

Caroline Wenzel
Elementary School



STUDENT HANDBOOK

2020-2021

Home of the Wildcats

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Welcome to:

Caroline Wenzel School
6870 Greenhaven Drive
Sacramento, CA 95831

Main Line: (916) 395-4525

FAX: (916) 433-5285

ATTENDANCE LINE: 552-6995 ext. 16#



Guidelines for Success

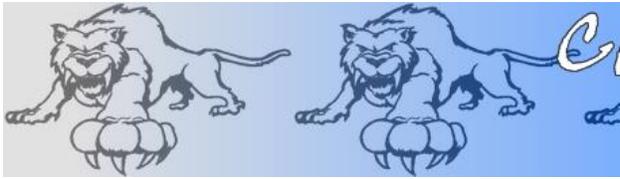
"Always bear in mind that your own resolution to succeed is more important than any other one thing."

- Abraham Lincoln

Success comes from within; you have to want it to get it. There are no obstacles to success that cannot be overcome if we choose to persevere, to work hard, and to make our own luck happen. At Caroline Wenzel we believe that all our students are capable of greatness, personal and professional. By following the guidelines for success each child should reach their fullest potential and be successful in life and in school. The following ethical standards of Caroline Wenzel School are expected to be upheld and adhered to by staff, students, and parents of the school community.

- 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 everyday.
- 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.
- Seek to understand.
- Don't whine.

Choose to be successful!



Ethical Standards of Caroline Wenzel Elementary School

I. Vision Statement

“Our vision is to create a quality education program through a variety of learning modalities to prepare students for the 21st Century.”

1. Improve academic and social outcomes through ethical practices.
2. Create a school culture that emits social and educational responsibility and involves parents, students and staff.
3. Foster communication and relationships between school personnel, students, parents and community.
4. All persons will take personal responsibility and accountability for their actions and the actions of others.
5. Have a school climate in which every student, parent, and teacher is willing to help one’s neighbor, respectful of all people around them, and is willing to be the light in the darkness.

II. Mission Statement

Our mission is “to raise academic and social outcomes through an awareness of research-based educational methods, implement state adopted national standards with fidelity and rigor, and broaden involvement of school community members.”

To succeed in accomplishing our mission, we will abide by our CW Standards, utilizing the Five B’s, implementing a positive character education program, and creating a student- centered learning environment.

III. Standards

1. Commitment
We will uphold a commitment to high academic and social expectations for all students.
We will encourage a positive school climate and a strong sense of community.
We will create an environment of trust and respect.
2. Duty
We will work diligently with school personnel, parents and students to reinforce our vision.
We will report improper conduct with procedural fairness and due process.
3. Equity
We will strive for fairness and equity.
We will consider the rights and needs of all parties affected.
4. Integrity
We will remind those facing an ethical decision about the impact of its outcome, while at the same time provide them with the courage and support to make difficult decisions.

- We will uphold confidentiality.
5. Ethical Responsibility
We will model appropriate ethical behavior(s) that will have an impact in the lives of others.
We will abide by policies, procedures and school rules.
 6. Respect
We will recognize and acknowledge the worth of our school community members and remember to value them through what we say and do.

We will maintain appropriate relationship with staff, students, and parents/guardian.
We will maintain appropriate relationship with staff, students and parents/guardians.

IV. 5 B's

1. Be Safe,
2. Be Productive
3. Be Attentive
4. Be Respective and Responsible
5. Be Kind



Please Mark These Dates on Your Calendar!

HOLIDAYS (NO SCHOOL!)

First Day of School Sept. 3, 2020
 Labor Day: Sept. 7, 2020
 Veteran's Day: Nov. 11, 2020
 Thanksgiving: Nov. 21-29, 2020
 Winter Holidays: Dec. 18 - Jan. 3, 2021
 Martin Luther King, Jr. Day: Jan. 18, 2021
 Lincoln Day Holiday: Feb. 8, 2021
 Washington Day: Feb. 15, 2021
 Spring Holidays: March 27 – Apr. 4, 2021
 Memorial Day: May 31, 2021
 Last Day of School: June 17, 2021 (half-day)

MINIMUM DAYS

To Be Determined
 Please watch newsletter for dates!



General Information

Office Hours: 8:30 a.m. - 4:30p.m.

School Hours:

- ***Morning Kindergarten:***
9:00 a.m. -12:20 p.m.
- ***Grades 1-6***
9:00 a.m. - 3:12 p.m.
**On Thursdays, dismissal is at 2:12 p.m.*

Minimum Day Hours:

- ***Kindergarten remains the same***
- ***Grades 1-3:***
9:00-1:40 p.m.
- ***Grades 4-6:***
9:00-1:49



Arrival and Departure Guidelines

- **Students are NOT to arrive at school until 15 minutes before the start of school.** There is no supervision on the yard until that time and the school cannot be responsible for their safety.
- All students who eat breakfast at 8:30 a.m. at the school must stay in the cafeteria until 8:45 a.m.
- The front office is not to be used as an entrance by students. They are to walk around the school and enter the cafeteria through the back doors.
- Students are to leave the campus immediately after school unless they are in a classroom for tutoring or participating in a **supervised** after school program.
- Students loitering on campus prior to or after the above times will be referred to the office.
- If necessary CPS and/or law enforcement agencies will be called if the problem becomes persistent.
- Caroline Wenzel Academy of Scholars (CWAS) offers a before and after school care program. They can be reached at: 916-422-4228.

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

Parking:

- **Please do not drop your students off in the staff parking areas located on the north and south sides of the campus. These areas are designated for teachers, staff and delivery trucks only.**
- Children may be dropped off, and picked up, along the green curb on the circle in front of the school. Remember to pull up to the front of the curb to allow space for cars to pull from behind. This will help to reduce congestion. **Please do not park your car in the green drop off zone.**
- **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" throughout the District. Once students arrive on the school grounds, they must remain until the end of the school day unless they

have proper written authorization from a parent/guardian. Without this permission students will be classified as truant and subject to disciplinary action.



Skateboards, Scooters, Skateshoes, Bikes, and Rollerblades

The aforementioned are not allowed **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 require a parent to pick it up. A second violation will result in the item being taken from the student until June. It is law that students wear helmets when riding anything with wheels. Bikes must be walked on campus.



Emergency Cards

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



Cell Phones, Electronic Equipment & Personal Item

The school will not be responsible for lost, damaged or stolen electronic equipment or personal items brought to school 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. Students caught using a phone, or any electronic equipment will have them confiscated and a parent will be required to pick them up in

the front office. Further offenses may result in the item(s) being confiscated and the student prohibited from bringing the item(s) to school for the remainder of the year, or the item(s) may be kept until the end of the school year.



Attendance and Absences

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

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

Please call the attendance line at **395-4525 ext. 1** to clear an absence each day your child is absent. If a call is not made the student must bring a note upon their return to school. The note must include the student's first and last name, the date, reason for absence and parent or guardian signature.

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

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

Excused Absences:

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

Unexcused Absences:

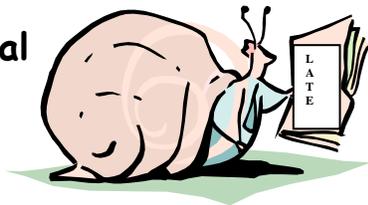
- Vacations
- Oversleeping
- Babysitting or taking care of other family members
- Personal reasons (missed bus, court...)

- Waiting for service or repair people
- Attending a sporting event
- Shopping
- Going to a concert

Truancy:

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

Tardies and Early Dismissal



Students arriving after 9:00am must stop by the office for a tardy slip before going to class. Students are considered truant if they are tardy in excess of 30 minutes for three or more days. Students less than 30 minutes tardy must obtain a late pass before proceeding to class.

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

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

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

school. Please be sure to sign out when leaving the campus.



Uniforms and Dress Code

Uniforms

Caroline Wenzel is a uniform school. A new survey was conducted in the spring of 2012 and parents overwhelmingly supported the uniform policy that has been in place for many years. Students are expected to wear Navy Blue, Dark Denim or khaki slacks, skirts, jumpers, shorts (that must extend to the tips of the fingers when the student is standing) and **solid** white or blue **shirts or blouses**. Shirts, blouses and pants may not have any writing on them unless they are Caroline Wenzel spirit shirts. Pants must fit properly and may not sag. Students out of uniform will be required to call home for a change or will be loaned a loaner shirt. Parents may request for a waiver through our office.

Dress Code

All students, must abide by the following dress code:

- 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 doo rags
- No headbands
- No beanies allowed indoors
- No bandanas or head scarves
- No pajamas
- No sagging pants
- No short shorts or skirts
- No bare midriffs
- No low-cut, see through, halter, tank tops, backless or spaghetti strap tops.
- **No clothing with slogans or pictures of any kind**
- No bare feet, flip-flops or slippers
- No wallet chains
- No spiked jewelry
- No removable dental caps or crowns

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



Medication and Health Matters

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

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

1. A written statement from such physician detailing the method, amount, and time schedule by which medication is to be taken.
 2. A written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the manner set forth in the physician's statement."
- Forms are available in the office for the signature of the parent and physician if the child must have medication during the school day.
 - Medication is kept in a secure area and dispensed per the physician's instruction.
 - The dosage on the medicine container must match the dosage on the doctor's orders.
 - If the dosage is changed a new set of doctor's instructions must be provided.
 - If a child is to temporarily take a non-prescription medication, such as an over-the-counter pain reliever or cough drops, **the medication must be kept locked in the nurse's office.**



THE OFFICE

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



I left my _____ at School!

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



Lost and Found

Lost and found clothing, and other large items, are kept on a rack outside the cafeteria. Smaller items, such as keys, glasses, or jewelry are kept in the front office. Unclaimed items will be donated to the PTA clothes closet on the last day of every month. Labeling your child's jackets sweaters and sweatshirts will help identify their clothing should it become lost. Please check on throughout the month.



FIELD TRIPS

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

- ALL field trip paperwork must be submitted to the front office no later than a week and a day prior to the scheduled date.
- ALL permission slips must be turned in with complete and current parent contact information by the deadline stated on the permission slip. **NO late additions to the trip roster will be allowed.**
- All chaperones must have cleared the volunteer screening process, which includes evidence of tuberculosis screening. The paperwork for this screening is included in the first day packet. See the volunteer section of this handbook for further information about volunteers.
- Parents may not just “show up” at the field trip destination. Students are under the direct care and supervision of the school staff and designated chaperones.
- Field trips are a privilege and as such students with poor behavior may be excluded from trips.
- Parents may be called to pick a child up from an overnight trip if the child’s behavior is cause for removal.
- Students with missing emergency cards will be excluded from field trips.
- Students who 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. Please contact your health care provider for TB tests.
- A completed and cleared Volunteer Sex Offender Check Authorization Form (SOC-1) or a completed and cleared Volunteer Fingerprinting and Criminal Background Check Authorization Form (BC-1). The sex offender form must be completed each school year. There is no charge for this clearance. There is a charge for fingerprinting and the results are good for the duration of “uninterrupted” volunteering in the district. Call 643-7449 for more information.

There are 3 levels of volunteers in SCUSD.

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

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

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



Incentives and Awards

Students will be rewarded for positive behavior through a few incentive programs. *

LifeSkills: Each month teachers nominate students for exemplary academics, attendance and citizenship. These students have their pictures posted in the cafeteria, and receive a special certificate.

Awards and recognition awards assembly will be held throughout the year.



Textbooks and Library Books

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

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

4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.
5. When materials are damaged but still usable the student will be charged as follows:

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

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

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



Junk Food, Gum and Other Food Issues

Caroline Wenzel is a gum-free zone. **Students are not to be chewing gum at any time on campus. In addition, candy, soda and sunflower seeds are not allowed.** Please do not send these items to school with your child. Sugary foods can interfere with a child's ability to learn and function in a classroom. Recent legislation bans the sale of soda and candy to students at elementary schools.

No food is allowed on the yard.

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



Recess

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

- **Play-fighting is not allowed at all, in that it usually ends up in a fight.**
- Students are to remain on the playground area, in sight of yard duty adults, when outside. Off limit areas include: behind the classrooms, the parking lot, beyond the red lines, in the hallways, and on the baseball diamonds.
- Playing in the restrooms, walkways, and classrooms is prohibited and may result in disciplinary action for defiance.
- Absolutely no chasing, warrior, super hero, or games that involve tagging or any physical contact are allowed on the yard.

PERSONAL ITEMS:

Students may not bring personal toys, balls, etc. to school. The school will not be responsible for any lost, damaged, or stolen personal items brought from home.



Expectations for Adult Behavior

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

California Education Code considers the following to be misdemeanor offenses:

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

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

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



Discipline

The foundation of our schoolwide discipline plan is respect for all, and personal responsibility. Respect is a mutual process. This means that students will be shown respect and students will respect the authority of teachers, administrators, and **all staff members**. Respectful behavior is a matter of common sense: doing what you know is right, even when no one is looking, and treating others as you would expect to be treated. Failure to show respect for others is the

root of behavior violations and will be treated seriously. In addition, students are expected to take personal responsibility for their actions. Please note that there are 16 cameras around the school to help support safety and security for all students, staff, and visitors to our campus.

All Caroline Wenzel rules and expectations are centered on the 5 B's.

- Be Safe
- Be Productive
- Be Attentive
- Be Respectful and Responsible
- Be Kind
-



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

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



BULLYING

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

“A person is bullied when he or she is exposed, repeatedly over time, to negative actions on the part of one or

more other persons, and he or she has difficulty defending himself or herself.”

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

Bullying includes, but is not limited to:

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

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

There is **no excuse** for bullying and it will be appropriately addressed with at Wenzel.



Profanity and Inappropriate Gestures

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

language and gestures will be taken seriously and addressed accordingly.

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

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



Discipline and Confidentiality

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

If your child is involved in an incident with other students that results in disciplinary

action, staff will only discuss the actions taken with your child. As you would not want your child discussed with another parent, other parents do not want their child discussed with anyone else either.

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

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

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

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

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

Processes and Procedures for Disciplinary Actions

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

Every attempt is made to handle disciplinary actions at the classroom level. Students are issued ***citations*** for behaviors only after attempts have been made to correct the behavior with verbal warnings, a phone call home, or other strategies. Phone calls may not be made for every single infraction, particularly those that were

resolved appropriately and did not result in any injury to staff or other students. Part of our mission is to help students develop their own problem solving skills. If your child receives a citation it is a sign that attempts to change the behavior identified at the site level have not been successful. Please take citations seriously.

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

in a phone call home and more serious consequences, including suspensions.

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

Discipline Matrix

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

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

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

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

Mandatory Expulsion [E.C. 48915(c)]	Alternative to Suspension	Shall Suspend	Shall Expel	Contact Law Enforcement
c1 Sale, possession or furnishing of a firearm.	no	yes 5 days	yes	yes
c2 Brandishing a knife at another person.	no	yes 5 days	yes	yes
c3 Selling a controlled substance.	no	yes 5 days	yes	yes
c4 Sexual assault or sexual battery.	no	yes 5 days	yes	yes
c5 Possession of Explosives.	no	yes	yes	yes

		5 days		
Mandatory Recommendation for Expulsion [E.C. 48915(a)]	Alternative to Suspension	Shall Suspend	Shall Recommend Expulsion	Contact Law Enforcement
a1 Causing serious physical injury to another person, except in self-defense.	no	yes 5 days	yes	yes
a2 Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.	no	yes 5 days	yes	yes
a3 Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana.	no	yes 5 days	yes	yes
a4 Robbery or extortion.	no	yes 5 days	yes	yes
a5 Assault or battery upon a school employee.	no	yes 5 days	yes	yes
1. Acts of Violence [E.C. 48900(a)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
a1 Caused, attempted to cause, or threatened to cause physical injury to another person.	may be considered	yes 3-5 days	yes	yes
a2 Willfully used force or violence upon another person, except in self-defense.	may be considered	yes 5 days	yes	yes
2. Weapons and Dangerous Objects [E.C. 48900(b)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive.	may be considered	yes 3-5 days	yes	yes
3. Drugs and Alcohol [E.C. 48900(c)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or drugs.	may be considered	yes	yes	yes
4. Sale of "look-alike" Drugs and Alcohol [E.C. 48900(d)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Offering, arranging, or negotiating to sell drugs, alcohol, or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant.	may be considered	yes	yes	yes

5. Robbery or Extortion [E.C. 48900(e)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Committed or attempted to commit robbery or extortion.	may be considered	yes	yes	yes
6. Damage of Property [E.C. 48900(f)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Cause, or attempt to cause, damage to school or private property including electronic files and databases.	may be considered	yes	yes	yes
7. Theft or Stealing [E.C. 48900(g)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Stealing or attempting to steal school or private property including electronic files and databases.	may be considered	yes	yes	yes
8. Tobacco [E.C. 48900(h)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Citation or Arrest
Possession or use of tobacco or nicotine products.	may be considered	yes	yes	may cite
9. Profanity, Obscene Acts, Vulgarity [E.C. 48900(i)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
1. Directed at peers.	may be considered	yes	yes	yes
2. Directed at school personnel.	may be considered	yes	yes	yes
10. Drug Paraphernalia [E.C. 48900(j)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.	may be considered	yes	yes	yes
11. Willful Defiance or Disruption of School Activities [E.C. 48900(k)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Failure to follow school rules.	may be considered	yes	yes	no
Failure to follow directive or instruction of staff or teachers.	may be considered	yes	yes	no
Failure to follow conduct code for school bus passengers.	may be considered	yes	yes	no
12. Possession of Stolen Property [E.C. 48900(l)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement

Knowingly receive stolen school property or private property.	may be considered	yes	yes	yes
13. Imitation Firearm [E.C. 48900(m)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Possession of an imitation firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.	may be considered	yes	yes	yes
14. Sexual Assault or Sexual Battery [E.C. 48900(n)]	Alternative to Suspension	Shall Suspend	Shall Recommend Expulsion	Contact Law Enforcement
Committed or attempted to commit sexual assault or battery.	no	yes	yes	yes
15. Harassment of a Student Witness [E.C. 48900(o)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.	may be considered	yes	yes	yes
16. Unlawful Drug Soma [E.C. 48900(p)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.	may be considered	yes	yes	yes
17. Hazing [E.C. 48900 (q)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Engaged in or attempted to engage in hazing.	may be considered	yes	yes	yes
18. Bullying [E.C. 48900®]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement

Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.	may be considered	yes	yes	yes
19. Aids or Abets [E.C. 48900(s)]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
The infliction or attempted infliction of physical injury to another person.	may be considered	yes	no, unless judged by a juvenile court to have committed as an aider or abettor causing serious injury. Expulsion would move forward under EC.48900 a1, or a2	yes
20. Sexual Harassment [E.C. 48900.2]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Applies to grades 4-12.	may be considered	yes	yes	yes
21. Acts of Hate Violence [E.C. 48900.3]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Cause, threaten, attempt to cause, or participate in an act of hate violence defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, disability or sexual orientation. Speech that threatens violence when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence. Applies to grade 4-12	may be considered	yes	yes	yes
22. Other Harassment [E.C. 48900.4]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement

Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. Grades 4-12 only.	may be considered	yes	yes	yes
23. Terrorist Threats [E.C. 48900.7]	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Making terrorist threats against school officials and/or school property.	may be considered	yes	yes	yes
24. Attendance	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Tuant [E.C. 48260] Warning letter #1) Absent from school without a valid excuse.	Must be considered	no	no	no
Repeat truant [E.C. 48261] (Warning letter #2).	Must be considered	no	no	no
Habitual truant [E.C. 48262] (Warning letter #3) Any student truant three or more times per school year. Students who are habitually truant may be referred to the School Attendance Review Board (SARB) for further action.	Must be considered	no	no	no

Student Support Strategies

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

- | | | |
|---|--|--|
| <ol style="list-style-type: none"> 1. Parent Conference 2. Counseling Referral 3. Mentoring 4. Detention 5. Transfer to another school 6. Teacher Suspension 7. Parent attend school with student 8. Student Study Team referral 9. Conflict resolution 10. Class meeting | <ol style="list-style-type: none"> 11. Referral to SART or SARB for attendance issues 12. In-House suspension (on school grounds) 13. Saturday School 14. Community service on campus (cafeteria duty, campus cleanup, work with custodial staff) 15. Community Service (in the community) 16. Character education | <ol style="list-style-type: none"> 17. Behavior review 18. Shortened day 19. Extended day 20. Home visit 21. Morning club, detention before school 22. Friday afternoon school (3 p.m.-6p.m.) 23. Time out 24. Healthy Start Referral 25. Loss of recess 26. Lunch Detention |
|---|--|--|

BEHAVIOR CITATIONS AND PRINCIPAL REFERRALS USED TO DOCUMENT INCIDENTS

PRINCIPAL REFERRAL

NAME: _____ GRADE: _____ TEACHER/ROOM: _____

ISSUED BY: _____ DATE: _____ TIME: _____

SITE OF OFFENSE: CLASSROOM YARD/HALL CAFETERIA OTHER _____

OFFENSE:

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> Assault | <input type="checkbox"/> Creating intimidating or hostile environment (Grades 4-6) | <input type="checkbox"/> Illegal or Controlled Substance |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Making a terrorist threat against school officials, property or both | <input type="checkbox"/> Possession of a weapon |
| <input type="checkbox"/> Theft | <input type="checkbox"/> Possession of explosive materials | <input type="checkbox"/> Sexual Harassment (Grades 4-6) |
| <input type="checkbox"/> Vandalism | <input type="checkbox"/> Third referral for same offense (attach previous citations) | <input type="checkbox"/> Other: _____ |

DESCRIPTION OF INCIDENT: _____

CONSEQUENCE (Issued by principal):

- Parent Contact: Date _____ Time _____ In-house Suspension: Date _____ Room# _____
- Suspension (Number of days _____) Behavior Contract Other: _____

Principal Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

DISTRIBUTION OF COPIES: WHITE-PRINCIPAL YELLOW-TEACHER PINK-PARENT TO SIGN AND RETURN TO TEACHER

BEHAVIOR CITATION

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

NAME: _____ GRADE: _____ TEACHER/ROOM: _____

ISSUED BY: _____ DATE: _____ TIME: _____

SITE OF OFFENSE: CLASSROOM YARD/HALL CAFETERIA OTHER _____

OFFENSE:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Food, candy, gum | <input type="checkbox"/> Offensive Gesture | <input type="checkbox"/> Running in hallway/classroom |
| <input type="checkbox"/> Defiance | <input type="checkbox"/> Freeze Bell | <input type="checkbox"/> Offensive Language | <input type="checkbox"/> Taking food out of cafeteria |
| <input type="checkbox"/> Disruption | <input type="checkbox"/> Harassment | <input type="checkbox"/> Out of bounds | <input type="checkbox"/> Playing with toys from home |
| <input type="checkbox"/> Littering/Spitting | <input type="checkbox"/> Line behavior | <input type="checkbox"/> Play Fighting/Rough Play | <input type="checkbox"/> Unsafe behavior on yard |
| | <input type="checkbox"/> Other: _____ | | |

DESCRIPTION OF INCIDENT: _____

CONSEQUENCE (Issued by classroom teacher): Given by: _____

- Time out Loss of Privilege Classroom Detention: Date _____ Time _____ Room# _____
- Parent Contact: Date _____ Time _____ In-house Suspension: Date _____ Room# _____
- Conference with Principal Other: _____

Parent/Guardian Signature: _____ Date: _____

DISTRIBUTION OF COPIES: WHITE-PRINCIPAL YELLOW-TEACHER PINK-PARENT TO SIGN AND RETURN TO TEACHER

Rules for Use of Computers and Computer Networks



When you use school computers you agree to:

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

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

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

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

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

Protect your password

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

Health and Wellness Policy

"A Wellness Policy is an important tool for parents, educational agencies and school

districts in promoting student wellness, preventing and reducing childhood obesity, and assuring that school meal nutrition guidelines meet the minimum federal school meals standards. It contains goals specifically for nutrition promotion and education, physical activity, and other school based activities that promote student wellness." –USDA

Frequently Asked Questions:

What may be served and sold on campus?

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

When are these regulations in effect?

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

How can you tell which foods are compliant?

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

To whom do these regulations apply?

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

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

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

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

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

May teachers give students candy/food as a

reward for good behavior?

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

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

Concessions sold at a sporting events may begin 30 minutes after the school day ends at any grade level. The regulations do not apply to food sold to adults. These regulations do not apply to food sold at events held in the evenings or on weekends.

Fundraising:

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

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

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

Classroom Celebration Ideas:

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

Healthy snack options:

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

Awesome Celebration Ideas:

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

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

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

CAROLINE WENZEL SCHOOL

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

Child's Name

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

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

✂ ✂ ✂ ✂ ✂ ✂

CAROLINE WENZEL SCHOOL PARENT & STUDENT HANDBOOK

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

Print Student's Name

Student Signature

Parent/Guardian Signature

Room Number

Date

**Please sign and return this page to your
son/daughter's teacher.**