including other adults listed as emergency contacts. **In case of an emergency, updated information is critical.**

## **RECORDS**

Parents may request to review individual records by making a request to the principal (Ed. Code 49063). A parent has the right to receive a copy of his/her child's permanent records, review them, and request changes in types of data kept. The parent also has the right to challenge the content of the record.

## **ATTENDANCE**

Daily school attendance is the first step in helping children to do their best. When children miss school, they miss valuable learning time. Because our first order of business each morning is an all-school flag salute and important announcements, it is imperative that all students be on time every day. In addition, school districts are funded based on Average Daily Attendance, not the number of students who are enrolled. Our district attendance has gone from approximately 98% to 96% due to a high number of absences, and this greatly affects the amount of money the schools get to operate from the state. Poor attendance also affects current and future academic success. We appreciate your cooperation in improving this percentage.

**A student who is late in excess of thirty (30) minutes will be considered tardy. Three tardies will be considered one day absent. Tardy students must check in at the school office.**

Daily attendance records are kept on each student in the Winship-Robbins Elementary School District. We attempt to contact the parents of all students who are absent each day. After the first 30 days of enrollment, all students who have 3 excused absences could receive a letter requesting medical verification for all future absences. You will also be required to meet with the site principal. **YOU MUST CALL AND SEND A NOTE EVERY DAY YOUR CHILD IS ABSENT.**

Parents who wish to sign their child out of school before dismissal time must report to the office. The office will send for the child and the parent will be required to sign the child out. **PLEASE DO NOT GO TO THE CHILD'S CLASSROOM.**

When possible, please make dentist and doctor appointments after school. If you find it necessary to check your student out for medical or personal appointments, please try doing so in the afternoon, to avoid missing core instructional time in ELA and math.

State law (Ed. Code 48213) requires that children must be excluded from school for these reasons:

1. Contagious health problems, including lice. Head lice causes children to miss important class time if not cleared up right away. Parents are

expected to treat, remove all eggs (nits) and return the pupil to school the next day.

2. Lack of immunization shots or records
3. Parents may contact the school or county public health department on communicable diseases such as chicken pox, pink eye, or hepatitis if unsure of when students may return to school.

### **Excused Absences** (Ed. Code 48205)

Students will be marked absent, but not considered truant for the following reasons:

- Appearance in court
- Attendance of a funeral
- Observance of religious holiday
- Attendance of religious retreat

You must request an excused absence in writing to the principal prior to the activity.

### **Unexcused Absences**

The following examples are not legal excuses and must be recorded as unexcused:

- Babysitting
- Missed the bus or no transportation
- Went shopping
- Overslept or forgot the alarm
- Went hunting or fishing
- No clean clothes to wear
- No shoes
- Child's birthday
- Child stayed home to work
- Kept child home to visit with relatives who are in town
- Didn't want child to go on a field trip
- Thought it was a holiday

Also, students who have a medical or dental appointment should not have to miss the balance of the day, unless they are too ill to return to school.

### **Extended Illness** (Ed. Code 48207)

Please contact the school to make arrangements if your child's illness causes three or more missed days of school. Parents may make arrangements for school and/or homework. Home/hospital instruction is available by joint request of the parent and physician. Independent study is available through contracts with the parent, teacher and child.

### **Truancy and Tardiness**

Any student who is absent from school (unexcused) more than 3 days is legally a truant. A fourth unexcused absence will start the Student Attendance Review Board (SARB) procedures:

1. The fourth unexcused absence will result in a warning letter.
2. The fifth unexcused absence will result in the second letter and a conference.
3. The sixth unexcused absence results in the final warning letter and attendance contract attempting to improve the student's attendance.
4. A seventh unexcused absence results in referral to the SARB. Parents and students are required to appear before the Student Attendance Review Board to work out the truancy situation. Continued truancy may result in legal action.

\*\*\*Students who miss 10% of the school year regardless on the reason are considered chronic and will be put on a SARB contract.

A student who is tardy more than three times without an excuse is also considered truant and the same procedures shall apply as for absences (see above). Student tardiness can be a serious problem; it deprives the student of valuable instruction time and interrupts the teacher, the class, the cook (for lunch count), and the secretary for the tardy note.

### **When Notes To School Are Necessary (signed by the parent or guardian):**

- Your child was absent from school; please include reason and date(s) of absence
- Your child has a medical or dental appointment during the school day
- To excuse your child from P.E. (after 3 days we must have a doctor's note)
- Your child wants to get off the bus at a stop other than the regular stop
- Your child usually rides the bus, but is to be excused from riding the bus home in the afternoon by walking to any other place except home, or riding with anyone except his/her own parents (this person must be named on the registration card as authorized to pick up the child from school)
- Travels to and from school by a means other than the school bus

Students who plan to walk or ride bikes to and from school every day may bring one note that will be good for the whole year.

## **SECTION 3: PARENT AND COMMUNITY INVOLVEMENT**

### **VOLUNTEERING**

We have many extra jobs at our schools with which we need help. We also encourage you to work in your child's classroom. These jobs range from shelving library books to working with students. If you have time on a regular weekly basis to help us, please contact your child's teacher or the principal. Statewide regulations require volunteers to be fingerprinted for the protection of our children. Volunteers will pay for the fingerprint check. Please ask for a copy of our Volunteer Handbook.

### **PARENTS' CLUBS**

Winship-Robbins parents are encouraged to join the Parents' Club at their school. The Parents' Clubs plan fundraisers and coordinate special events that they sponsor such as field trips. Check with your child's school for the meeting dates and times.

### **SITE COUNCILS**

An elected council of parents and staff meet periodically throughout the year at each school site. All parents are welcome to attend. SITE Councils offer valued advice relative to school finance and issues. Check with your child's school for the meeting dates.

### **ELAC and DELAC COMMITTEES**

Because our schools each have more than 15% English learners enrolled, there is an English Learner Advisory Committee (ELAC) as well as a District English Learners Advisory Committee (DELAC). These committees advise the board on programs and services for English learners, among other things. Please check with the staff for meeting dates.

### **VISITORS AND ACCESS TO SCHOOL STAFF**

Adult visitors to our school are welcome to observe in our classes with prior permission. Parents are encouraged to meet with teachers to discuss their child's progress or to visit the classroom. Arrangements can be made for your visit through the office or with

your child's teacher. Students may not bring other children with them to school as visitors, except with permission from teacher, parent, and principal.

## **SECTION 4: STUDENT SERVICES**

### **STUDENT FEES**

The California Constitution requires that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity. Therefore, the Winship-Robbins Elementary School District may not charge fees for school programs and extracurricular activities, except for those programs or activities where a fee is specifically authorized by law.

The law does allow school districts to request voluntary donations and engage in fundraising activities and programs. These donations and fundraising financial contributions are voluntary, and all students will be allowed to participate in school activities and extracurricular activities regardless of whether the parent or legal guardian makes a donation or contribution.

The fees, charges, and deposits that are legally authorized by law are as follows:

- Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law. Ed Code sections 38082 and 38084
- Paying the replacement cost for District books or supplies loaned to a student that the student fails to return or that are willfully cut, defaced, or otherwise injured, up to an amount not to exceed \$10,000. Ed Code section 48904
- Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds. Ed Code section 35330
- Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee. Ed Code sec 35335
- Medical or hospital insurance for field trips that is made available by the school district. Ed Code section 35331
- Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship. Ed Code section 32221
- Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student. Ed Code section 17551
- Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum. Ed Code section 49091.14; Government Code section 6253
- Fees for transportation to and from school, and transportation between school and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student, and provided there is a waiver provision based on financial need. Ed Code sec 39807.5

### **FIELD TRIPS**

Field trips are a special part of your child's education. We enjoy having field trips when possible to reinforce what is learned in the classroom, to reward academic achievement, and to introduce new concepts, facts and ideas to students. If a child stays at school, special arrangements must be made for his/her supervision. Being absent just to avoid a field trip is not an option; by law, children must attend school.

We must have on file a “field trip permission slip” for each field trip signed by the parent or guardian before a student will be permitted to attend these events. Permission must be in writing; it will not be granted by a telephone call. These slips will usually be handed out to students at least five (5) school days prior to the trip, but sometimes opportunities come up that can’t be planned ahead. Field trip permission slips must be returned right away in order that we can plan for chaperones, lunch, transportation and any fees. Please be sure to fill out medical information and emergency phone numbers. The only exception for “each field trip” is for daily/weekly walks, which are repeated throughout the year. In this case, a slip covering the entire year will suffice.

Parents may be invited to help chaperone field trips, depending on available space and the requirements of the venue. Siblings or children not enrolled in our district are not allowed to attend. Parent drivers must file proof of the required amounts of insurance, a copy of their DMV printout, and fill out proper volunteer forms. Please see the secretary at your school to obtain these forms prior to the day of the trip.

## **LIBRARIES**

We are committed to having libraries that provide a broad range of reading material for our students. Classrooms may visit the libraries each week. When your child brings a library book home, please remember:

1. Read to your child every day.
2. Keep library books in a safe place.
3. Treat books with care: use clean hands and be gentle.
4. Be prepared to pay for lost or damaged books.
5. Return books on time.

## **EXTRACURRICULAR EVENTS**

Winship and Robbins Schools sponsor sports programs throughout the year. Sports may include softball, basketball, flag football, and wrestling, volleyball, soccer and basketball. Each school holds dances for students in the upper grades during the school year. Eligibility requirements for participation in extracurricular events include:

- **a 2.00 grade point average in class work**
- a good attendance record (less than 5 absences for the current trimester) and have attended school the day of the event
- less than 2 citations for the current trimester
- completion of a sports contract for sports participation
- student may not have dropped out of a previous sport during the current school year for other than a medical reason

We welcome parent volunteers as coaches and chaperones in order to make these sports and events happen. Parents are responsible for their child’s transportation to and from games and dances.

## **8<sup>th</sup> GRADE GRADUATION REQUIREMENTS**

Prior to participating in the 8<sup>th</sup> Grade Diploma and Promotion Ceremony and attendant activities, and prior to receiving a diploma, students must meet the following criteria:

1. A student must pay all outstanding charges and return all school property.
2. A student on suspension at the time of the promotion ceremony shall not participate.
3. An inter-district student must have been enrolled and in attendance at a school site no later than the beginning of the last trimester of school attendance.

4. Students attending promotion ceremonies must attend rehearsals and must behave appropriately during the rehearsals and at the promotion ceremonies.

All students must meet the requirements below:

1. **Maintain a cumulative grade point average of 2.00 during the 8th grade year.**
2. Have a school attendance record of 90% of the days enrolled for the current school year. Absences due to school-sponsored trips and/or activities are not counted toward the 90% percent attendance requirement. A student temporarily disabled 2 weeks or longer by accident or illness may receive Home/Hospital instruction. Students with chronic medical conditions with medical notes will be given special considerations. Independent Study programs may also be initiated to accommodate students with special circumstances.
3. Students are encouraged to prepare and deliver a presentation at the promotion ceremony.
4. Special Education students must meet requirements as set forth by the Individual Education Program (IEP).

A District appeals process is provided to cover extenuating circumstances pertaining to a student's attendance/grade point average requirements. All appeals shall be submitted in writing to the Winship-Robbins Board of Trustees no later than eight attendance days prior to the promotion ceremony. A copy must be sent to the school site principal. Board Policy and Administrative Regulation 6146.5

## **LOST AND FOUND**

Please label all personal items such as clothing, water bottles, and lunch boxes with your child's name. If a personal item is lost, please contact your child's classroom teacher and/or the office to see if the item has been found.

## **BRINGING PERSONAL ITEMS TO SCHOOL**

Students should not bring their own personal entertainment items to school. This includes balls, toys, Frisbees, water pistols, trading cards, roller blades, skateboards, etc. For obvious safety reasons, knives, guns, bullets or caps, beepers, matches, walkie-talkies, spray paint cans, laser pointers, etc. are **not allowed at school at any time**. In addition, students should never bring valuable items such as large amounts of money, CD players, I-pods, cameras, handheld video game devices, etc. Items such as these tend to create disputes and interfere with the school routine. If these items are brought to school, they will be confiscated and turned into the office until parents can pick them up. Permission to bring such items for a specific purpose may be obtained from the classroom teacher. These items may not be taken outside on the playground or used on the bus. Also see "Telephone Use" and "Cell Phone Use" on the next page.

## **BUS TRANSPORTATION**

Children who live in the Winship-Robbins School District may be eligible for bus transportation. Inter-district transfer students may also be eligible when arrangements can be made to correspond to the schedule. Students not being picked up or dropped off at their normal times must have written permission from their parents. Bus rules and regulations are outlined in the Discipline Matrix. Riding the bus is a privilege that may be withdrawn for violation of the rules.

## **FOOD SERVICES**

Winship-Robbins School District participates in the National School Lunch Program (NSLP). We provide healthy, nutritious meals to our students that fall within the regulations and guidelines of the NSLP. School meals offer students milk, fruits and vegetables, proteins and grains, and they must meet strict limits on saturated fat and portion size. Since 2012-2013, school lunches must meet additional standards:

- Age-appropriate calorie limits
- Larger servings of vegetables and fruits (students must take at least one serving of produce)
- A wider variety of vegetables, including dark green and red/orange vegetables and legumes
- Fat-free or 1% milk (flavored milk must be fat-free)
- More whole grains
- And less sodium

Starting in 2013-14 our district qualifies for free breakfast and lunch for all students. All parents or guardians need to still fill out the paperwork for the Free and Reduced Lunch Program so that we have verification for the government if needed. Please direct all questions regarding the NSLP to the Principal at either school site.

Robbins School qualifies for free breakfast and lunch for all students in the 2017-2018 school year which is Provision two non-base year. **Students who attend Winshop School will not need to submit an application. All students who attend Robbins School will be required to submit an application.** All parents or guardians need to fill out the paperwork required for verification for the NSLP.

## **SCHOOL BOOKS AND EQUIPMENT**

We issue students textbooks and other Robbins materials. Textbooks may be assigned by a number and each student will be expected to keep possession of this book until it is returned. Students will also have access to library equipment and books, PE equipment, computers and other educational tools. We ask that they treat these items as if they were their own. Students who deliberately damage or destroy this equipment will be held responsible for the cost of replacement. Students will also be required to pay for any lost books or materials before report cards are issued. Failure to pay for damage or lost materials may result in lost of privileges such as reward trips.

## **TELEPHONE USE**

Students may make only supervised telephone calls, and only in the event of an emergency. Last-minute after-school plans or forgotten homework do not constitute an emergency. Please have your child plan ahead, as permission to attend an event or get off at a different bus stop must be written. If you need to contact your child while at school, please call the office. Students are encouraged not to bring cell phones to school; if a cell phone is brought to school, it must remain turned off and in the student's backpack. If it is turned on, even on the bus, staff will confiscate the phone and the student will face the consequences per the discipline matrix. The school is not responsible if the cell phone is stolen or damaged.

## **CELL PHONE USE**

During school hours, until the last bus leaves, cell phones

- must be turned off.
- must be stored in a secure location.
- must never be visible.
- can never be used unless permission is given by a teacher or other staff member
- must not be in view or used while on the school bus.

The School District assumes no responsibility for lost, stolen, or damaged cell phones.

Cell phones must not be utilized in a school emergency situation unless the student is instructed to do so by a staff member.

Again, the School District discourages students from bringing cell phones to school. Even during after-school events and extra-curricular activities, students are always under the supervision of a responsible adult and phone service is readily available. Students, who choose to bring a cell phone to school and then violate the above guidelines, will have their cell phones confiscated, and the parent will be required to pick up the phone in the office. If a student violates any of the above guidelines, he/she will not be allowed to have a cell phone at school and will be subject to disciplinary action according to the Discipline Matrix.

## **SECTION 5: ACADEMIC STANDARDS**

### **PROGRESS REPORTS and REPORT CARDS**

Parents will be sent a Progress Report at weeks 6, 18 and 24 in the school year. Report Cards for grades K-8 will be issued at the end of every trimester. Parent/Teacher Conferences are scheduled in November and any other time a teacher or parent deem necessary.

### **ADOPTED CURRICULUM**

Following is the list of adopted curriculum for 2014-15:

| <b>Subject</b> | <b>Grades</b> | <b>Publisher</b> | <b>Grades</b> | <b>Publisher</b> |
|----------------|---------------|------------------|---------------|------------------|
| Math           | K-5           | Houghton-Mifflin | 6-8           | CPM              |
| Language Arts  | K-5           | McGraw-Hill      | 6-8           | McGraw-Hill      |
| Social Studies | K-5           | McGraw-Hill      | 6-8           | McGraw-Hill      |
| Science        | K-5           | McGraw-Hill      | 6-8           | McGraw-Hill      |

Winship-Robbins ESD is in the process of implementing the California State Standards. Students will be provided all instructional materials needed for the California State Standards. We have changed the report cards to match the California State Standards. Parents are welcome to review materials at each school site.

### **TESTING**

Each spring all children in California participate in a standardized achievement test. Starting in the spring of 2014, California will test grades 3-11. The SBAC tests what children have learned and provides us with one measure of a child's performance in school. Students in 5<sup>th</sup> and 7<sup>th</sup> grade students also take the state science test. English Learner students are assessed in the fall using the CELDT test.

### **SPECIAL SERVICES**

A variety of Special Education Services are provided through the Sutter County Office of Education for students who qualify for these programs. Psychological services are available as well as speech remediation for children with speech difficulties and/or language dysfunctions.

### **STUDENT STUDY TEAMS (SSTs)**

A Student Study Team (SST) may be requested by a parent or teacher to review a student's progress. A Student Study Team is made up of the parents, teachers, and support staff to discuss ways to best meet the needs of individual students.

## **OTHER EDUCATIONAL PROGRAMS**

All students are required to participate in our Physical Education program. Parents may request in writing to excuse a child from strenuous activities if the child has been ill. If a child is to be excused for more than 3 days, a doctor's note is required. Appropriate footwear is always required; flip flops or sandals are considered unsafe and do not meet Dress Code requirements.

Winship-Robbins Elementary School District offers education in Drug, Alcohol, and Tobacco Use Prevention for all students through the Sutter County Office of Education. Students in 6<sup>th</sup> grade from both schools attend Shady Creek near Nevada City for outdoor education every year or every other year. Fund raising events will take place throughout the year to make this possible.

## **TRANSITIONAL KINDERGARTEN**

Transitional Kindergarten (TK) is the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. This gives children who would have been the youngest in the kindergarten class an opportunity to spend an extra year getting ready for first grade, both academically and socially. Pursuant to law, *EC 48000(c)*, a child is eligible for Transitional Kindergarten if his or her fifth birthday is between August 1 and December 2, for the 2017-18 school year. In 2014-15 and continuing on in future years, the dates will be September 1 and December 2. Children who are age-eligible to attend kindergarten but enroll in Transitional Kindergarten will need a signed Kindergarten Continuance Form. If you have questions regarding Transitional Kindergarten, please speak to the site principal.

## **POSITIVE REWARDS**

Throughout the school year, Robbins School celebrates the success of student with awards during an assembly. This occurs six times a year based on established criteria. All students with no absences or tardies receive Perfect Attendance. Citizenship awards are given to students who maintain excellent behavior as a student of the month.

## **PROMOTION and RETENTION POLICY**

### **Board Policy Promotion/Retention BP #5123(a)**

As a result of AB 1626 The Winship-Robbins Elementary School District has adopted a promotion and retention policy that ends social promotion, and identifies pupils who should be retained or are at risk of being retained between specified grade levels in specific subjects as outlined below.

Kindergarten students may only be retained with written permission of the parent and recommendation of the teacher as per Education Code 48011. Students in grades 1-8 may be retained at the recommendation of the teacher and administrator of the school in consultation with the Student Study Team. Parents of a retained child have the right to appeal a retention to the site administrator and Board of Trustees, in that order. The Board maintains final decision in this matter.

For students who are in danger of retention or recommended for retention SST, (student study team) meetings will be held to assure success. A written intervention plan and timeline will be developed and agreed to in writing by the parent, administrator, teacher and student. Students with a current special education IEP will be held to the same criteria as outlined with accommodations as specified in his/her goals and objectives plan.

Criteria for retention in grade level- (child does not meet requirement in at least two areas, of the bulleted areas listed in respective grade levels)

### **GRADES K-1**

- Does not meet District minimum in at least two areas- math, language, or reading for that grade.
- Child exhibits immature behavior at least one year below their grade level (i.e.: following basic 1-2 step directions, short attention span, speaks or thinks in fragments, low comprehension of verbal tasks, etc.)
- Excessive (10 or more) absences.

### **GRADES 2-4**

- Child does not meet minimum standards on the State District assessment in math and reading.
- Child exhibits immature behavior at least 1-2 years below their grade level (i.e.: peer relations-does not socialize appropriately with peers, short attention span, difficulty following directions, poor organization).
- Does not meet district minimum standards with a 60% performance level in core language arts, reading, math, science and /or social science and multiple measures for that grade.
- Excessive (10 or more) absences.

### **GRADES 5-8**

- Student does not meet minimum standards on the district assessment in math and reading.
- Student does not meet district minimum standards with a 60% performance level in core curriculum areas of language arts, reading, math, science and /or social science and multiple measures for that grade.
- Student exhibits immature behavior at least two years below his/her grade level (i.e.: inconsistent completion of work, socializes below grade level, lack of study, homework, and organization skills, does not work independently, etc.)
- Excessive (10 or more) absences.

### **INTERVENTIONS**

The following process for identification and intervention will be implemented.

1. A child who is recommended for retention consideration will be identified by the teacher no later than November 15<sup>th</sup> of each school year.
2. A parent conference will be scheduled and a written plan of intervention will include:  
Remediation/intervention services and timelines developed by the teacher(s), administrator, parent, and student.
2. Remediation program services may include the following:
  - After school tutoring on the teacher's volunteer basis
  - Additional in-class support by special education personnel, instructional aide, volunteer, reading specialist
  - Response to Intervention
4. Review of student progress by site administrator on at least a monthly basis.
5. Final recommendation meeting following intervention program.

## **SECTION 6: SAFETY, HEALTH AND DISCIPLINE**

### **SAFETY DRILLS**

Fire drills are held monthly and earthquake, intruder and bus safety drills are held each trimester. Each site's Emergency Plan is available on request from the school office.

## **CIVIL DEFENSE EMERGENCY PLAN**

In the event of a local emergency such as a flood or an earthquake, the following procedure will go into effect. If a yellow alert (one hour or more of notification) has been called, parents will be responsible to pick up their children. Those students remaining will be kept at school and mobilized in the safest shelter the school affords. If a red alert (fifteen minutes or less) has been called, all students will be kept at school and mobilized in the safest shelter the school affords.

## **MINOR INJURIES**

The staff works very hard to make the environment safe for all students. However, injuries do happen due to unavoidable accidents. Sometimes the injuries are minor, and the staff uses its own discretion in treating them. Parents are not notified unless the student requires immediate emergency medical treatment. If a parent wishes to be notified for a minor injury that does not require emergency medical treatment, please notify the school.

## **MEDICATIONS**

Since medical treatment is the responsibility of the parent and the family doctor, medications are rarely given in school. In most instances, the parent, with the help of the family physician, is urged to work out a schedule of giving medication outside school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to give medication. Medicine whether prescription or nonprescription will be given only on the written authorization and explicit directions from the doctor. Medication cannot be given to your child by school personnel unless the school has on file written instructions from your child's physician and you, stating the name of the medication, dosage to be given, time to be administered, and a specific written directive for school personnel to administer the medication. All medications, whether prescription or nonprescription, must be in their ORIGINAL CONTAINERS. Medication is not to be transported to the school by the child. The parent must bring it into the office and pick it up from the school office. All medications will be stored in a secure location in the school office. The form "Authorization to Give Medication at School" can be obtained from the office or on the district's website at <http://winship-robbins.sutter.k12.ca.us> .

## **ALLERGIC REACTIONS**

Should your child have an allergic reaction to bee stings, pollen, food, or anything else which must have immediate attention, please send instructions to the school with the procedure to be followed.

## **HEAD LICE**

Staff at each school will conduct routine screening to help prevent the spread of head lice. It is the responsibility of our staff to send students to the office if suspected cases of head lice are detected. A designated person will examine the child, as well as any sibling or members of the same household of the affected student. If adult head lice or nits are found, a second member of the lice team will confirm this. Then parents/guardians will be notified immediately and the child is to be taken home and treated.

It is required that he/she be treated and returned to the school office **the next school morning** for a follow-up exam. **A parent/guardian must accompany the student(s) to the school.** For the privacy of your child, we ask that you bring them at 8:45. They cannot ride the bus or just be sent to class without being rechecked. The student must be **free of all lice and nits** in order to remain at school. On the following two Fridays, two members of the lice team will again check the child for a recurrence of lice.

The most important part of lice control is to treat the child's hair. Lice treatment products can be found in most drug or grocery stores. In order to remove the nits (nits are the eggs that attach to the hair shaft), you can expect to spend at least an hour or more going through small sections of hair and manually removing each nit from the hair shaft. You must wash hats, coats, bedding, pillows, and stuffed animals to be sure all the live lice are killed.

**Your child is to be accompanied to school every morning until he/she is found to be free of all lice and nits. The child's hair must be clean and dry. You must treat your child's hair a second time about a week after the first treatment, because it takes 6-9 days for nits to hatch.**

### **HELMET LAWS**

As required by Vehicle Code Section 21212, "A person under 18 years of age shall not operate a bicycle, a non-motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride upon a bicycle, a non-motorized scooter, or a skateboard as a passenger, upon a street, bikeway...unless that person is wearing a properly fitted and fastened bicycle helmet..." By law, we are to confiscate bicycles, skateboards, or scooters when the student is not wearing a helmet. The confiscated item will be returned either when the student brings a helmet to school OR when a parent or guardian comes to the school and takes possession of the item.

### **MOTORIZED SKATEBOARDS, SCOOTERS, BICYCLE/MOPEDS, POCKET BIKES**

None of the above mentioned vehicles are allowed at school **at any time**. The operation of some of these vehicles is permitted only on private property, and others have age or license requirements. Please refer to the motor vehicle code for law clarification.

### **VANDALISM AND THEFT**

Classrooms and materials in our schools are in first class condition and will be expected to remain in that condition. Therefore, it is necessary to ask the student or his parent to repair or pay for any damage to school property except when the damage was due to an unavoidable accident. (Ed. Code 48904)

### **DRESS CODE**

The staff of the Winship-Robbins Elementary School District has established the following guidelines for what students should wear to school. This is not an exhaustive list, but is to be used as a guideline for appropriate dress during school. The goal of any dress code is for students to focus on their schoolwork and not on what is to be worn to school, or to be a distraction to other students. If a student comes to school dressed inappropriately, the parent may be called to bring clothing for the child to change into or the student may be asked to put on school-provided clothing or belts as needed.

- . All clothes must be size appropriate.
- . No clothing, apparel or accessories which are a distraction to the educational environment, considered unsafe or a health hazard.
- . No clothing that contains offensive or obscene symbols, signs, slogans, or words degrading any gender, culture, religious, or ethnic values. Also none that contain language or symbols oriented towards violence, sex, drugs, alcohol, or tobacco.
- . No tube tops, halter tops, racer back or spaghetti strap tops. All tank tops must have straps wider than 2 inches.
- . No shirts with side cut outs, low-cut backs or with sheer overlays/netting that is see through.

- . No shorts, skirts and/or dresses shorter than mid-thigh- 4 inches above the knee or 1 inch below index fingertip while the student is standing with their arms fully extended by the side of their legs.
- . No clothing with significant holes rips and or tears. Including pants with holes above the index finger tips. Leggings may be worn underneath ripped jeans.
- . No visible mid-drifts, cleavage, bras or underwear.
- . Shirts must cover the waistband without having to be pulled down. In the mid drift area, no skin will be exposed when the student sits, stands or when arms are raised to shoulder height.
- . Hats are to be worn outside only.
- . Pants must be fitted or a belt worn to keep them in place. Pants must fit securely and be able to be worn while walking, running or jumping without falling.
- . No bare feet, unstable heels, flip flops, high heels, cleats or any other unstable shoe. Shoes must have a sole that cannot be penetrated. All sandals must have a strap around the back heel. All shoes must be suitable for physical education and outdoor play.

Students who violate the dress code will wear alternate clothes the remainder of the day. A phone call will be made to parents and clothes will be returned upon receipt of the dress code signed by a parent or guardian.

In order to protect the general student body and maintain the integrity of the educational environment, the school/administration reserves the right to amend/modify dress and grooming standards, without notice, and as necessary to maintain a safe and positive school atmosphere.

## **STANDARDS OF STUDENT BEHAVIOR**

In order to maintain a school climate in which all students can learn, it is vital for all students to assume responsibility for their behavior. To aid students in making appropriate decisions governing their behavior, the following code of conduct identifying standards and expectation has been developed based on provisions of the various California Education Codes.

While the standards are not intended to be exclusive or all-inclusive, they illustrate the types of behavior that are appropriate and necessary in a wholesome school climate. These expectations shall apply to all students.

### **Student Behavior in Relation to School Personnel**

In order to safeguard the right of students to learn and teachers to teach, certain minimal standards of conduct are necessary and must be observed. When serious infractions occur, police intervention is often necessary as required by state law. **Expulsion** proceedings will be initiated **against a student who assaults any school personnel, or who threatens** great bodily harm and there appears to be present the ability to commit such harm.

### **Student Behavior Toward Others**

Each student is expected to respect the rights of others. Each student also has an obligation to promote and safeguard an atmosphere where all learning and enrichment activities can take place without concern for possible disruption. Disruptive or dangerous student behavior in class, on the school grounds, during school functions, or while coming to and going home from school will not be tolerated.

The Superintendent shall recommend a pupil's **expulsion** from the district for the following infractions:

1. Have in possession, sell, exchange, or give away any controlled substance including alcohol or tobacco products, and inhalants.
2. Possession or sale of any weapon
3. Take part in a fight involving the use of a weapon or resulting in serious physical injury to any person
4. Striking, menacing, or threatening a teacher or other employee

5. Robbery or extortion
6. Continued defiance of school rules

Additionally, any incident listed above will be reported to the proper law enforcement office.

### **Positive Behavior**

Students are expected to exhibit these basic behaviors and any others which individual teachers might enforce:

1. Demonstrate cooperation and responsible behavior.
2. Show respect for all staff members, adult supervisors, guests, substitute teachers, and other students.
3. Know and obey the rules and regulations in this handbook and other rules.
4. Do not display rudeness, defiance, or disrespect through words or gestures.
5. Respect the property of others.
6. Be honest.
7. Use acceptable language.
8. Take pride in your work and the work of others.
9. Have respect for cultural and ethnic differences.

### **Unacceptable Behavior**

These behaviors will result in at least a citation and possibly further consequences depending upon the severity, repetition, and the student's age, according to the district Discipline Matrix.

1. Fighting
2. Theft
3. Misuse of property or damage to property
4. Verbal abuse/profanity
5. Gambling
6. Throwing or shooting of any objects including food and/or liquids that could cause bodily injury or discomfort
7. Threats to others
8. Involvement in any gang-related activities
9. Acts of racial prejudice
10. Student conduct constituting bullying and/or "cyber-bullying"
11. Acts that interfere with another student's learning
12. Spitting
13. Horseplay, slugging, punching, shoving, kicking, slapping, pushing, tripping, karate-type or other martial arts moves
14. Spreading rumors or teasing others
15. Possession of firecrackers or other explosives
16. Causing false alarms
17. Lighting any fires
18. Bicycling or skateboarding in off-limit areas during and after school hours
19. Disobeying or ignoring the reasonable directions of any school staff
20. Disobeying the bus driver and not following bus rules
21. Disrupting school activities
22. Leaving the school campus without permission of school authorities
23. Being outside an assigned area
24. Running on the cement walkways or blacktop less authorized
25. Excessive show of affection

**DISCIPLINE MATRIX 2017-2018**  
**ROBBINS ELEMENTARY SCHOOL**

| <b>Violation</b>  | <b>Step 1</b>  | <b>Step 2</b>  | <b>Step 3</b>  | <b>Step 4</b>  | <b>Step 5</b>  |
|---|--|--|--|--|--|
| <b>Class 5:</b> <ul style="list-style-type: none"> <li>• Weapons</li> <li>• Assault on staff</li> </ul>   |  |  |  |  | <u><b>Minimum:</b></u><br>5 day suspension<br><u><b>Maximum:</b></u><br>Expulsion  |
| <b>Class 4:</b> <ul style="list-style-type: none"> <li>• Fighting</li> <li>• Sexual Harassment</li> <li>• Theft</li> <li>• Arson</li> <li>• Vandalism</li> <li>• Threats</li> <li>• Possession of or under the influence of alcohol, tobacco or drugs</li> </ul>          |  |  | <u><b>Minimum:</b></u><br>1 day suspension<br><br><u><b>Maximum:</b></u><br>Expulsion  | <u><b>Minimum:</b></u><br>2 day suspension<br><br><u><b>Maximum:</b></u><br>Expulsion  | <u><b>Minimum:</b></u><br>3 – 5 day suspension<br><br><u><b>Maximum:</b></u><br>Expulsion  |
| <b>Class 3:</b> <ul style="list-style-type: none"> <li>• Roughhousing</li> <li>• Graffiti</li> <li>• Profanity</li> <li>• Defiance</li> <li>• Gambling or forgery</li> <li>• Verbal threat</li> <li>• Cheating</li> <li>• Repeated use of Electronic equipment</li> </ul> | <u><b>Minimum:</b></u><br>Missed recess<br>Conference with parent<br>Parent notified<br><u><b>Maximum:</b></u><br>1 day suspension | <u><b>Minimum:</b></u><br>Missed recess<br>Conference with parent<br>Parent notified<br><u><b>Maximum:</b></u><br>2 day suspension | <u><b>Minimum:</b></u><br>1 day suspension<br><br><u><b>Maximum:</b></u><br>3 day suspension   | <u><b>Minimum:</b></u><br>2 day suspension<br><br><u><b>Maximum:</b></u><br>Expulsion  | <u><b>Minimum:</b></u><br>3 day suspension<br><br><u><b>Maximum:</b></u><br>Expulsion  |
| <b>Class 2:</b> <ul style="list-style-type: none"> <li>• Cafeteria misconduct</li> <li>• Excessive show of affection</li> </ul>   | <u><b>Minimum:</b></u><br>Missed recess<br>Conference with parent<br>Parent notified<br><u><b>Maximum:</b></u><br>1 day suspension | <u><b>Minimum:</b></u><br>Missed recess<br>Conference with parent<br>Parent notified<br><u><b>Maximum:</b></u><br>2 day suspension | <u><b>Minimum:</b></u><br>Missed recess<br>Conference with parent<br>Parent notified<br><u><b>Maximum:</b></u><br>1 day suspension                       | <u><b>Minimum:</b></u><br>Missed recess<br>Conference with parent<br>Parent notified<br><u><b>Maximum:</b></u><br>4 day suspension                       | <u><b>Minimum:</b></u><br>1 day suspension<br><br><u><b>Maximum:</b></u><br>5 day suspension   |
| <b>Class 1:</b> <ul style="list-style-type: none"> <li>• Disrespectful</li> <li>• Inappropriate language &amp;/or gestures</li> <li>• Poor decision making</li> <li>• Dress Code</li> </ul>   | <u><b>Minimum:</b></u><br>Citation<br>Missed recess<br>Parent notified<br><br><u><b>Maximum:</b></u><br>1 day in-school suspension | <u><b>Minimum:</b></u><br>Citation<br>Missed recess<br>Parent notified<br><br><u><b>Maximum:</b></u><br>1 day in-school suspension | <u><b>Minimum:</b></u><br>Citation<br>Missed recess<br>Parent notified<br>Conference with parent<br><u><b>Maximum:</b></u><br>1 day in-school suspension | <u><b>Minimum:</b></u><br>Citation<br>Missed recess<br>Parent notified<br>Conference with parent<br><u><b>Maximum:</b></u><br>1 day in-school suspension | <u><b>Minimum:</b></u><br>Citation<br>Missed recess<br>Parent notified<br>Conference with parent<br><u><b>Maximum:</b></u><br>2 day in-school suspension |

|   |  |  |   |   |   |
|---|--|--|---|---|---|
| <b>Bus Misconduct:</b><br><ul style="list-style-type: none"> <li>• Defiance</li> <li>• Out of seat</li> <li>• Yelling</li> <li>• Throwing objects</li> <li>• Fighting</li> <li>• Food or drink</li> </ul> | <b><u>Minimum:</u></b><br>Parent<br>Notified | <b><u>Minimum:</u></b><br>Parent<br>conference | <b><u>Minimum:</u></b><br>2 days<br>no ride | <b><u>Minimum:</u></b><br>3 days<br>no ride | <b><u>Minimum:</u></b><br>1 week no<br>ride |
|   | <b><u>Maximum:</u></b><br>1 day no ride      | <b><u>Maximum:</u></b><br>2 days no<br>ride    | <b><u>Maximum:</u></b><br>3 days no<br>ride | <b><u>Maximum:</u></b><br>1 week no<br>ride | <b><u>Maximum:</u></b><br>1 week no<br>ride |

**Bullying:** Student conduct constituting bullying and/or “cyber-bullying” is subject to corrective action and discipline in the District. Dependent upon the severity of the conduct, students that commit bullying in violation of the Education and District or school rules may be subject to a range of corrective action and discipline, including but not limited warnings and parent notification, suspension, or expulsion.

## **Section 7: MANDATED NOTIFICATIONS**

A complete list of all mandated notifications (information that we are required to give parents by the state and federal governments) is given out with this Student and Parent Handbook either at the beginning of the school year or when we register a child new to our district. If you did not receive this booklet, please ask the school secretary for a copy.

The Uniform Complaint Officer for the district is Dr. Laurie Goodman who can be contacted through either of the school offices (the phone numbers and addresses are on the front cover of this handbook) or by email at [LaurieG@sutter.k12.ca.us](mailto:LaurieG@sutter.k12.ca.us).

## **Section 8: TITLE I SCHOOL INFORMATION**

Robbins School is a Title I School. We are mandated to inform the parents of students at Robbins of the following information about Title I.

- **Program Intent**

The purpose of Title I, Part A is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on the state content standards and assessments. The intent of the funding is to meet the educational needs of low-achieving students enrolled in the highest poverty schools.

- **Program Description**

This is the largest federal program in California schools aside from Special Education. Funds are either targeted to eligible pupils at school sites or spent in accordance with a schoolwide program plan that may include other federal programs and serve all pupils, not just Title I-eligible pupils.

There are two grant types for Title I, Part A (Basic Grant) and Part D (Neglected and Delinquent). Together these two grant types form the Title I entitlement program.

Funds may be used in a variety of ways as long as they provide supplemental services that are focused on improving student achievement. Examples of how funds may be used include, but are not limited to the following:

- Supplemental support provided by teachers and instructional aides (e.g., bilingual, resource specialists, intervention, etc.)
- Extended learning time (e.g., before school, after school, pull-out focused instruction, etc.)
- Parent involvement
- Instructional materials and other instructional support (e.g., education-related technology)
- Staff development
- Health, nutrition, and other social services

- **Funding Level**

- Title I funds are allocated to LEAs (Local Educational Agencies, or the District or school site) based on a formula that takes into account the number of children from low-income families within the LEA's attendance area. LEAs create an allocation plan that specifies how the LEAs allocation will be distributed to eligible schools. LEAs determine eligibility criteria based on a measure of poverty at each school.
- Each LEA must apply each year through the Consolidated Application process.

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**Winship-Robbins Elementary School District  
NOTICE OF RECEIPT OF INFORMATION  
2017-2018**

School: (circle one)      **Winship Community School**      **Robbins School**

**Student Name(s):**

\_\_\_\_\_

\_\_\_\_\_

After reading information please check appropriate boxes:

- ELL Instructional Brochure
- Family-School Compact

I have received a copy of the 2017-18 Student/Parent Handbook-and understand that it is my responsibility to read the Handbook and discuss its contents with my child/children.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PUBLICATION AND MEDIA RELEASE:**

[  ] **Yes**, my child/children **may** be interviewed or photographed for publication, including the district/school website.

[  ] **No**, my child/children **may not** be interviewed or photographed for publication.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**You will be given an extra copy of this page to  
SIGN AND RETURN TO THE SCHOOL.  
This copy is for your reference.**