

**PONY EXPRESS ELEMENTARY SCHOOL**

1250 56<sup>TH</sup> AVENUE

SACRAMENTO, CA 95831

(916) 395-4690

School Website: <http://ponyexpress.scusd.edu>

**PARENT/STUDENT HANDBOOK  
2019-2020**



Gino Dobrescu, Principal  
Carol Lee, Office Manager  
Scott Holton, Plant Manager  
Alice Huang, Custodian

Welcome to Pony Express Elementary where

## **SOCIAL EMOTIONAL LEARNING (SEL)**

Is key to success!!

Social Emotional Learning 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 ten character traits are necessary for all people to learn and interact with others effectively.

**Confidence**  
**Self-discipline**  
**Perseverance**  
**Integrity**  
**Collaboration**  
**Responsibility**  
**Optimism**  
**Empathy**  
**Gratitude**  
**Perspective**

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## **CHOOSE TO BE SUCCESSFUL!!**

- ✓ Respect yourself, respect others
- ✓ Take personal responsibility for your words and actions
- ✓ Think you can, know you can
- ✓ Believe in yourself
- ✓ Think before you act
- ✓ Do your personal best
- ✓ Trust
- ✓ Chose to be kind
- ✓ Leave every area you enter in better condition than it was when you got there
- ✓ Say “please” and “thank you” a lot
- ✓ Wear a smile every day
- ✓ Look people in the eye when they speak to you
- ✓ Stop blaming others
- ✓ Don’t be afraid to say, “I am sorry” or “I made a mistake”
- ✓ Be positive and optimistic
- ✓ Do not embarrass yourself, your family, or your school
- ✓ Be organized
- ✓ Say “excuse me” if you accidentally bump into someone
- ✓ Take pride in your work
- ✓ Do not expect a reward for doing what is right
- ✓ Share
- ✓ Learn from your mistakes and move on
- ✓ Always be honest
- ✓ Be positive and live life to the fullest
- ✓ Have a firm handshake
- ✓ Ask for help
- ✓ Celebrate diversity
- ✓ Be the best person you can be
- ✓ Win and lose with grace and dignity

## **SCUSD CORE VALUE**

We recognize that our system is inequitable by design and we vigilantly work to confront and interrupt inequities that exist to level the playing field and provide opportunities for everyone to learn, grow and reach their greatness.

## **SCUSD GUIDING PRINCIPLE**

All students are given  
an equal opportunity to graduate  
with the greatest number of postsecondary choices  
from the widest array of options

## STRATEGIC PLAN 2019-2021

### SCUSD MISSION

*Students graduate as globally competitive lifelong learners,  
prepared to succeed in a career and high education institution of their choice  
to secure gainful employment and contribute to society*

### SCUSD VISION

*Every student is a responsible, productive citizen in a diverse and competitive world.*

### SCUSD CORE VALUES

- **Equity:** Commitment to reducing the academic achievement gap by ensuring that all students have equal access to the opportunities, supports and the tools they need to be successful
- **Achievement:** Students will be provided with a relevant, rigorous and well-rounded curriculum, with the expectation that all will be well prepared for a career and post-secondary education
- **Integrity:** Communication and interaction among and between students, parents, staff, labor and community partners is defined by mutual respect, trust and support
- **Accountability:** Commitment to transparency and ongoing review of data will create a culture focused on results and continuous improvement in a fiscally sustainable manner.

### SCUSD GOALS

College, Career and Life Ready Graduates

Safe, Emotionally Healthy and Engaged Students

Family and Community Empowerment

Operational Excellence

## **PONY EXPRESS ELEMENTARY SCHOOL VISION**

*“Our vision for success is an emotionally and physically safe school where all students are empowered to achieve high academic standards, be critical thinkers, be responsible citizens, and become technologically prepared for a competitive global society.”*

## **PONY EXPRESS ELEMENTARY SCHOOL MISSION**

*To accomplish our vision we will*

- Provide a rigorous, standards-based curriculum that enables all students to meet and exceed established measures of success
- Employ effective, research-based teaching strategies that meet the needs of all students
- Provide a balanced curriculum that develops the confidence and abilities needed for independent decision-making
- Consistently involve all students, staff, parents and community members in decision-making to improve the achievement of all students
- Be a professional, reflective community engaging in active and open communication to support the needs of our students
- Be a “21st Century” school with state-of-the art technology used for teaching, learning, assessment, and achievement

*Pony Express Elementary School is deeply committed to ensuring that all students receive a rich and varied standards-aligned curriculum in a caring, positive, friendly, safe and supportive learning environment. To achieve this goal, we will ensure that all students, staff, and families work together as a cohesive school community to develop mutual trust, strong character traits, and deep respect for our diverse, rich, multicultural heritage.*

**PONY EXPRESS ELEMENTARY SCHOOL**  
**2019-2020**

|                   |               |
|-------------------|---------------|
| Principal         | Gino Dobrescu |
| Office Manager    | Carol Lee     |
| Clerk             | Natalia Cruz  |
| Plant Manager     | Scott Holton  |
| Custodian         | Alice Huang   |
| Cafeteria Manager | Yu Tan        |

| TEACHER                             | GRADE                                   | ROOM                       |
|-------------------------------------|---|----------------------------|
| Misty Collings                      | PreK-K Autistic Pre-school              | 5                          |
| Jenae Davenport                     | SDC 4 <sup>th</sup> -6 <sup>th</sup>    | 15                         |
| Alejandra Arellano                  | Kinder AM                               | 1                          |
| Joann Le                            | Kinder AM                               | 2                          |
| Dorothy Kozina                      | 1 <sup>st</sup>                         | 6                          |
| Bobbi Jo Bowland                    | 1 <sup>st</sup>                         | 4                          |
| Daniel Harris                       | 2 <sup>nd</sup>                         | 16                         |
| Tiffany Lo                          | 2 <sup>nd</sup> – GATE                  | 3                          |
| Juana Duran                         | 2 <sup>nd</sup> / 3 <sup>rd</sup> split | 7                          |
| Davina Martinez                     | 3 <sup>rd</sup>                         | 10                         |
| Blia Vang                           | 3 <sup>rd</sup> – GATE                  | 14                         |
| Jani Winchester                     | 4 <sup>th</sup>                         | 13                         |
| Cyndy Eberle                        | 4 <sup>th</sup> – GATE                  | 11                         |
| George Ribet                        | 5 <sup>th</sup>                         | 20                         |
| Sandy SanAhmadi                     | 5 <sup>th</sup> – GATE                  | 9                          |
| Erin Duarte                         | 6 <sup>th</sup>                         | 12                         |
| Melanie Ota                         | 6 <sup>th</sup> – GATE                  | 18                         |
|                                     |   |                            |
| <b>SUPPORT STAFF</b>                |   |                            |
| October Reyes                       | PE Prep                                 | Office                     |
| Lois DeMartini                      | Speech Therapist                        | 17                         |
| Suzy Foote                          | Resource Specialist                     | 21                         |
| Joanne Haleem                       | Librarian                               | 8                          |
| Nelya Lankina                       | Aide – PreK/K Special Ed                | 5                          |
| Feuy Saechao                        | Aide – PreK/K Special Ed                | 5                          |
| Annette Moss                        | Aide – SDC                              | 15                         |
| Bernadette Leung                    | Aide-SDC                                | 15                         |
| Renee Villarreal                    | Aide – Resource                         | Staff Lounge               |
| Ashley Johnson                      | ASES/The Center                         | Office/Cafeteria           |
| Ronnie Giffith/<br>Michelle Saldana | 4 <sup>th</sup> R                       | 4 <sup>th</sup> R Building |

# PONY EXPRESS ELEMENTARY SCHOOL

## BELL SCHEDULE

### 2019-2020

#### KINDERGARTEN

9:00 am – 12:20 pm (200)

#### PRIMARY 1<sup>ST</sup> – 3<sup>RD</sup> GRADE:

| <u>Regular Day</u>   | <u>Collaboration Day – Thursday</u> | <u>Shortened Day</u> |
|----------------------|-------------------------------------|----------------------|
| 9:00 – 10:15 (75)    | 9:00 – 10:15 (75)                   | 9:00 – 10:15 (75)    |
| 10:15 – 10:30 RECESS | 10:15 – 10:30 RECESS                | 10:15 – 10:30 RECESS |
| 10:30 – 11:30 (60)   | 10:30 – 11:30 (60)                  | 10:30 – 11:30 (60)   |
| 11:30 – 12:10 LUNCH  | 11:30 – 12:10 LUNCH                 | 11:30 – 12:00 LUNCH  |
| 12:10 – 1:25 (75)    | 12:10 – 1:25 (75)                   | 12:00 – 1:40 (100)   |
| 1:25 – 1:40 RECESS   | 1:25 – 1:40 RECESS                  | 1:40 DISMISSAL       |
| 1:40 – 3:07 (87)     | 1:40 – 2:07 (27)                    |                      |
| 3:07 DISMISSAL       | 2:07 DISMISSAL                      |                      |
| TOTAL (297)          | TOTAL (237)                         | TOTAL (235)          |

*RAINY DAY LUNCH ~ 11:30 – 12:00*

(Teachers escort the students to the lunchroom and pick them up at the end of lunch)

#### INTERMEDIATE 4<sup>TH</sup> – 6<sup>TH</sup> GRADE:

| <u>Regular Day</u>   | <u>Collaboration Day – Thursday</u> | <u>Shortened Day</u> |
|----------------------|-------------------------------------|----------------------|
| 9:00 – 10:40 (100)   | 9:00 – 10:40 (100)                  | 9:00 – 10:40 (100)   |
| 10:40 – 10:50 RECESS | 10:40 – 10:50 RECESS                | 10:40 – 10:50 RECESS |
| 10:50 – 12:00 (70)   | 10:50 – 12:00 (70)                  | 10:50 – 12:00 (70)   |
| 12:00 – 12:40 LUNCH  | 12:00 – 12:40 LUNCH                 | 12:00 – 12:30 LUNCH  |
| 12:40 – 1:50 (70)    | 12:40 – 1:50 (70)                   | 12:30 – 1:49 (79)    |
| 1:50 – 3:07 (77)     | 1:50 – 2:07 (17)                    | 1:49 DISMISSAL       |
| 3:07 DISMISSAL       | 2:07 DISMISSAL                      |                      |
| TOTAL (317)          | TOTAL (257)                         | TOTAL (249)          |

*RAINY DAY LUNCH ~ 12:10 – 12:40*

(Teachers escort the students to the lunchroom and pick them up at the end of lunch)

**THERE IS LIMITED SUPERVISION BEFORE AND AFTER SCHOOL.** Supervision begins at 8:30 for students eating breakfast. If your child is not eating breakfast at school, he or she should not arrive until 8:45. After school, please pick up your child on time. After 3:30 we may be required to call the Police or Child Protective Services if your child has not been picked up and we cannot contact you. There is no after school playground supervision provided by the school.



## SCHOOL DESCRIPTION

- The Pony Express staff is dedicated to challenging all students to achieve high standards
- The Pony Express staff will promote a quality learning environment that values individual diversity, differentiated instruction, parent support, opportunity to be in an Extended Day enrichment program, and rigorous Common Core Standards
- The Pony Express staff values the school community. We are committed to communication and collaboration with the school community to assure that all students meet Common Core Standards
- The Pony Express Community is committed to providing support through PTA, volunteers and community members



**Please Mark These Dates on Your Calendar!!**

### HOLIDAYS (No School!)

|                        |                                     |
|------------------------|-------------------------------------|
| Labor Day              | September 2, 2019                   |
| Veteran's Day          | November 11, 2019                   |
| Thanksgiving           | November 25-29, 2019                |
| Winter Holidays        | December 23, 2019 – January 3, 2020 |
| Martin Luther King Day | January 20, 2020                    |
| Lincoln's Birthday     | February 10, 2020                   |
| Washington's Birthday  | February 17, 2020                   |
| Spring Holiday         | April 6-10, 2020                    |
| Memorial Day           | May 25, 2020                        |



## ARRIVAL AND DEPARTURE GUIDELINES

- Students are NOT to be on the school campus 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 that eat breakfast at the school must stay in the cafeteria until 8:45 am.
- Students arriving after the bell must stop at 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 in the school year.
- Students are to leave the campus immediately after school unless they are 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 ad/or law enforcement agencies will be called if the problem becomes persistent.
- There are two before and after school programs that serve our campus.
  - 4<sup>th</sup> R is a before and after school program. They can be reached at (916) 433-6678
  - The Center is an after school program that serves 1-6 grade students. They can be reached at (916) 952-6491

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.

## DROP OFF AND PICK UP

- There is NO student drop off in the parking lot from 8:30 am to 9:00 am and from 3:00 pm to 3:30 pm. Safety cones are placed at the entryway to school at these times to minimize traffic congestion and maximize safety when you child arrives and leaves school.
- You may also drop your child off and pick him/her up at the gates along Los Cerros Avenue. Do not double park or jay walk when dropping off or picking up your child. Please remember to use the crosswalks.
- When waiting for your child after school, please wait at the front of the school, by the gate near the multipurpose room or outside the side gate on Los Cerros Avenue. All visitors will not be allowed on campus during dismissal at 2:07 or 3:07 daily. When the 4-6 graders are dismissed at 2:17 or 3:17, visitors will be allowed on campus at the time. Teachers accompany their students to the front of the school at dismissal time.

- The city police frequently patrol the school parking lot and neighboring streets. Do not park in the fire lanes or bus lanes in the school parking lot. Do not block neighbors' driveways when parking on the street. Continuous violations will result in your license plate being recorded and tickets being issued.
- Cars may not be left attended at any time in the loading zones.
- Kindergarten parents may enter the parking lot when picking up their child at 12:20. Vehicles must be parked in a parking slot and not left in the fire lane.
- Please follow the directions of the traffic and crossing guards. They are there for the safety of all children.

## **CLOSED CAMPUS**

In the interest of student safety and supervision, the Board of Education establishes a "closed campus" policy 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.

## **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 out a student and provide current ID.**

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 first signing in at the office.** 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.

## ATTENDANCE AND ABSENCES

Starting with preschool, regular school attendance is a key factor in school success. Students are expected to be in school all day, every day, unless it is absolutely necessary that they be absent.

Please call, or send an email via the school website, to verify 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(s) absent, 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.

*In order for a student to attend a school event or any after-school activity on campus, the student must have attended a full day of school on the day of the activity.*

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
- Student's 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 one day in the state and three 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 five days.

### Unexcused Absences:

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

**It is expected that Pony Express students do not take vacations during scheduled school days. Please honor the school calendar and plan vacations accordingly.**

## TRUANCY AND TARDIES

If a student has three or more **unexcused absences** or three 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, from the district central office, a school site SART (School Attendance Review Team) meeting and a district level SARB (School 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.

## 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 a card is on file.**

Please take the time to fill the emergency card out completely and neatly. Unfortunately technology cannot always be counted on and the old-fashioned hand completed card is our only link to you!

## THE OFFICE

The office is a very busy place. 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. The front office cannot be expected to be responsible for students left late after school. Please respect confidentiality in the office and refrain from taking supplies off of staff work areas.

## **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 deal with the logical consequences of their actions.

## **COMMUNICATIONS FROM SCHOOL**

Pony Express tries to communicate with parents through a variety of social and “old school” media. Many school wide communications are sent through an automated calling system. Notification of absences and reminders of school events will be sent via this system. The PTA newsletter is posted on the school website as is the school calendar and a wide variety of other important information. We are gradually moving toward a greener existence and trying to cut down on the use of paper. Notices are also sent home via the backpack or mailed home. Parents are encouraged to check backpacks on a daily basis and establish a special place for students to place such communications.

## **LOST AND FOUND**

Lost and found clothing and other large items are kept in the cafeteria. Smaller items, such as keys, glasses or jewelry are kept in the office. Unclaimed items will be donated to the clothes closet at the end of the school year. Labeling your child’s jackets, sweaters and sweatshirts will help identify their clothing should it become lost.



## **RESERVATION OF SCHOOL FACILITIES**

To reserve the mufti-purpose room, grounds, soccer fields, etc., for organized groups or individuals, the Civic Center Permit Office (643-7400) at the District Office must be contacted and a permit obtained. Ability to schedule activities may be limited due to custodial help availability.

## **USE OF SCHOOL FACILITIES**

The following activities are not permitted on school grounds at any time: flying model airplanes, using go carts, skateboards, hitting golf balls or hardballs, walking dogs, paintball or pellet guns and vandalism. After school hours, all gates will be locked that are not being used by our afterschool programs. If you have a sporting event planned, the key to the gate may be obtained through the school office or the Sacramento City Parks and Recreation Office.

## **NO DOGS ON CAMPUS**

In the past we have tried to accommodate our neighbors by allowing the side gates on Los Cerros to remain slightly open to provide access for sport teams. Unfortunately, people have taken advantage of our goodwill and are allowing their dogs to defecate on school grounds. This is unsanitary and unhealthy for our students, parents and staff. No walking of dogs on the school campus will be allowed at any time.

## **VANDALISM**

Students and their parents are responsible for all damage done by students to equipment or school property. This responsibility applies to books, supplies, equipment, buildings and grounds. The school reserves the right to withhold report cards until students pay for damaged or lost school property. The fine for vandalism may run into thousands of dollars.

## **4<sup>th</sup> R AND THE CENTER PROGRAMS**

Pony Express offers two before and after school programs for students on campus. They are the 4<sup>th</sup> R Program, which provides both morning and afternoon care for K-6 grade students. This is a fee-based program. For more information call Michelle Saldana at 433-6678.

The Center program is also offered on campus after school from 3:00-6:00 pm daily. This is a no-fee program for 1<sup>st</sup>-6<sup>th</sup> grade students on a first come, first enrolled basis. For more information please call 952-6491.

## **INSTRUCTIONAL PROGRAMS, STUDENT PROGRAMS, AWARDS AND RECOGNITION**

Pony Express places an emphasis on motivating students to do their best. Recognition for superior performance, effort, leadership and citizenship is given frequently. Programs to motivate and enrich students are also a part of daily activities.

### **Class Size:**

Students in Kindergarten – 3<sup>rd</sup> grade will be in classes of 24 students. 4<sup>th</sup> through 6<sup>th</sup> grade classes will have a maximum of 33 students. Students who enter class after the maximums have been reached will be concapped to a nearby school where there is room.

### **Reading/Language Arts:**

The district's adopted curriculum is the *Open Court* reading program. All classrooms implement this program to teach reading in all grades. With the transition to Common Core Standards, Open Court curriculum could be altered.

### **Mathematics:**

The district's adopted curriculum is Pearson enVision Math, which follows the California based common core standards. All classrooms implement this program to teach math.

### **Library:**

Our library is located in Room 8. Each student has the opportunity to check out library materials weekly. If a student loses or ruins the library item, that student will be required to pay the purchase price of the item.

### **English Language Development:**

Students who are non-native English speakers are assessed to identify their level of fluency in English. Students who are not fully fluent in English participate in the English Language Development program to increase their English fluency and vocabulary. Teachers use specific instructional strategies to help students learn the curriculum while learning English.

### **Technology:**

Technology and Internet capabilities have been placed in all classrooms and the library at Pony Express. Students have access to computers on a weekly basis to learn computer skills, do research and more.

The Reading Eggs program improves spelling skills and builds reading comprehension for K-3<sup>rd</sup> grades.

The Renaissance Program provides valuable information in reading for K-6<sup>th</sup> grades and math for 2<sup>nd</sup>-6<sup>th</sup> grades.



**Substance Abuse Education:**

The District provides students with a tobacco and drug free learning environment. Educational programs highlighting the dangers of drugs, alcohol and tobacco are provided during Red Ribbon Week and other times of the year.

**Student Council:**

Student Council representatives who meet the eligibility requirements are elected from each 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade classroom. Officers are elected by the class representatives and provide school leadership in a variety of ways. Past student council activities include Pennies for Patients, Wall Ball Tournament, and school-wide theme days. A teacher serves as an advisor and works with our student leaders.

**Physical Education:**

Physical education is vital to the long-term health and wellbeing of our students. It greatly contributes to the development of physically, mentally, and academically balanced individuals. Participation is a REQUIRED part of your child's school day. A doctor's excuse is necessary to allow your child to withdraw from participation for any extended period of time.

Physical education is not interchangeable with recess. It is a sequentially taught, developmentally appropriate program which addresses areas such as body mechanics, social interactions, establishment of personal goals, good sportsmanship, safety and enjoyment.

A quality physical education program at the elementary school level is essential for the introduction and development of movement skills necessary for successful participation in sport and fitness activities through teen and adult years. Eighty (80) minutes per week of specialized P.E. instruction is provided each student in grades 1<sup>st</sup> through 6<sup>th</sup>. Another 20 minutes of instruction is provided by the classroom teacher.

**6<sup>th</sup> Grade Sly Park Environmental Camp:**

With their classroom teacher and science naturalists, students receive instruction in the sciences, conservation, marshland, weather, animals, trees, birds, soil, water, air, stars, etc. This program is definitely a part of the 6<sup>th</sup> grade curriculum. Students are afforded opportunities to raise funds for individual participants. Please speak with your child's teacher regarding costs and fundraising opportunities.

**Study Trips:**

Educational study trips may be taken at various times during the school year. These trips are usually taken in the morning. Adult supervision is always welcomed. Adults participating in study trips must have completed the volunteer process. Please let your child's teacher know if you would be available to assist in supervision. Students must have written parental permission in order to participate in trips requiring transportation (Education Code 35350). The district shall provide an alternative educational experience for students who parents/guardians do not wish them to participate in a trip. Students who do not have written permission may not be allowed to participate in a particular field trip. Only students who are members of the class may attend the field trip activity. All chaperones going on field trips must be fingerprinted (forms are available in school offices; school staff will provide instructions).

**WITHDRAWAL FROM SCHOOL**

If you are transferring out of the Pony Express 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.

**SCHOOL VISITATIONS**

Parents of students enrolled at Pony Express are welcome to visit the school. If you wish to meet with the teacher please make an appointment so student instruction is not disrupted. *For the safety and welfare of our students, all parents and visitors are required to sign the visitor's 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, audiotape, 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 up the items 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. The cafeteria will allow students to eat lunch and bill the parent after the fact. 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.

## **CELL PHONES, ELECTRONIC EQUIPMENT AND PERSONAL ITEMS**

Students may not bring personal items to school. This includes, but is not limited to: toys, games, radios, cell phones, CD players, iPod, iPad, Kindles, any electronic devices, headsets, skateboards, and excessive amounts of money.

***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 (in backpacks) at all times while on campus. Students may use cell phones only when instructed by a school authority in the event of a dire emergency.

Student's violating this rule will have the items taken away and returned at the end of the trimester. In the case of money or valuables parents will be notified to pick up the items.

## **BUS PRIVILEGES**

Bus riding is a provided for some students. It is a privilege, which may be revoked. Parents are urged to discuss appropriate bus riding behavior and rules with their child. Should a student persist in disobeying the instructions given by a bus driver, a bus citation may be issued and disciplinary action may follow. Students may be restricted from riding the bus for inappropriate behavior on the bus, while waiting for the bus, or upon leaving the bus.

## TEXTBOOKS, LIBRARY BOOKS AND TECHNOLOGY

SCUSD has a policy regarding the care of library books 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 text and library books checked out under his/her name and are subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. SCUSD BP6161.2 and CA Education Code 48904)
3. Payment can be made by cashier check, money order or cash. Cashier checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within the current school year) 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:
6. All text and library books 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. All student textbooks must be covered at all times. Avoid adhesive covers as they ruin the book. The uniquely decorated brown paper bag cover is probably the best cover around!

The aforementioned consequences also hold 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.

| 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                      |

### **When you use school technology you agree to:**

1. Follow the directions of the 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 a teacher
9. **Use of school computers and access to the Internet is a privilege.** If you do not follow the rules you will be disciplined and lose your computer privileges
10. **Do not produce, distribute, access, use, or store information which is:**
  - a. Unlawful
  - b. Private or confidential
  - c. Copyright protected
  - d. Harmful, threatening, abusive, or denigrates others
  - e. Obscene, pornographic, or contains inappropriate language
  - f. Interferes with or disrupts the work of others
  - g. Causes congestion or damage to systems
11. Protect your password
  - a. Do not allow anyone else to use your password

## **HEALTH**

### **Animals:**

Animals and pets are not allowed to visit inside schools without principal permission and specific policy requirements. This policy is in place because of student and staff health needs and air quality issues. Some exceptions may be made; please check with the principal before bringing any animals into the classroom.

### **Communicable Disease:**

Please notify the office when a student has a communicable condition (i.e., chicken pox, strep throat, head lice) so appropriate measures may be taken. Notices may be sent home with other students when these conditions occur in a classroom. For a list of common childhood diseases, symptoms, communicability, and source of infection, log onto the District website at SCUSD.edu

**Health Conditions:**

The school nurse will work closely with students who have an acute or chronic health need such as asthma, diabetes, allergies, or other illness. Parents will want to notify Health Services about their student's specific health needs. The student and parents will work with the school nurse to determine how best to manage the health conditions and plan for any potential life threatening emergencies.

**Homebound or Hospital Instruction:**

Homebound or hospital instruction is provided for children who are absent from school due to prolonged illness or disability. If your child is going to be absent longer than 15 school days, please contact the school.

**Illness/Injury:**

When should my child be kept at home, and when can he/she attend school?

- Fever of 99 degrees Fahrenheit or more – child should stay home until 24 hours after the temperature returns to normal
- Vomiting or diarrhea – child should stay home until 24 hours after the last episode
- Rash that may be disease-related or the cause is unknown – check with your health care provider before sending the child to school

If the child is ill at home, call the school attendance line daily to report the reason for absence. It is helpful if specific symptoms and/or diagnosis are reported. When a student becomes ill or injured at school, first aid and illness management will be provided by the office and 911 will be called if it is needed. The parent/guardian will be contacted using the health and emergency information form. It is important that the names and phone numbers listed on the form are current and updated. Please list people who can pick the student up from school if you are not available.

**Immunizations Up-to-Date:**

California law requires that each student entering school for the first time provide written evidence that he or she has been immunized. Per California State Law (SB-277) parents may no longer cite personal beliefs to exempt their children from vaccines required for school. Students will need immunizations for polio, diphtheria, tetanus, pertussis, measles, hepatitis B and varicella. SCUSD does offer free immunization clinics for parents. For clinic schedules and/or further information regarding immunizations please call Health Services at 643-9412.

**Insurance:**

Pony Express or SCUSD does not carry accident, disability or medical insurance for students. Coverage is through the student's family medical coverage, including cost of ambulance services. The District does carry public/general liability coverage for district premises and/or employee negligence. Health insurance through the state of California is available for those families who qualify based on monthly income and family size. Questions about this plan can be directed to the school nurse or Health Services at the District level.

**Medications:**

Students are not usually permitted to administer their own medication at school. Parents requesting that prescription or non-prescription medication be administered during school hours are required to provide:

- A physician's order/signature for medication during the school day
- Parent's signature on a Medication Authorization form
- Medicine in original prescription bottle labeled with student's name, etc. Please ask the pharmacy to put prescription medication in two bottles completely labeled – one for home and one for school
- All non-prescription medications must be provided in their original labeled container along with a Medication Authorization form signed by both physician and parent
- No medication can be dispensed when provided in envelopes, plastic bags, etc.
- Medication Authorization Forms are available in the school office

**Restricted Activities:**

Written excuses are required for students who need to be kept in from recess at elementary school or who need to miss physical education. The note must state how long the restriction will be in effect.

**Screening (Vision and Hearing):**

Students will be screened according to the California Department of Health recommendations. Parents or teachers can also request vision or hearing screening any time if they have a concern about a child. If a student does not pass the vision or hearing screening procedure, the screening will be repeated. If the student does not pass the screening the second time, a physician referral notice will be sent to the parent. Parents are strongly encouraged to return the referral form to the District's Health Services office.



## UNIFORMS

### ***The following clothing items are not allowed:***

- No baseball caps allowed indoors. They may be worn outside for protection from the sun, but must be worn with the bill forward only.
- No pajamas
- No sagging pants
- Shorts and skirts may not be shorter than the length of the students' fingertips when extended downward
- No leggings or jeggings, unless they are worn under shorts or skirts. They are not intended to replace pants.
- No bare midriffs, low-cut, see-through, halter, tank, tube, backless or spaghetti strapped tops.
- No tank tops on boys
- No bare feet, flip-flops or slippers or open-toed shoes of any kind.

**Students are required to wear, or have available, athletic shoes on days they have PE.**

## FIELD TRIPS

Field trips are probably the one school activity that children will always remember. They are also a nightmare for teachers to plan as they require an inordinate amount of paper work, planning, and strict deadlines. In order to make sure that all safety and district field trip requirements are met the following protocols must be strictly adhered to:

- 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 entire** volunteer screening process, which includes evidence of tuberculosis screening. The paperwork for this screening may be picked up in the front office. See the volunteer section of this handbook, or visit the front office, 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.
- Parents driving only their child must obtain prior approval from the administration and have completed all the appropriate forms.



- Siblings are not allowed to participate in field trips if parents have chosen to supervise or transport students.
- Field trips are a privilege and as such students with poor behavior may be excluded from trips. Donations may not be refunded for students that lose a field trip privilege.
- Parents that drive on field trips may not make any stops with other students in the car, such as at restaurants. Volunteers that violate this requirement will not be allowed to participate as a driver in future field 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.
- Students that owe library/text book or cafeteria money may be excluded from end-of-year field trips until all accounts are brought into balance.
- 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.
- A completed and cleared Volunteer Sex Offender Check Authorization Form (SOC-1) and if necessary 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 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, and an Automobile Use form, and required insurance documentation, if transporting students.

## **JUNK FOOD, GUM AND OTHER FOOD**

Pony Express is a gum-free zone. **Students are not to be chewing gum at any time on campus.** Please do not send sugary 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 during school hours.

- No food is allowed on the yard.
- We **strongly** encourage families to consider healthy alternatives for birthday treats and classroom celebrations. Ideas include, but are not limited to, fruits, vegetables, pencils, bubbles, and books for the class library...

## **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 with close to 220 people as relaxed as possible!

- 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.
- Line up to dump trash, one person at a garbage can at a time.
- If you need help, raise a quiet hand and wait for assistance.
- Food is not to be traded (we have many students with food allergies), sold, extorted, or bullied from other students.

### **The price of meals for the 2017-2018 school year is:**

Breakfast is free to all students

Lunch \$2.00

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.ezschoollpay.com>

## **RECESS AND THE PLAY YARD**

Common sense is the best rule to follow on the playground

- Skateboards, Scooters, Skate shoes, Bikes and Rollerblades are not allowed to be ridden **on school grounds, during, or after school, or at any school function.** A first violation of this rule will result in removal of the equipment and a parent will be required to pick up the item. A second violation will result in the item being taken from the student until June. It is a law that students wear helmets when riding anything with wheels. Bikes must be walked on campus.
- **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, beyond the red lines, and in the hallways and quad area.
- Playing in the restrooms and classrooms is prohibited.
- Refrain from physical contact games such as tackle football, keep-away, piggyback games, karate, wrestling, zombie games, etc.
- **No tag or chasing games allowed at all!**
- Ball games on the blacktop are limited to wall ball, kickball, four square, basketball and tetherball. All other ball games are to be played on the grassy area.
- Climbing equipment may only be used during recesses and lunch; they are not to be used before or after school.
- Refrain from climbing up the slide.
- No pushing or pulling people on the playground equipment.
- The chin-up bars are for chin-ups and pull-ups only. No swinging or gymnastics allowed on those bars.
- Abide by all game and equipment use rules.
- Respect and respond to all teachers, yard duty supervisors, aides, or other staff members on the playground.
- Freeze and cease all activity and talking when the recess bell rings: exit the playground structure area, hold all playground equipment still and wait for the whistle to line up.
- Walk directly to classroom line.
- No bathroom or water privileges after the freeze bell.

## PLAY STRUCTURE RULES

- No students allowed on the equipment before school.
- Only one student on slide at a time, only in down direction. Student must be sliding on his/her bottom.
- Bars - only one at a time on bars



- Ladders – only one at a time on ladders
- No climbing on top of structure
- No throwing or kicking of wood chips
- No running on and around structure
- No pushing or shoving on and around structure
- Students at lunch time will play on their assigned day

## PLAYGROUND EQUIPMENT SCHEDULE

| DAY   | RECESS TIME | PRIMARY<br>(Grade Level) | INTERMEDIATE<br>(Grade Level) |
|-------|-------------|--------------------------|-------------------------------|
| Daily | Morning     | 1 <sup>st</sup>          | 4 <sup>th</sup>               |
|       | Lunch       | 2 <sup>nd</sup>          | 5 <sup>th</sup>               |
|       | Afternoon   | 3 <sup>rd</sup>          | 6 <sup>th</sup>               |

This schedule is subject to change during the year.

## GAME RULES

### HANDBALL/BALL WALL:

Objective: To have ball bounce on the ground two times before opponent has a chance to return hit against the wall.

1. Line starts on the wall to the right of the game and goes out toward the playground.
2. All serves must hit the ground one time and one time only and half way up the wall before the ball strikes the ground and a return hit by opponent.
3. At all times, the ball may only hit the ground one time before hitting the wall. If the ball hits twice or short hops the wall that player will be out of the game.
4. First person in line will be the judge for the game in progress until it's their turn to go in.
5. Waterfall, pink elephants, bounces, bubbles, catches, bullets, etc., are not allowed and will not be used at recess handball.

**TETHER BALL:**

Objective: To wrap ball all the way around the pole in your direction until the ball touches the pole.

1. All players must stay on their own side of the half circle.
2. You are not allowed to cross over the middle line at all.
3. No one foots or one hops, if you cross over at all you are out.
4. Players are not allowed to grab or touch the rope at any time during the game.
5. The ball must make two rotations around the pole before it can be caught.
6. First person in line is the judge for the game in progress.
7. Any violation of the above listed rules means that you are out and person waiting in the front of the line is in.

**FOUR SQUARE:**

Objective: To have the ball bounce in one of your opponent's squares and have it be unreturnable or go out of bounds.

1. Square "A" always serves behind the line.
2. On the serve, the ball must be bounced in player A square then hit under hand to any of the other 3 squares.
3. All serves must be soft and bounce in squares A, B or C after the initial hit.
4. Returned serves may go to any square and may only bounce in the square on time before being hit to another square.
5. All hits must be under hand; the players may use either 1 or 2 hands.
6. No hard hits or smashes.
7. The ball may never be caught or held.
8. Rotation: D to C, C to B, B to A.
9. The line always moves into square D.
10. Everyone will move up 1 square when a player goes out. (Example: B goes out, C moves to B, D moves to C and first person in line goes to D.)

**STUDENT CLASS ASSIGNMENTS (BOARD POLICY/ADMINISTRATIVE REGULATION 6152)**

When assigning students to specific classrooms, the Principal or designee shall strive to provide the best possible learning environment for each student. Insofar as possible, consideration shall be given to:

- Recommendations of the current classroom teacher.
- Gender and ethnic balance.
- Academic balance of high, medium and low achievers
- Balance of students with social or emotional problems.
- Strengths of individual teachers.
- Student's interests, readiness, behavior and motivation.
- Student/teacher ratios and, if relevant, class size reduction considerations.

The Principal or designee may accept from parents/guardians any information that would be helpful in making placement decisions. However, parents/guardians who provide such information shall be informed that requests for a specific teacher shall be used as only one of many determining factors that must be taken into account.

During the school year, the Principal or designee may make any adjustments in class placement that he/she considers beneficial to the student or the educational program.

Class lists are posted prior to the first day of school for the convenience of students and parents.

If parents have a concern regarding their student's placement, the following procedures must be followed:

- Allow three weeks for student adjustment to class.
- Conference with the teacher following the end of the third week of placement.
- Submit the concern(s) in writing to the principal.
- Meet with the principal to discuss the concern(s).

The principal will make the final decision as to what course of action will be in the best interest of all concerned.

## **SPECIAL EDUCATION**

### **Student Success Team**

The Student Success Team is a school-site team, which identifies effective strategies to meet the needs of individual students who are not progressing due to academic, behavioral, medical or other concerns. The Student Success Team process is a collaborative process between the school and the parents on behalf of the student. The parent, teacher or other staff may make requests for assistance to the Student Success Team through the school; student success team coordinator or the principal. The Student Success Team meeting will include the parent, the student (if appropriate), the student's teacher, administrator, team coordinator, general education teachers and other support staff as needed.

### **Special Resources**

A variety of special resources and programs are provided for students with unique needs. To qualify for programs, students need to be referred through a meeting of the Student Success Team or demonstrate unique needs on assessments. These programs include:

**1. Special Education:** The district strives to provide an educational program to meet the needs of all school-aged children within the district. The district provides special education services described in Education Code (56000-56001). A student shall be referred for special educational

instruction only after the resources of the regular education program have been considered and/or modified. If a student is referred to special education, parents will receive a notification of rights and an explanation of proposed assessments. Following assessments, a report of findings will be written and an IEP team will meet with the parent to develop an Individualized Education Plan. This plan and the student's progress based on the plan will be reviewed with the parent/guardian at least annually. Special education programs include the Special Day Class, Resource Specialist Program, and speech and language services.

**2. Speech and Language:** The speech-language program in the Sacramento City Unified School District serves students from three years of age through twelfth grade. Their teacher, parent, and the student study team or other concerned individuals may refer students to the speech-language pathologist at their school for a speech-language screening. Students who qualify for the speech-language program may be served in a variety of ways. Students may attend individual or small group sessions, or be served in the regular classroom.

**3. Psychologist:** Our school psychologist serves several schools in our district. His/her major role is to assist staff, students and community in providing an effective learning environment for each student. Some of his duties include the following:

1. To consult with teachers, parents and the principal in determining potentials of children so that appropriate individual education programs (IEP) can be developed and implemented.
2. To assess individual students with special educational needs and to participate in planning appropriate class placement.
3. To consult with parents regarding school and home problems which affect them and their children.

**4. Health Screening:** The school nurse provides vision and hearing screening for special education assessments. Vision, hearing, and scoliosis screenings are overseen by the school nurse at specific grade levels, for all new students to our district, annually for special education students, or upon teacher or parent request. A screening service (not requiring parent permission) is provided by the Language, Speech, and Hearing Specialist in the areas of articulation and language at specific grade levels or upon teacher/parent request.

**5. Intervention Classes:** This program helps students who are below standard in reading and math. Small group instruction may be provided as an extension to the regular school day or before/after school depending on the teacher's schedule.

#### **PRESCHOOL AUTISM:**

The preschool autism class is designed for children on the spectrum and promotes social skills, early academics, speech and language development, and other early interventions. This program is for students 3-5 years of age and does not qualify for Kindergarten.

#### RESOURCE SPECIAL PROGRAM:

Identified students meet with the resource teacher for up to 49% of the day to work in reading and/or mathematics.

#### SPECIAL DAY CLASS (Developmentally Delayed)

This class is designed for students with developmental disabilities. Students work on functional academic skills in the areas of reading, writing, math, social studies, and science. This class is designated for 4th – 6<sup>th</sup> grade students.

### **GIFTED AND TALENTED EDUCATION (GATE)**

Educational research has shown that some academically/intellectually-gifted students (those whose ability places them in the top five percent of their age group) are or can become “at risk”. They often need help to remain interested in school and to be adequately challenged. The primary purpose of our GATE program is to provide the different kind of challenges students need and to support the classroom teachers in their efforts to provide enrichment for all students who need it. Pony Express has self-contained classrooms for GATE students in grades 2 through 6 grade.

Sacramento City Unified School District is dedicated to providing the structure, support, training and resources necessary to ensure that students receive the highest quality education to become happy, healthy, productive members of society. As part of a comprehensive array of educational programs and resources, the Pony Express Elementary GATE program assists students in developing their unique skills and abilities. The goal is to provide every student with numerous opportunities for extended learning in the regular classroom and at all grade levels.

If you wish to refer your student to the GATE Program, please speak with your child’s teacher or call the Academic Office Gifted and Talented Education at 643-2348. Screening occurs in the spring for all 1<sup>st</sup> grade students. If a student is referred earlier, information will be gathered to support identification at a later time. Screening sessions are typically held once in the fall and spring for Grades 1-12. Make-up tests for all grade levels are held after the scheduled screenings have been completed. After your request form has been received, you will be notified of the next screening date. Please contact the GATE office for more information on this process or if you are interested in joining the GATE Advisory Committee. The GATE Advisory District Committee meets several times a year.



## PONY EXPRESS PARENT TEACHER ASSOCIATION (PTA)

### OFFICERS:

|                               |                 |
|-------------------------------|-----------------|
| President                     | Rodney Fong     |
| Vice-President                | Vacant          |
| Secretary                     | Raleigh Klein   |
| Treasurer                     | Teresa Kim      |
| Scripts Coordinator           | Vacant          |
| Membership Coordinator        | Rod Fong        |
| Student Assemblies            | Vacant          |
| Fund Raising                  | Erin Fong       |
| Harvest Festival/Family Dance | Vacant          |
| Newsletter                    | Rebecca Ramirez |
| Box Tops                      | Vacant          |
| Marquee                       | Elizabeth Hall  |

### OBJECTIVES OF THE PTA:

Local – State – National

- To promote the welfare of the children and youth in home, school, church and community
- To raise the standard of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and the school so that parents and teachers may cooperate intelligently in the training of the child
- To develop between educators and the general public such united efforts as will secure for every child the highest advantage in physical, mental, social and spiritual education

Our school PTA is involved in many activities. PTA activities are discussed at monthly meetings. We welcome all parents to help with the following:

- ✓ Parent newsletter
- ✓ Volunteer coordinator
- ✓ Gift wrap fundraiser
- ✓ October Harvest Fest
- ✓ Family dance
- ✓ Pizza/cookie dough sales
- ✓ Play Day
- ✓ Staff Appreciation Day
- ✓ End of the Year luncheon
- ✓ And much more!!



## **OTHER PARENT VOLUNTEER OPPORTUNITIES**

### **SCHOOL SITE COUNCIL (SCC)**

School Site Council, composed of school personnel, parents, and community is given the opportunity to work together to assess, plan, implement, and evaluate the School Improvement Plan (SIP). Members meet once a month and serve for two years. We currently have three parent/community openings for this year. If you are interested in serving on this council, or if you would like to nominate someone, please call the school office.

### **ENGLISH LEARNERS ADVISORY COUNCIL (ELAC)**

Parents of students who are English learners are invited to be a part of these quarterly meetings that help to plan, implement and evaluate the school's program for teaching students how to speak, read and write in English. Several members of ELAC are also voted members of School Site Council. ELAC concerns are addressed at the Site Council meeting.

### **GIFTED AND TALENTED EDUCATION PARENT ADVISORY COUNCIL (GATEPAC)**

Parents of GATE students are invited to become a part of this council to help plan, implement, evaluate and advise the district on developments of the GATE program. Please let the Principal know if you are interested in being the representative for GATEPAC to attend district meetings

### **PARENT VOLUNTEER PLEDGE (located on the next page)**

The pledge was developed to make all parents and community volunteers' leaders on our campus by providing guidelines to support and help while on campus. Pony Express values support from our community.

### **WE NEED YOU!! SOME VOLUNTEER IDEAS:**

**Classroom volunteer**  
**Reading tutor**  
**Library volunteer**  
**Volunteer**

## SCIENCE, MATH, ARTS, RELATIONSHIPS, TECHNOLOGY

### Parent Volunteer Pledge

As a volunteer at Pony Express, I pledge to be a role model to the students on this campus by following these guidelines: (please ask if you need clarification on any of the items listed)

1. I will not stay in a classroom when the teacher and students are not in the room.
2. When working in the classroom I will follow the teacher's direction.
3. I will maintain confidentiality and not talk about students to others i.e. other parents, neighbors, etc.
4. I will turn off my phone while in the classroom. If I am expecting a phone call or a text, I will put my phone on vibrate and step outside so my phone call or texting will not distract or disturb the class routine.
5. I will respect teaching/student learning time and follow classroom rules.
6. I will refer all behavior issues to the teacher. I will not try and discipline or solve conflicts on my own.
7. I will use appropriate language while on campus.
8. I will wear school friendly clothing.
9. When wanting to eat lunch with my student, I will limit it to once a trimester.
10. I will be conscientious during lunch that I am not taking a seat from a student in the class. (We have limited space for each student to sit at the lunch tables.)
11. I am aware that lunchtime is a non-structured time for students to socialize and learn about friendship.
12. I will leave when the students are dismissed for recess to allow my student time to have free play with friends.
13. I will sign-in and sign-out at the office.
14. I understand that I am not allowed to be alone with students if I have not been finger printed and cleared through the district.
15. I understand that I must make prior arrangements with the teacher before I can volunteer in the class.

Thank you for being a part of the **S.M.A.R.T. Panther** campus and helping to provide the best education possible to our students. We appreciate your time and efforts!!

## 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 on 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 that 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.

Keep in mind that posts on social media such as Facebook, Instagram, and Twitter can be considered bullying if it is pervasive and consistent enough to cause a staff member to feel threatened and/or intimidated.

**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 7 cameras around the school to help support safety and security for all students, staff, and visitors to our campus.

Please also 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.**

## SUSPENSIONS

A student may be disciplined, suspended for a maximum of five consecutive days or expelled for acts specified in the Standards of Behavior 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
- During the lunch period whether on or off campus
- During, going to or coming from a school sponsored activity

## 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 result 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.

**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

## BULLYING

Pony Express 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 him 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 may result in a suspension based on California Educational Code. There is **no excuse** for bullying and it will be aggressively dealt with at Pony Express.

### **Report Bullying Behavior**

Bullying behavior that involves student-to-student aggression may be reported to any SCUSD employee or administrator verbally or in writing. Although not required, the district's Report of Suspected Bullying Form may be used to make a report.

After completing, the report should be forwarded to the administrator at the school site where the targeted student attends. Reports may also be sent to the district's Bullying Prevention Specialist; however, these will be forwarded to the appropriate site administrator.

Anonymous reports may also be made by calling the WeTIP system at 1-855-86-BULLY.

If you identify yourself as the reporting party, the administrator may contact you for additional information. However, all information will be kept strictly confidential.

### **Processes and Procedures for Disciplinary Action**

Pony Express fosters the advancement of academic, social, and emotional learning to support students in a positive manner. Staff strive to help students feel connected by creating a caring and accepting environment. A common shared vision where all stakeholders to include the parent, teacher and support staff work together as partners to implement our vision. By engaging our families and community partnerships, we hope to foster positive outcomes for our students by inviting parents to visit, volunteer and become active members of the school. There are times when all these effort have not been effective and student behaviors become chronic and are continuously disruptive to the learning environment. The consequences could become gradually more severe.

Every attempt to made to handle disciplinary actions at the classroom level. Students are issued **Student Referral Form "SRF"** for behaviors only after attempts have been made to correct the behavior with verbal warnings, phone calls home, or other strategies. Staff makes every attempt to work with the parents to help resolve any behaviors that prevent the students from learning.

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 goal is to help students develop their own problem solving skills. If your child receives a citation it is a sign that site level attempts to change the identified behavior have not been successful. The school uses the Student Referral Form “SRF” as a way to inform the student and parent of the severity of the behavior/s.

Students are referred to the Principal 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 after the teacher has made very effort to support the student. Principal referrals will always result in a phone call home and more serious consequences could include suspension. Students will automatically be suspended for those behaviors that show on the Discipline Matrix (California Education Code 48915) as Shall Be Suspended.

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 district’s Standards of Behavior booklet. In addition to the school wide discipline plan, each teacher has classroom rules and procedures that students are expected to follow. The classroom rules will be discussed in class.

## Student Support Strategies

**The following strategies may be used as interventions in an effort to address behavior concerns:**

- |  |   |   |
|--|---|---|
| 1. Parent Conference                                     | 12. In-House suspension<br>(on school grounds)  | 21. Home visit                                  |
| 2. Counseling Referral                                   | 13. Saturday School   | 22. Morning club,<br>detention before<br>school |
| 3. Mentoring   | 14. Community service<br>on campus (cafeteria<br>duty, campus<br>cleanup, work with<br>custodial staff) | 23. Friday afternoon<br>school (3 p.m.-6 p.m.)  |
| 4. Detention   | 15. Community Service<br>(in the community)   | 24. Time out                                    |
| 5. Transfer to another<br>school                         | 16. Character education   | 25. Access/Connect<br>Center Referral           |
| 6. Teacher Suspension                                    | 17. Restorative Justice<br>Practices  | 26. Loss of recess                              |
| 7. Parent attend school<br>with student                  | 18. Behavior review   | 27. Lunch Detention                             |
| 8. Student Study Team<br>referral                        | 19. Shortened day   | 28. Connect Center<br>Referral                  |
| 9. Conflict resolution                                   | 20. Extended day  |   |
| 10. Class meeting  |   |   |
| 11. Referral to SART or<br>SARB for attendance<br>issues |   |   |



## Discipline Matrix

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.

| <b>California Education Code 48915</b>  | <b>Alternative to Suspension</b> | <b>Shall Suspend</b> | <b>Shall Expel</b> | <b>Contact Law Enforcement</b> |
|---|----------------------------------|----------------------|--------------------|--------------------------------|
| <b>Mandatory Expulsion [E.C. 48915(c)]</b>  | no                               | yes - 5 days         | yes                | yes                            |
| 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                            |
| <b>Mandatory Recommendation for Expulsion [E.C. 48915(a)]</b>   | no                               | yes - 5 days         | yes                | yes                            |
| a.1 Causing serious physical injury to another person, except in self-defense.  | no                               | yes - 5 days         | yes                | yes                            |
| a.2 Possession of any knife, or other dangerous object of no reasonable use to the pupil.                               | no                               | yes - 5 days         | yes                | yes                            |
| a.3 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                            |
| a.4 Robbery or extortion.   | no                               | yes - 5 days         | yes                | yes                            |
| a.5 Assault or battery upon a school employee.  | no                               | yes - 5 days         | yes                | yes                            |

| <b>California Education Code 48900</b>  | <b>Alternative to Suspension</b> | <b>May Suspend</b> | <b>May Recommend Expulsion</b> | <b>Contact Law Enforcement</b> |
|---|----------------------------------|--------------------|--------------------------------|--------------------------------|
| <b>1. Acts of Violence [E.C. 48900(a)]</b>  | may be considered                | yes<br>3-5 days    | yes                            | yes                            |
| a.1 Caused, attempted to cause, or threatened to cause physical injury to another person.   | may be considered                | yes<br>5 days      | yes                            | yes                            |
| a.2 Willfully used force or violence upon another person, except in self-defense.   | may be considered                | yes<br>3-5 days    | yes                            | yes                            |
| <b>2. Weapons and Dangerous Objects [E.C. 48900(b)]</b>   | may be considered                | yes<br>3-5 days    | yes                            | yes                            |
| Possession, sale or furnishing of weapons (knife, gun, sharp object, club or an object that could inflict injury) or explosive.   | may be considered                | yes                | yes                            | yes                            |
| <b>3. Drugs and Alcohol [E.C. 48900(c)]</b>   | may be considered                | yes                | yes                            | yes                            |
| Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or drugs.  | may be considered                | yes                | yes                            | yes                            |
| <b>4. Sale of "look-alike" Drugs and Alcohol [E.C. 48900(d)]</b>  | may be considered                | yes                | yes                            | yes                            |
| 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                            |
| <b>5. Robbery or Extortion [E.C. 48900(e)]</b>  | may be considered                | yes                | yes                            | yes                            |
| Committed or attempted to commit robbery or extortion.  | may be considered                | yes                | yes                            | Yes                            |
| <b>6. Damage of Property [E.C. 48900(f)]</b>  | may be considered                | yes                | yes                            | yes                            |
| Cause, or attempt to cause, damage to school or private property including electronic files and databases.  | may be considered                | yes                | yes                            | yes                            |
| <b>7. Theft or Stealing [E.C. 48900(g)]</b>   | may be considered                | yes                | yes                            | yes                            |
| Stealing or attempting to steal school or private property including electronic files and databases.  | may be considered                | yes                | yes                            | may cite                       |
| <b>8. Tobacco [E.C. 48900(h)]</b>   | may be considered                | yes                | yes                            | yes                            |
| Possession or use of tobacco or nicotine products.  | may be considered                | yes                | yes                            | yes                            |
| <b>9. Profanity, Obscene Acts, Vulgarity [E.C. 48900(i)]</b>  | may be considered                | yes                | yes                            | yes                            |
| 1. Directed at peers. 2. Directed at school personnel.  | may be considered                | yes                | yes                            | yes                            |
| <b>10. Drug Paraphernalia [E.C. 48900(j)]</b>   | may be considered                | yes                | yes                            | yes                            |
| Possessed, offered, arranged or negotiated to sell any drug paraphernalia.  | may be considered                | yes                | yes                            | no                             |
| <b>11. Willful Defiance or Disruption of School Activities [E.C. 48900(k)]</b>  | may be considered                | yes                | yes                            | no                             |
| 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                             |

| California Ed. Code 48900 – Continued |  | Alternative to Suspension | May Suspend | May Recommend Expulsion  | Contact Law Enforcement |
|---------------------------------------|--|---------------------------|-------------|--|-------------------------|
| 12.                                   | <b>Possession of Stolen Property [E.C. 48900(l)]</b><br>Knowingly receive stolen school property or private property.  | may be considered         | yes         | yes  | yes                     |
| 13.                                   | <b>Imitation Firearm [E.C. 48900(m)]</b><br>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.                                   | <b>Sexual Assault or Sexual Battery [E.C. 48900(n)]</b><br>Committed or attempted to commit sexual assault or battery.   | no                        | yes         | yes  | yes                     |
| 15.                                   | <b>Harassment of a Student Witness [E.C. 48900(o)]</b><br>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.                                   | <b>Unlawful Drug Soma [E.C. 48900(p)]</b><br>Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.   | may be considered         | yes         | yes  | yes                     |
| 17.                                   | <b>Hazing [E.C. 48900 (q)]</b><br>Engaged in or attempted to engage in hazing.   | may be considered         | yes         | yes  | yes                     |
| 18.                                   | <b>Bullying [E.C. 48900(r)]</b><br>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.                                   | <b>Aids or Abets [E.C. 48900(s)]</b><br>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.                                   | <b>Sexual Harassment [E.C. 48900.2]</b><br>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.                                   | <b>Acts of Hate Violence [E.C. 48900.3]</b><br>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 grades 4-12 | may be considered         | yes         | yes  | yes                     |
| 22.                                   | <b>Other Harassment [E.C. 48900.4]</b><br>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.                                   | <b>Terrorist Threats [E.C. 48900.7]</b><br>Making terrorist threats against school officials and/or school property.   | may be considered         | yes         | yes  | yes                     |
| 24.                                   | <b>Attendance Truant [E.C. 48260]</b><br>(Warning letter #1) Absent from school without a valid excuse.  | must be considered        | No          | no   | no                      |
|                                       | <b>Repeat Truant [E.C. 48261]</b> (Warning letter #2).   | must be considered        | No          | no   | no                      |
|                                       | <b>Habitual Truant [E.C. 48262]</b><br>(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                      |

# Pony Express Elementary School

## STUDENT REFERRAL FORM

Three citations for the same offense will result in a principal referral

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Teacher: \_\_\_\_\_

Site of offense: ☐ Classroom ☐ Cafeteria ☐ Yard/Hall ☐ Other

### INCIDENT:

- ☐ Offensive Language
- ☐ Bullying
- ☐ Defiance
- ☐ Racial Slurs
- ☐ Line Behavior
- ☐ Offensive Gestures

- ☐ Running in Hallways
- ☐ Playing out of Bounds
- ☐ Playing in Bathroom
- ☐ Play fighting, rough play or unsafe behavior on yard
- ☐ Other

☐ Infinite Campus

### ACTIONS/INTERVENTIONS TAKEN BY TEACHER:

☐ Warning: \_\_\_\_\_

☐ Conference with Student: \_\_\_\_\_

☐ Parent Contacted - Date/Time: \_\_\_\_\_

Phone Call \_\_\_\_\_ Conference \_\_\_\_\_ e-mail \_\_\_\_\_

☐ After School Reflection/RTI: \_\_\_\_\_

☐ Behavior Intervention Support: \_\_\_\_\_

☐ Parent attend school with child: \_\_\_\_\_

☐ Home Visit Date: \_\_\_\_\_

☐ SST Initiation: \_\_\_\_\_

☐ Other: \_\_\_\_\_

☐ Referred to Principal: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature:\_\_\_\_\_Date:\_\_\_\_\_

**Parent Contact Record**

Date:\_\_\_\_\_ Phone Call\_\_\_\_\_ Conference\_\_\_\_\_ e-mail\_\_\_\_\_

Notes:

Date:\_\_\_\_\_ Phone Call\_\_\_\_\_ Conference\_\_\_\_\_ e-mail\_\_\_\_\_

Notes:

Date:\_\_\_\_\_ Phone Call\_\_\_\_\_ Conference\_\_\_\_\_ e-mail\_\_\_\_\_

Notes:

Date:\_\_\_\_\_ Phone Call\_\_\_\_\_ Conference\_\_\_\_\_ e-mail\_\_\_\_\_

Notes:

Date:\_\_\_\_\_ Phone Call\_\_\_\_\_ Conference\_\_\_\_\_ e-mail\_\_\_\_\_

Notes:

Date:\_\_\_\_\_ Phone Call\_\_\_\_\_ Conference\_\_\_\_\_ e-mail\_\_\_\_\_

Notes:

**Pony Express Elementary School**

**ADMINISTRATION INTERVENTION Form**

- ☐ Warning Conference

Notes:

- ☐ Student Referral forms attached  
☐ Infinite Campus Report attached  
☐ Phone Call/conference/home visit -

Date/Time:\_\_\_\_\_

Notes:

- ☐ Suspension-Days:\_\_\_\_\_  
☐ SST Initiation - Date/Time:\_\_\_\_\_  
☐ ERMS referral:\_\_\_\_\_

- ☐ Other:\_\_\_\_\_

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Administrator Signature:\_\_\_\_\_Date:\_\_\_\_\_

Parent Signature:\_\_\_\_\_Date:\_\_\_\_\_

## **SCHOOL DISTRICT COMPREHENSIVE SAFE SCHOOL PLAN**

(To view complete safety plan, please inquire at the school office)

An Emergency Preparedness Plan and Kit have been developed and are available in the office and each classroom.

### **EVACUATION PLAN**

In case an evacuation of the students is necessary the following procedures will take place:

- A. Evacuate all students from classrooms and then walk them to Bel Air Shopping Center (South Land Park Drive and Florin Road).
- B. If moved by bus, pick up students at Bel Air and move to Alice Birney Elementary School.
- C. The Parent Unification Center is the Elks Lodge on Riverside Blvd. and Florin Road.

Parents are to call the District 24 Hour Emergency number at 643-7444. Do not call the school as this will tie up the school phone connections with emergency entities.

### **REUNIFICATION PROCEDURES**

1. Please read Reunion Check Out sheets for generic instructions.
2. Plant Manager is to initially lock all gates. Shut the gate along Los Cerros tightly so that no one can squeeze through.
3. Once the Request Station and Release Station are set with tables outside, the gates may be unlocked.
4. There will be two gates: Request Gate (for parents to request a student) and Release/Reunion Gate (for parents to pick up their child).
5. Request Gate is located between cafeteria east doors and the Principal's office. Release Gate is located on the east side of Room 2.
6. All adults must fill out the appropriate paperwork (Emergency Student Release Request) and show ID. Adult MUST be on the child's emergency card. (See Reunion Check Out sheets for handling difficult parents, etc.)
7. The person rewrites the information from the Release Request form on the Student Release form.
8. A runner takes the Student Release form to the Incident Command Center. If page/phone system is working, the office announces to the teacher that someone will be picking up the child. The teacher is NOT to open the door unless she/he has received a call first. If the page/phone system is NOT working, teacher must make sure that the adult has a white Student Release Form before releasing the child. If the teacher knows for certain that the child's parent is at the door, and the parent does not have a form, fill out the info on the Reunion Checkout Log and allow the student to go with the parent. Do not argue with the parent.
9. The runner or adult must have a Clearance Slip/Student Release Form in their hand that they give to the teacher before the teacher releases the child.
10. The teacher writes in the information on the Reunion Checkout Log.
11. The runner or adult takes the child to the Release Gate.
12. At the Release Gate, the person in charge of the gate fills out the information on another Reunion Checkout Log, checks the ID of the person picking up the child and releases the child.

## **MANDATED NOTIFICATION**

Beginning in 1972 with the enactment of Section 48980, the California Education Code has required governing boards of school districts to provide annual notification to parents and guardians of minor pupils regarding the right that they have related to certain activities.

### **Exceptional Students (EC 56031):**

“Special Education” means specially designed instruction, at no cost to the parent, to meet the unique needs of individuals with exceptional needs, whose educational needs cannot be met with modification of the regular instruction program, and related services, at no cost to the parent, that may be needed to assist these individuals to benefit from specially designed instruction.

Special education is an integral part of the total public education system and provides education in a manner that promotes maximum interaction between children or youth with disabilities and children or youth who are not disabled in a manner that is appropriate to the needs of both.

### **Notice of Alternative Schools (EC 58501):**

California State law authorized all school districts to provide for alternative schools. Section 58500 of the Ed. Code defines alternative school as a school or separate group within a school that is operated in a manner designed to:

- a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
- b. Recognize that the best learning takes place when the student learns because of his desire to learn.
- c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result in whole or in part from a presentation by his teachers of choice of learning projects.
- d. Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e. Maximize the opportunity for the students, teachers and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal’s office have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.



**Individualized Instruction (EC 48206.3):**

A pupil with a temporary disability which makes regular class attendance impossible or inadvisable is eligible for individualized instruction. "Individualized instruction" means instruction provided to a pupil in a hospital, health-care facility or pupil's home. "Temporary disability" means a physical, mental, or emotional disability (we require a doctor's verification) incurred while a pupil is enrolled in regular classes after which the pupil can reasonably be expected to return to the regular program.

**Permissive Absence (EC 46014):**

Permissive absence may be granted for governing board approved religious exercises or instruction.

**Religious Training or Beliefs (EC 51240):**

Whenever any part of the instruction in "health", family life, or sex education conflicts with religious training and beliefs or personal moral convictions of the parent or guardian the student shall be excused from that part of the instruction upon written parental request. Students may be excused, upon written request from parents or guardian, from Family Life Education.

**Medication (EC 49423):**

Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the physician's instructions. This written statement will be kept on file in the school office. Medication will be stored and administered by school personnel.

**Physical Examination Refusal (EC 49451):**

A child may be exempt from physical examination whenever the parents file a written statement with the school principal stating that they will not consent to routine physical examination of the child. Whenever there is a good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance.

**Student Injuries (EC 49472):**

The governing board may provide or make available medical or hospital services for injuries to students arising from school programs or activities. No student shall be compelled to accept such service without his/her consent, or if a minor, without the consent of a parent or guardian.

In case of serious injury, 911 or the Fire Department will be called and this may mean that the injured student will be taken by ambulance to a hospital for emergency attention. However, every attempt will be made to contact a parent or other designated person immediately upon the injury of a student. A parent must authorize the Fire Department to transport the student.

**Education Amendments of 1971, Title IX:**

The district has a policy of nondiscrimination on the basis of sex. This policy applies to all students insofar as participation in programs and activities is concerned with few exceptions such as contact sports. In accordance with federal law, complaints alleging non-compliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent.

**Student Insurance (EC 49472):**

Please look for the insurance letter that will be sent home during the first week of school.

**Use of Animal Parts (EC 3225.4 and EC 48980):**

Teachers who teach a course that utilizes live or dead animal parts shall inform pupils of their rights pursuant to this chapter.

**Uniform Complaint Procedure (BP 1312.3a):**

Please see the *Uniform Complaint Procedure* brochure sent home during the first week of school.

**Parents' Rights (Chapter 864, Statutes of 1998; EC 51100-51102):**

Please see the *Parents' Rights* brochure sent home during the first week of school.

## PONY EXPRESS SCHOOL PARENTAL AUTHORIZATION PAGES

**Please sign each section and return the entire page to your child's classroom teacher**

*If you have more than one child at Pony Express, please sign an authorization page for each child*

### INTERNET USAGE

My child is allowed access to the Internet while in a school environment. I understand that if I refuse to sign this section alternative methods are available for completing assignments.

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PRINT Child's Name

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Parent/Guardian Signature

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Date

### SCHOOL USE OF STUDENT PHOTOS

The District requires parent/guardian permission before use of student images in any official publication or website. Pony Express has a website. Pony Express has a website, a monthly PTA newsletter, and a Facebook page. Many times we post pictures of students participating in events such as Nature Bowl competitions, Harvest Festival, track events, performances and other school activities and events. We also celebrate and acknowledge student accomplishments and awards in these communication media. These pictures are often a source of great pride for parents and students.

☐ Pony Express MAY use photos of my child in any school publication or website

☐ Pony Express MAY use photos of my child in the school newsletter, website, or on a social media site ONLY IN GROUP PHOTOS OF 7 OR MORE PEOPLE

☐ Pony Express MAY NOT use photos of my child in the school newsletter, website, or on a social media site

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PRINT Child's Name

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Parent/Guardian Signature

## PONY EXPRESS SCHOOL PARENT & STUDENT HANDBOOK

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

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Print Student's Name

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Student Signature

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Parent/Guardian Signature

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Room Number

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Date

## **PARENT/SCHOOL COMPACT**

Our Parent/School Compact is an important agreement between our school and each family in our community. All parents/guardians will be asked to sign the following Parent/School Compact during Back to School Night. We are committed to fulfilling our compact and expect parents to do the same.

### **PONY EXPRESS ELEMENTARY SCHOOL THREE WAY PLEDGE**

#### **THE TEACHER PLEDGE:**

I understand the importance of the school experience to every student and my role as a teacher and model. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will teach all the necessary concepts to your child before regular homework is assigned.
- I will strive to be aware of the individual needs of your child.
- I will communicate with you regarding your child's progress as needed.

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **THE STUDENT PLEDGE:**

I realize that my education is important to me. It helps me develop tools I need to become a happy and productive person. I also understand my parent(s)/guardian(s) want to help me do my very best in school. I know I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will return completed homework on time.
- I will return corrected work to my parent(s)/guardian(s).
- I will arrive at school on time every day unless I am ill.
- I will be responsible for my own behavior.
- I will be a cooperative learner.
- I will read a minimum of 15 minutes a day at home.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **THE PARENT PLEDGE:**

I realize that my child's school years are very important, and I understand that my participation in my child's education will help his or her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will provide a quiet place for my child to study.
- I will ensure that my child's homework is completed and checked.
- I will make sure my child gets an adequate night's sleep.
- I will see to it that my child arrives at school on time every day.
- I will ensure my child reads at least 15 minutes per day.
- I will attend Back to School Night, Parent/Teacher Conferences and Open House.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_