

John Bidwell

PARENT/STUDENT HANDBOOK



Home of the Bears

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John Bidwell Guidelines for Success

The following ethical standards of John Bidwell School are expected to be upheld and adhered to by staff, students, and parents of the school community.

John Bidwell K-6 students are expected to follow three basic rules:

1. Be Safe
 2. Be Respectful
 3. Be Responsible
-

I. Vision Statement

The Bidwell school community is united in the academic and social success of our diverse learners. Bidwell students are collaborative and independent problem solvers; who are intrinsically motivated to reach high academic expectations, make positive impacts on others and affect positive social change in their community and the world.

II. Mission Statement

To provide a safe environment and challenging curriculum which will enable all students to become independent life-long learners and responsible citizens. John Bidwell's programs include:

- Rigorous and developmentally appropriate curriculum
- GATE classes for 2nd through 6th grade
- Safe learning community

John Bidwell Elementary has high expectations for students. Teachers work as a team to encourage students to be independent learners and use a variety of small group methods to develop problem-solving skills, cooperation, and higher-level thinking skills, instead of the standard textbook format. The staff works closely with parents and other community members to be responsive to the needs of students and the community.

Ethical Standards of John Bidwell Elementary School

III. Standards

1. Commitment

We will uphold a commitment to high academic and social expectations for all students. We will encourage a positive school climate and a strong sense of community. We will create an environment of trust and respect.

2. Duty

We will work diligently with school personnel, parents and students to reinforce our vision. We will report improper conduct with procedural fairness and due process.

3. Equity

We will strive for fairness and equity. We will consider the rights and needs of all parties affected.

4. Integrity

We will remind those facing an ethical decision about the impact of its outcome, while at the same time provide them with the courage and support to make difficult decisions. We will uphold confidentiality.

5. Ethical Responsibility

We will model appropriate ethical behavior(s) that will have an impact in the lives of others. We will abide by policies, procedures and school rules.

6. Respect

We will recognize and acknowledge the worth of our school community members and remember to value them through what we say and do. We will maintain appropriate relationship with staff, students and parents/guardians

John Bidwell Supports Social Emotional Learning (SEL)

SEL is the process through which children and adults acquire knowledge, attitudes, and skills they need to recognize and manage their emotions, demonstrate caring and concern for others, establish positive relationships, make responsible decisions, set and achieve positive goals, and handle challenging situations constructively. SEL builds and deepens a positive school climate. The following 7 character traits are necessary for all people to learn and interact with others effectively:

Self-Control, Grit, Curiosity, Optimism, Social Intelligence, Gratitude, and Zest



Please Mark These Dates on Your Calendar!

School Begins Thursday, Aug. 29th

HOLIDAYS (NO SCHOOL!)

Labor Day: Sep. 2, 2019
 Veteran's Day: Nov. 11, 2019
 Thanksgiving: Nov. 23-Dec. 1, 2019
 Winter Holidays: Dec. 21 - Jan. 5, 2019
 Martin Luther King, Jr. Day: Jan. 20, 2020
 Lincoln Day Holiday: Feb. 10, 2020
 Washington Day: Feb. 17, 2020
 Spring Holidays: April 4– April 12, 2020
 Memorial Day: May 25, 2020
 Last Day of School: June 11, 2020

CURRICULUM DAYS (EVERY THURSDAY)

On curriculum days students in grades

1st -3rd are dismissed at 1:52 pm.

Students in grades 4-6th are dismissed at
 2:12 pm. ***Kinder schedule is 8:00-12:40**



Office Hours: 7:30 a.m. - 3:30 p.m.

Regular School Hours (MTWF):

- Kinder
8:00 – 1:00
- 1st-3rd
8:00 – 1:52
- 4th-6th
8:00 – 2:12

Shortened Day Hours (parent conference):

- Kinder
8:00-12:40
- Grades 1-3:
8:00-1:50
- Grades 4-6:
8:00-1:04



Arrival and Departure Guidelines

- **Students are NOT to arrive at school until 30 minutes before the start of school.** There is no supervision on the yard until that time and the school cannot be responsible for their safety.
- All students who eat breakfast at 7:30 a.m. at the school must stay in the cafeteria until 7:45 a.m.
- The front office is not to be used as an entrance by students. They are to walk around the school and enter the cafeteria through the back doors.
- Students are to leave the campus immediately after school unless they are in a classroom for tutoring or participating in a **supervised** after school program.
- Students loitering on campus prior to or after the above times will be referred to the office.
- If necessary CPS and/or law enforcement agencies will be called if the problem becomes persistent.
- ASES program is available for childcare services afterschool from 1:23-6:00 p.m.

The school has a responsibility to hold students to **strict account** for their behavior and conduct on the way to and from school, in the classroom and during recess.

Parking:

For the safety of all students attending our school, please observe the following safety rules:

- Do NOT load or unload children around or in the staff parking lot. Ask your children to stay out of the staff parking lot and to use the walkway from the front of the school to the bike rack and onto campus. These areas are designated for teachers, staff and delivery trucks only.
- Do NOT make a u-turn in the crosswalk on on 65th Ave in front of the school.
- Do NOT double park in front of the school.
- Do NOT park in the crosswalk in front of the school.
- Ask your students to cross the streets at the crosswalk



Attendance and Absences

Regular school attendance is a key factor in school success. Students are expected to be in school every day unless it is **absolutely necessary** that they be absent.

Please note that even excused absences are not reimbursed by the state. Each day a child is absent reduces the funding base which provides staff, resources, and programs for your student.

Please call the office to clear an absence each day your child is absent. If a call is not made the student must bring a note upon their return to school. The note must include the student's first and last name, the date, reason for absence and parent or guardian signature.

PLEASE NOTE THAT AN ABSENCE MAY STILL BE CONSIDERED UNEXCUSED EVEN THOUGH A PARENT CALL IS MADE.

NOTE: Teachers are not obligated to provide homework for unexcused absences.

Excused Absences:

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

Unexcused Absences:

- Vacations
- Oversleeping
- Babysitting or taking care of other family members
- Personal reasons (missed bus, court...)

Truancy and Tardies

If a student has 3 or more unexcused absences or 3 tardies of 30 minutes or more, he/she is considered truant. SCUSD's truancy program includes a partnership with the District Attorney, Sacramento Police, Juvenile Probation, City of Sacramento and several judges. The process involves letters sent home, a school site SART meeting and a district level SARB (Student Attendance Review Board) hearing. It is our goal to make sure every student has the opportunity to receive a quality education: therefore, we will do everything possible, prior to a hearing, to improve attendance. However, if attendance concerns continue the District is prepared to implement the SARB process to the fullest extent.

Students arriving after the bell must stop by the office for a tardy slip before going to class.

Students are considered truant if they are tardy in excess of 30 minutes for three or more days.

Early Dismissal

Students are not allowed to leave school early unless they are picked up by a parent/guardian, or other person designated on the emergency card. **Parents/guardians are required to come to the front office to sign a student out.**

Identification may be checked before a student is released to anyone the front office staff may not recognize.

The office staff will call for the student to come to the office to meet the parent/guardian. **In order to ensure the safety of our students and staff no one, other than office staff, is allowed to go directly to the classroom without signing in at the office first.** All visitors will be issued a badge that identifies them as a guest at our school. Please be sure to sign out when leaving the campus.

Closed Campus:

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



Emergency Cards

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



The Office

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



Cell Phones, Electronic Equipment & Personal Items

Students may not bring personal items to school. This includes, but is not limited to: toys, games, radios, CD players, iPod, iPad, Kindles, any electronic devices, headset, skateboards, and excessive amounts of money. Personal playground equipment may be brought to school under the following conditions:

- Footballs and baseball bats may only be used during PE time and only with the consent and direct supervision of the PE teacher. Hard balls are not allowed.
- Personal equipment may not be used in games that exclude others.
- Equipment must be placed in the classroom equipment box.
- All personal equipment must be clearly marked in permanent ink with the owner's name.
- **The school will not be responsible for any lost, damaged, or stolen personal items brought from home.**

While cell phones may be brought to school, they may not interfere with the instructional process. Cell phones are to remain off and out of sight at all times while on campus. Students may use cell phones only when instructed by a school authority and/or in the event of a dire emergency.

School Visitations

Parents of students enrolled at Bidwell are welcome and encouraged to visit the school. If you wish to meet with the teacher please make an appointment so student instruction is not disrupted and so parents may be assured that the teacher will be able to address questions and/or concerns. **For the safety and welfare of our students, all parents and visitors are**

required to sign in the visitors log in the front office and wear their visitor badge while on campus. All visitors must sign out prior to leaving the campus.

Because we have many requests for visitations by parents that do not have a child in the class they wish to visit we limit those visits to Wednesdays. Arrangements must be made in the front office with the office manager. Observations are limited to one hour and the observer may not interact with students, photograph, or talk to the teacher during that time. Our goal is to allow visitors to observe the class in action with minimal disruption to the instructional process.



Deliveries to Students

Students should not receive any non-instructional items at school. This includes flowers, balloons, lunches, or other personal items. If such items are delivered to school, the office will try to notify the student to pick the items up after dismissal. The school will not be responsible for delivering such items to the student. In addition, the school will not be responsible for any such items should they be stolen, damaged, or lost. Personal party invitations are not to be handed out in the classroom unless each member of the class receives an invitation. Students may deliver invitations before or after school, outside of the classroom.

Parents are strongly encouraged to allow students that forget lunches, homework, or school items to develop a sense of responsibility by not bringing the items to school. If the teacher feels it is necessary for the student to have his/her forgotten materials brought to school, they will allow the student to use the telephone. **Forgotten items must be brought to the office and not delivered directly to the classroom.**



Withdrawal from School

If you are transferring out of the Bidwell attendance area please notify the school at least two days in advance so your child's records can be prepared for the receiving school. If you are moving at the end of the school year, please notify the school as soon as you know so that records can be processed and sent to the receiving school in a timely manner.



Medication and Health Matters

We do not have a nurse on staff. Pain relievers and any other over-the-counter medications may not be dispensed to students. The school is only equipped to treat minor injuries with ice and band-aides. Parents/guardians will be called for more serious injuries and illnesses. If parents cannot be reached emergency personnel will be contacted.

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

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

child must have medication during the school day.

- Medication is kept in a secure area and dispensed per the physician's instruction.
- The dosage on the medicine container must match the dosage on the doctor's orders.
- If the dosage is changed a new set of doctor's instructions must be provided.
- If a child is to temporarily take a non-prescription medication, such as an over-the-counter pain reliever or cough drops, **the medication must be kept locked in the nurse's office.**



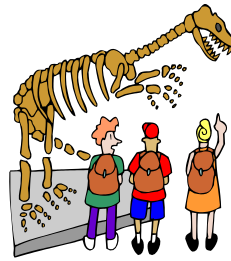
I left my _____ at School!

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



Lost and Found

Lost and found clothing, and other large items, are kept in the cafeteria. Items will be placed on tables in the quad area towards the end of each month. Smaller items, such as keys, glasses, or jewelry are kept in the front office. Unclaimed items are sent to the John Still K-8 Clothes Closet prior to the Winter Holidays and the end of the year. Labeling your child's jackets sweaters and sweatshirts will help identify their clothing should it become lost. Please check on throughout the month.



FIELD TRIPS

Field trips are probably the one school activity that children will always remember. They, however, require teachers have to invest time to complete an inordinate amount of paper work and figure logistics to create a positive educational field experience. In order to make sure that all safety and district requirements are met for each fieldtrip the following protocols must be strictly adhered to:

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



VOLUNTEERS

Volunteers are the backbone of an effective and thriving school. However, there are a lot of legal requirements that must be met in order to begin volunteering at a school site. The requirements are in place to insure the safety of every child.

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

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

There are 3 levels of volunteers in SCUSD.

Level 1: Off-campus volunteers with no direct contact with students. The only requirement for a Level 1 volunteer is the registration form.

Level 2: Volunteers under the direct the supervision of certificated personnel. The requirements for Level 2 volunteers are: Volunteer registration form, Sex offender clearance, TB Test.

Level 3: Volunteers not under direct supervision, with possible unsupervised contact with students. The requirements for Level 3 volunteers are: Volunteer registration form, fingerprinting and criminal records clearance, TB Testing, Automobile use form if transporting students.



Incentives and Awards

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



Textbooks and Library Books

SCUSD has a policy regarding the care of library and textbooks. Please take careful note of the requirements, and consequences for damage or loss of these costly and necessary resources.

1. Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)
2. Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904)
3. Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.
4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.
5. When materials are damaged but still usable the student will be charged as follows:

Damages	Cost
Torn pages, ink or pencil marks	\$1.00 per page
Damaged cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold or mildew or obscenities – drawn or written)	Full cost of the book
Missing bar codes	\$5.00

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

7. The aforementioned consequences also holds true for unpaid lunch balances.

Please do not wait until the last minute to respond to school communications about unpaid debts. Be proactive so as to avoid having your child be held accountable for parental responsibilities.



Junk Food, Gum and Other Food Issues

John Bidwell is a gum-free zone. **Students are not to be chewing gum at any time on campus. In addition, candy, soda and sunflower seeds are not allowed.** Please do not send these items to school with your child. Sugary foods can interfere with a child's ability to learn and function in a classroom. Recent legislation bans the sale of soda and candy to students at elementary schools. Students may not have glass bottles on campus. No food is allowed on the yard.

Food is not to be traded, exchanged, sold, extorted, or bullied from other students.

The Cafeteria

Meals should be a relaxed and social event; however, it is important that the following guidelines be adhered to so as to make a dining hall close to 300 people as relaxed as possible!

- Enter through the door on the right and exit through the right door.
- Keep hands and feet to yourself.
- Use a quiet, conversational tone and speak only to those on either side, or across the table.
- Be courteous and polite in conversation and refrain from teasing, name calling, foul language, bullying, screaming, and loud talking.
- Refrain from throwing anything.
- Remain seated until dismissed.
- If you need help opening a carton, or need to use the restroom, raise a quiet hand and wait for assistance.
- Food is traded (we have many students with food allergies), sold, extorted, or bullied from other students. Students eligible for free and/or reduced meals are not required to pay for meals **once their application has been processed and approved.**

Applications can be completed online at: <http://mealapp.scusd.edu/fma/>

Meals may be prepaid online at: <https://www.ezschooldp>



Recess

Common sense is the best rule to follow on the playground.

- **Play-fighting is not allowed at all, in that it usually ends up in a fight.**
- Students are to remain on the playground area, in sight of yard duty adults, when outside. Off limit areas include: behind the classrooms, in the hallways, and the parking lot area.
- Playing in the restrooms, walkways, and classrooms is prohibited and may result in disciplinary action for defiance.
- Absolutely no chasing, warrior, super hero, or games that involve tagging or any physical contact are allowed on the yard.
- Climbing equipment may only be used during recess and lunch.
- Respect and respond to all teacher, yard duty supervisors, aides, or staff members on the playground.
- Cease all activity and talking when the whistle is blown. Walk directly to classroom line (dots). No Bathroom or water privileges after the bell.

PERSONAL ITEMS AND SPORTS EQUIPMENT:

Students may not bring personal toys to school. This includes music players and electronic games. The school will not be responsible for any lost, damaged, or stolen personal items brought from home. Students may not bring sports equipment to school. This includes Frisbees, basketballs, footballs, tennis balls, baseballs, and softballs. If parents/guardians would like to donate equipment to the classroom, the teacher will put the room number on the ball and it will be shared by all the students.



Expectations for Adult Behavior

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

California Education Code considers the following to be misdemeanor offenses:

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

Any behavior that creates a disruption of classroom or school activities, or disturbance of any school employee, may result in a misdemeanor and subject the perpetrator to arrest. In addition, the District will consider further lawful proceedings, such as obtaining a temporary restraining order and other civil action to maintain safety and order on campus. The District will seek reimbursement for attorney costs the courts may impose.

Please be role models for our students and refrain from cursing, yelling, intimidating, or threatening any district employee, student, or other parent. Please work to resolve any complaints or issues peacefully and respectfully.



Discipline

The foundation of our school wide discipline plan is respect for all, and personal responsibility. Respect is a mutual process. This means that students will be shown respect and students will respect the authority of teachers, administrators, and **all staff members**. Respectful behavior is a matter of common sense: doing what you know is right, even when no one is looking, and treating others as you would expect to be treated. Failure to show respect for others is the root of behavior violations and will be treated seriously. In addition, students are expected to take personal responsibility for their actions. Please note that there are 16 cameras around the school to help support safety and security for all students, staff, and visitors to our campus.

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

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



BULLYING

John Bidwell School is a bully free zone! Bullying is the most common behavior that creates a hostile and unsafe environment for students and staff members. Students have a right to not be hurt, physical and emotionally, and the right to learn in a safe environment. Everyone has an ethical responsibility to address bullying.

“A person is bullied when he or she is exposed, repeatedly over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.”

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

Bullying includes, but is not limited to:

- Verbal bullying including derogatory comments and bad names.
- Social exclusion or isolation.
- Hitting, kicking, shoving, and spitting.
- Lies and false rumors.
- Taking money or other things or damaging other students' property.
- Threatening or forcing students to do inappropriate things.
- Racial bullying
- Sexual bullying
- Cyber bullying (via cell phone or Internet)

Bullying is against California Educational Code and is a suspend able offense. Bullying has a negative impact on student learning.

There is **no excuse** for bullying and it will be appropriately addressed with at John Bidwel



Dress Code

John Bidwell Elementary K-6 Uniform Policy

Pants:

- Pants must be one solid color (navy blue, khaki or black)- Jeans are acceptable
- Pants must fit at the waist without the aid of a belt
- Uniform, dress style or jean shorts are acceptable (navy blue, khaki or black). The hem of the shorts must be at least fingertip length when the hands are fully extended at the sides.

Skirts:

- Skirts must be one solid color (navy blue, khaki or black).
- The hem and any slit must be at least fingertip length when a student's hands are fully extended at the side.

Shirts and Blouses:

- Shirts and blouses must be solid white, navy or light blue. They may be a button down or polo style. Any John Bidwell shirt is acceptable.
- No logos or name brands are allowed on uniform shirts

Outerwear:

- No logos or brand names are permitted on the coats, jackets or other outerwear.

Shoes:

- Shoes are to be closed toed- no sandals or flip flops.
- Please avoid shoes that are primarily red and have red shoe laces.

Head Coverings:

- No rags or bandanas are permitted.
- Wool caps (during winter months) and baseball caps (during the warmer months) need to be solid navy, black or white without logos or brand names. Wool caps and baseball caps can be worn on the yard only and may not be worn in the classroom or the cafeteria.

Profanity and Inappropriate Gestures

Children are exposed to profane language, gestures, and behavior on a daily basis. Television, video games, movies and music lyrics are filled with sexually explicit and racially charged language. While that may be considered appropriate for mainstream pop culture it is totally unacceptable on the John Bidwell school campus. Therefore; such language and gestures will be taken seriously and addressed accordingly.

- The first offense will result in the student having to call their parent and repeat the exact words they were heard using, or describe the gesture they displayed.
- The second offense will result in an in-house suspension.
- The third offense will result in a 1 day formal suspension.
- The fourth, and any subsequent offenses, will result in a minimum of 3 days suspension up to a maximum of 5 days.
- After 10 days of suspension students will be placed on a behavior contract and may be taken to a behavior review hearing for possible alternative school placement.

John Bidwell celebrates the rich diversity of our community and views this diversity as a strength of our community. It is therefore expected that all community members treat each other with the respect and dignity we all deserve.

Any staff member may hold a student accountable for adherence to the dress code

Discipline and Confidentiality

All disciplinary and educational information about each child is strictly confidential. Staff will not discuss a student's progress or actions with anyone other than the legal guardians. Please do not ask about another child's academic progress, behavior, or disciplinary record.

If your child is involved in an incident with other students that results in disciplinary action, staff will only discuss the actions taken with your child. As you would not want your child discussed with another parent, other parents do not want their child discussed with anyone else either.

The principal is happy to facilitate a meeting with families of students that may be having conflict with each other, **as long as both parties are willing to meet.**

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

If you have an issue that needs to be handled please ask the principal to facilitate that process.

Remember, our goal is to help our students develop personal responsibility, peaceful problem solving skills, and other behaviors that will help them to be successful in society and in their careers.

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

Processes and Procedures for Disciplinary Actions

John Bidwell uses a two tiered disciplinary process (Behavior Citations and Principal Referrals) built on a philosophy of progressive discipline. This means that if behaviors become chronic and are continuously disruptive to the learning environment, the consequences become gradually more severe.

Every attempt is made to handle disciplinary actions at the classroom level. Students are issued **citations** for behaviors only after attempts have been made to correct the behavior with verbal warnings, a phone call home, or other strategies. Phone calls may not be made for every single infraction, particularly those that were resolved appropriately and did not result in any injury to staff or other students. Part of our mission is to help students develop their own problem solving skills. If your child receives a citation it is a sign that attempts to change the behavior identified at the site level have not been successful. Please take citations serious.

Principal referrals are issued for serious actions that cause injury to others, or are serious enough to cause others, including staff, to feel threatened by the behavior. In addition, principal referrals are issued when a student has received three citations for the same behaviors and/or actions. Principal referrals will always result in a phone call home and more serious consequences, including suspensions.

All school rules and policies are based on California State Law and SCUSD policy. The rules and policies apply equally to all students and are based on the fundamental need to ensure student safety and maintain an environment where all students can learn. The following behavior matrix comes directly from the districts Standards of Behavior booklet. In addition to the school wide discipline plan, each teacher has classrooms rules and procedures that students are expected to follow. The classroom rules will be discussed in class.

Discipline Matrix (3rd -6th Grade)

The following list identifies the sections of the California Education Code that governs student behavior and the consequences in the district Standards of behavior that may be applied. Most violations allow for a range of disciplinary action. Some consequences may occur simultaneously.

A student may be disciplined for the following acts that are related to school activity or school attendance occurring at any district school, or within any other school district, including, but not limited to, any of the following:

- While on school grounds.
- While going to or coming from school, whether walking or riding the bus.
- During the lunch period whether on or off campus.
- During, going to, or coming from a school sponsored activity.

Suspended students are not permitted on or near any Sacramento City Unified School District campus, nor are they allowed to participate in any school activities during the period of suspension.

Mandatory Expulsion [E.C. 48915(c)]	Alternative to Suspension	Shall Suspend	Shall Expel	Contact Law Enforcement
c1 Sale, possession or furnishing of a firearm.	no	yes 5 days	yes	yes
c2 Brandishing a knife at another person.	no	yes 5 days	yes	yes
c3 Selling a controlled substance.	no	yes 5 days	yes	yes
c4 Sexual assault or sexual battery.	no	yes 5 days	yes	yes
c5 Possession of Explosives.	no	yes 5 days	yes	yes
Mandatory Recommendation for Expulsion [E.C. 48915(a)]	Alternative to Suspension	Shall Suspend	Shall Recom- mend Expulsion	Contact Law Enforcement
a1 Causing serious physical injury to another person, except in self-defense.	no	yes 5 days	yes	yes
a2 Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.	no	yes 5 days	yes	yes
a3 Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana.	no	yes 5 days	yes	yes
a4 Robbery or extortion.	no	yes 5 days	yes	yes
a5 Assault or battery upon a school employee.	no	yes 5 days	yes	yes
1. Acts of Violence	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement

[E.C. 48900(a)]				
a1 Caused, attempted to cause, or threatened to cause physical injury to another person.	may be considered	yes 3-5 days	yes	yes
a2 Willfully used force or violence upon another person, except in self-defense.	may be considered	yes 5 days	yes	yes
2. Weapons and Dangerous Objects [E.C. 48900(b)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive.	may be considered	yes 3-5 days	yes	yes
3. Drugs and Alcohol [E.C. 48900(c)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or drugs.	may be considered	yes	yes	yes
4. Sale of “look-alike” Drugs and Alcohol [E.C. 48900(d)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Offering, arranging, or negotiating to sell drugs, alcohol, or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant.	may be considered	yes	yes	yes
5. Robbery or Extortion [E.C. 48900(e)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Committed or attempted to commit robbery or extortion.	may be considered	yes	yes	yes
6. Damage of Property [E.C. 48900(f)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Cause, or attempt to cause, damage to school or private property including electronic files and databases.	may be considered	yes	yes	yes
7. Theft or Stealing [E.C. 48900(g)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Stealing or attempting to steal school or private property	may be considered	yes	yes	yes

including electronic files and databases.				
8. Tobacco [E.C. 48900(h)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Citation or Arrest
Possession or use of tobacco or nicotine products.	may be considered	yes	yes	may cite
9. Profanity, Obscene Acts, Vulgarity [E.C. 48900(i)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
1. Directed at peers.	may be considered	yes	yes	yes
2. Directed at school personnel.	may be considered	yes	yes	yes
10. Drug Paraphernalia [E.C. 48900(j)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.	may be considered	yes	yes	yes
11. Willful Defiance or Disruption of School Activities [E.C. 48900(k)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Failure to follow school rules.	may be considered	yes	yes	no
Failure to follow directive or instruction of staff or teachers.	may be considered	yes	yes	no
Failure to follow conduct code for school bus passengers.	may be considered	yes	yes	no
12. Possession of Stolen Property [E.C. 48900(l)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Knowingly receive stolen school property or private property.	may be considered	yes	yes	yes
13. Imitation Firearm [E.C. 48900(m)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Possession of an imitation firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.	may be considered	yes	yes	yes
14. Sexual Assault or Sexual Battery [E.C. 48900(n)]	Alternative to Suspension	Shall Suspend	Shall Recommend Expulsion	Contact Law Enforcement

Committed or attempted to commit sexual assault or battery.	no	yes	yes	yes
15. Harassment of a Student Witness [E.C. 48900(o)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.	may be considered	yes	yes	yes
16. Unlawful Drug Soma [E.C. 48900(p)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.	may be considered	yes	yes	yes
17. Hazing [E.C. 48900 (q)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Engaged in or attempted to engage in hazing.	may be considered	yes	yes	yes
18. Bullying [E.C. 48900®]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.	may be considered	yes	yes	yes
19. Aids or Abets [E.C. 48900(s)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
The infliction or attempted infliction of physical injury to another person.	may be considered	yes	no, unless judged by a juvenile court to have committed as an aider or abettor causing serious injury. Expulsion would move forward under EC.48900 a1, or a2	yes

20. Sexual Harassment [E.C. 48900.2]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Applies to grades 4-12.	may be considered	yes	yes	yes
21. Acts of Hate Violence [E.C. 48900.3]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Cause, threaten, attempt to cause, or participate in an act of hate violence defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, disability or sexual orientation. Speech that threatens violence when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence. Applies to grade 4-12	may be considered	yes	yes	yes
22. Other Harassment [E.C. 48900.4]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. Grades 4-12 only.	may be considered	yes	yes	yes
23. Terrorist Threats [E.C. 48900.7]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Making terrorist threats against school officials and/or school property.	may be considered	yes	yes	yes
24. Attendance	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Truant [E.C. 48260] Warning letter #1) Absent from school without a valid excuse.	Must be considered	no	no	no

Repeat truant [E.C. 48261] (Warning letter #2).	Must be considered	no	no	no
Habitual truant [E.C. 48262] (Warning letter #3) Any student truant three or more times per school year. Students who are habitually truant may be referred to the School Attendance Review Board (SARB) for further action.	Must be considered	no	no	no



Student Support Strategies:

The following strategies may be used as interventions in an effort to address behavior and/or attendance concerns:

- | | | |
|---------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------|
| 1. Restorative Student Conference | 9. Conflict resolution | 14. Community Service (in the community) |
| 2. Parent Conference | 10. Class meeting | 15. Character education |
| 3. Counseling Referral | 11. Referral to SART or SARB for attendance issues | 16. Behavior review |
| 4. Mentoring | 12. In-House suspension (on school grounds) | 17. Shortened day |
| 5. Revoke Permit/Transfer to another school | 13. Community service on campus (cafeteria duty, campus cleanup, work with custodial staff) | 18. Extended day |
| 6. Teacher Suspension | | 19. Home visit |
| 7. Parent attend school with student | | 20. Time out |
| 8. Student Study Team referral | | 21. Healthy Start Referral |
| | | 22. Loss of recess |
| | | 23. Lunch Detention |

JOHN BIDWELL

Discipline/Referral Levels

Level 1 – Incidental Violations (Non-referred/Non-recorded)	Level 2 – Minor Violations (Non-referred/Recorded)	Level 3 – Major Violations (Referred/Recorded)	Level 4 – Illegal Violations (Referred/Recorded)
<ul style="list-style-type: none"> Running in halls/MPR Loud voices/yelling Off-task behavior Insubordination/Defiance Out of seat without permission Unprepared for learning Disruptive/Distracting others Violation of cafeteria rules Violation of common area rules Inappropriate behavior in the bathrooms Spitting on campus Dress Code Violation (i.e. hats, sunglasses, slippers, etc) Not sharing instructional materials Damage to classroom materials Possession/ unauthorized use of electronic devices Indirect verbal/written use of profanity or gestures 	<ul style="list-style-type: none"> Repeated Level-1 Offense Lying to school employee Spitting at others Trespassing in unauthorized areas Horseplay/play-fighting Leaving class without permission/pass Inappropriate physical contact with others Inappropriate use of school technology Unsafe use of playground equipment Inappropriate/unwanted displays of affection (i.e. kissing, embracing, hand-holding, inappropriate touching) Gambling Bystanding or observing unauthorized behaviors Unsupervised/unauthorized presence before/after school 	<ul style="list-style-type: none"> Repeated Level 2 Offense Direct verbal/written inappropriate language/gestures Fighting/physical aggression Harassment/bullying Overt defiance Property destruction/graffiti Theft of school or private property Forgery/falsifying school records Cheating/plagiarism Internet misuse/cyber-bullying Truancy Taking pictures/video without consent Accessing unauthorized websites, social media, or school database Distribution of unauthorized literature or posters Possession of imitation firearm Sexual Harassment Instigating a fight 	<ul style="list-style-type: none"> Repeat of Level 3 Offense Drug use/possession of paraphernalia Weapon use/possession Habitual Truancy Arson Bomb threat Extreme property damage/vandalism Combustibles Assault/threats Disruption of school activities with willful defiance of school authority Obscene acts Robbery or extortion Harassment or intimidation of a witness Tobacco/nicotine use or possession

JOHN BIDWELL
Discipline/Referral Levels

	Level 1– Incidental Violations	Level 2– Minor Violations	Level 3– Major Violations	Level 4– Illegal Violations
Addressing the Behavior	Staff-handled The staff addresses the behavior using classroom management strategies.	Staff-handled The staff the behavior using logical consequences (apology of action, take a break, or loss of privilege, focus room).	Office-managed Send the student to the office where the administrator will address the behavior.	Office-managed Send the student to the office where the administrator will address the behavior.
Forms	Level 1 Teacher-Managed Behavior Form (kept on file in classroom)	Referral Form Fill form and forward to Minor Referral e-mail or send paper form to office	Referral Form Fill form and forward to Major Referral e-mail or send paper form to office	Referral Form Fill form and forward to Major Referral e-mail or send paper form to office

JOHN BIDWELL K-6

BEHAVIOR DOCUMENTATION FORM

Name: _____

Date: _____ Time: _____

Referring Staff: _____

Grade: K 1 2 3 4 5 6

Location

- ☐ Classroom ☐ Quad ☐ Other
☐ Café ☐ Library
☐ Hallway ☐ Bathroom
☐ Office ☐ Playground

Minor Problem Behavior (Repeated)	Major Problem Behavior	Possible Motivation
<input type="checkbox"/> Inappropriate language <input type="checkbox"/> Inappropriate Physical Contact <input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Dress Code <input type="checkbox"/> Property misuse <input type="checkbox"/> Tardy <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Other _____	<input type="checkbox"/> Abusive language <input type="checkbox"/> Fighting <input type="checkbox"/> Physical aggression <input type="checkbox"/> Defiance/Disrespect <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Dress Code <input type="checkbox"/> Inappropriate PDA <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Lying/ Cheating <input type="checkbox"/> Truant <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____
Administrative Action		
<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Time in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent Contact (i.e phone call, email, text, written notification)	<input type="checkbox"/> Individualized instruction <input type="checkbox"/> In-school suspension (____ hours/ days) <input type="checkbox"/> Out of school suspension (____ days) <input type="checkbox"/> Healthy Start Referral <input type="checkbox"/> Community Service _____ hrs. <input type="checkbox"/> Other _____	

Mitigating Factors: ☐ Active IEP ☐ SST Held ☐ Section 504 Plan ☐ BSP On file
☐ Behavior Contract ☐ Other _____

Others involved in incident: ☐ None ☐ Peers ☐ Staff ☐ Teacher ☐ Substitute
☐ Unknown ☐ Other

Other comments:

☐ Student Informed
 (Student **must** be informed of all minor referrals).

Principal Signature _____ Date _____

Parent Signature _____ Date _____

At John Bidwell, we have a progressive discipline policy that is aligned with SCUSD. If this behavior is repeated a more severe consequence will be applied. Please remind your child of appropriate school behaviors.

Rules for Use of Computers and Computer Networks



When you use school computers you agree to:

1. Follow the directions of teachers and school staff.
2. Abide by the rules of the school and school district.
3. Obey the rules of any computer network you access.
4. Be considerate and respectful of other users.
5. Use school computers for school-related education and research only.
6. Not to use school computers and networks for personal or commercial activities (gaming or Email).
7. Not change any settings, software or documents (except documents you create).
8. Not download any programs unless instructed by teacher.

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

1. If you do not follow the rules you will be disciplined and lose your computer privileges.

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

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

Protect your password

1. Do not allow anyone else to use your password and do not use anyone else's password

CUT ON THIS LINE AND RETURN
RIGHT SIDE OF PAGE TO CLASSROOM
TEACHER.



Sacramento City Unified School District
Internet and Electronic Communication
(E-mail) Non-Use Policy

Please fill this out if you **do not** want your
child to have access to the internet.

John Bidwell School

My child is **NOT** allowed access to Internet privileges while in a school environment. I understand that alternative methods are available for completing assignments.

Child's Name

Parent/Guardian Signature Date
Please return to your child's school.

** Site administrators are to place this document with original signatures in the student's folder.



John Bidwell School PARENT & STUDENT HANDBOOK

I have read and discussed the John Bidwell Handbook with my son/daughter. We are aware of, and agree to follow, the behavior expectations of John Bidwell School.

Print Student's Name

Student Signature

Parent/Guardian Signature

Room Number

Date

**Please sign, cut and return the right side
of this page to your son/daughter's
teacher.**

