San Juan Unified School District
Guideline, Rights, and Responsibilities
# Kingswood Pre K-8

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Dear Families,

Welcome to the 2018-2019 school year! This handbook contains valuable information that will help you understand the procedures that create the best learning experiences possible for all of our students. The mission of Kingswood Pre K - 8 is to provide a premier school of academic excellence while engaging all students and inspiring them to become 21st century learners and successful members of our society through innovative AVID and student-focused instruction in a safe, collaborative, and caring environment in partnership with our families and diverse community.

Student safety is of the utmost importance in our school. We have a comprehensive safety and emergency plan in place, and have periodic drills so that we all know what to do in the event of an emergency. We support student behavior through use of PBIS (Positive Behavior Intervention Support). At Kingswood PreK-8, we have three focus rules: Be Safe, Be Responsible, Be Respectful. These rules are emphasized and taught each day in morning lessons and reinforced through various positive incentives. This year, we are also excited to launch our Merit System in 6th-8th grade providing students with monthly activities to recognize positive behavior and encourage hard work.

During the 2018-2019 school year, Kingswood PreK-8 will move into year two of our three year implementation plan to becoming a school wide AVID Site. AVID is a program with the emphasis on holding all students accountable to the highest standards while providing academic and social support. AVID is a way of teaching providing teachers and students with research-based strategies helping to develop critical thinking skills across content areas. AVID has a focus on WICOR - Writing, Inquiry, Collaboration, Organization, and Ready to Learn. Through the AVID lens, the Kingswood staff will be supporting students in all content areas.

Additionally, the Kingswood PreK-8 prides itself on being a school that is highly collaborative and committed to the high achievement of every student. We are a professional development school in partnership with California State University Sacramento assisting in preparing college students to become excellent teachers. We provide a deep infusion of technology into all our programs, and we have music and physical education specialists who work together to provide rich P.E. and Performing Arts experiences for all the children.

We encourage you to let us know when you have questions, feedback, or concerns. Our communication and partnership will help us work together for the benefit of your child and all children. We hope that you and your children enjoy a fantastic year of learning, growing, and enjoying school in the 2018-2019 school year.

Mrs. Morris, Principal
Ms. Harrison, Vice Principal
San Juan Unified School District Mission Statement:

Valuing diversity and excellence, the San Juan Unified School District’s mission is to educate and inspire each student to succeed and responsibly contribute to a radically evolving world by providing innovative, rigorous, student-focused instruction and programs in a safe, caring, and collaborative learning community.

Kingswood Elementary School Mission Statement:
The mission of Kingswood Pre K - 8 is to provide a premier school of academic excellence while engaging all students and inspiring them to become 21st century learners and successful members of our society through innovative AVID and student-focused instruction in a safe, collaborative, and caring environment in partnership with our families and diverse community.

San Juan Unified School District Character Traits
A Foundation for Good Citizenship

In order to help create productive members of society who have strong personal character, The San Juan Unified School District community strives to instill, model, and teach the following character traits which form a foundation for good citizenship:

Respect * Responsibility * Honesty * Caring * Cooperation * Courage

We believe knowing, caring about, and acting on such character traits will contribute to the development of a humane and democratic society. Therefore, we as schools, parents, and communities pledge to work together to develop and demonstrate these character traits in each of our daily lives.

WE CARE ABOUT YOUR CHILD
Kingswood Pre K-8

Attendance

Students need to be at school on time and ready to learn every day. Regular, timely attendance is expected of all students as required by California statutes. Parents have the responsibility for seeing that their child attends school.

- Excused absences include student illness with a doctor’s note, doctor and dental appointments with notes, funerals or a death in the immediate family (siblings, parents and grandparents), religious holidays and court appearances. Please note all require verification.
- Unexcused absences include vacations, baby-sitting, transportation issues, private lessons, etc.

**Absence verification must be provided within 5 days of the absence.**

Teachers provide make-up work for excused absences due to illness or family emergencies. School personnel will contact the home if students are not in attendance or have unexcused absences. We ask that parents/guardians report the reason for the absence to the teacher and school office at the onset of the absence.

Tardiness and Late Policy

Tardiness disrupts instruction for the late student and the rest of the class.

- Students who are not in their classroom ready to learn at the second bell, or when the school day begins, are considered tardy.
- Students arriving late (after 8:40 a.m.) must report to the office for a late pass before going to the classroom.

Students who eat breakfast need to be in the cafeteria no later than 8:30 am to have sufficient time to finish breakfast and be ready to learn at 8:40.

Early Dismissal

Parent authorization is required for any student leaving school at times other than the normal dismissal time. Persons picking up a student during the school day must report to the office to sign the student out and must be over the age of 18 with a Photo ID, they may not go directly to the classroom. Please do not call the office and ask to have your student sent to the office, we can’t call them down until they have been signed out. Only persons who are listed on the school emergency card may sign a student out. Persons on the emergency card must show a form of identification before we can dismiss their student to them.

If a student has excessive, unexcused tardies or absences, the School Attendance and Review Board (SARB) will be notified. We strongly encourage parents to plan doctor/dental appointments and family vacations for those times when school is not in session.

**Parents of students with excessive early dismissals will be required to provide proof of appointment upon check out. After 5 early dismissals, a letter will be sent home detailing the immediate and long term effects of missed class time and future consequences. Further excessive early dismissal will result in the School Attendance and Review Board (SARB) being notified.**

Independent Study

If an issue arises where you find that you need to take your child out of school for five days or more, contact the office at least ten days prior to the event to request an Independent Study Contract. Please note, Independent Study is at the discretion of the school site.

Communication is Key.

The school should always have an up-to-date home address, home phone number, and emergency numbers on file. Please keep the school informed of changes. If parents desire to have someone else sign their child out, they must send a written not and identification along with the person who is signing the student out, and the adult signing the child out must provide identification to the office staff. Students who return during the school day will sign in at the office prior to returning to class.
Arrival/Dismissal Procedures
It is important to remember safety is the number one priority during arrival and dismissal times. Therefore, it is equally important that everyone follow the established guidelines. If you are walking your student onto the campus, please park in a legal parking area, please refrain from parking in front of any driveway. Please exercise safe walking habits with your students, crossing only at cross walks and remaining on sidewalks at all times.

Arrival:
Students are to walk on campus. Bikes, skateboards, or skates are to be walked on campus. Please keep in mind that it is the law that all students wear a helmet. Students need to lock their equipment up on the bike racks. No equipment can be stored in the office.

Some alternatives to help prevent back up on Primrose Drive during drop off/pick up
If you are coming down Farmgate Way, come down Primrose Dr. to Kensington Dr. Turn right continue on Kensington to Longwood Way. If you are on Primrose coming from Madison just continue down Primrose to the appropriate loading zone for drop off/pick up. (see map below)

Kindergarten through Second Grade Drop Off/Pick up Suggested Drop Off/Pick Up
For students who are in Kindergarten through Second grade, you may pull into the parking lot and drop off/pick up in the loading zone. We ask that you keep pulling forward until your car reaches the Multi-Purpose Room area before letting your child out of the car. Then wait patiently for the cars ahead of you to do the same. There is only one lane of traffic.

Third Grade through Fifth Grade Drop Off/Pick up Suggested Drop Off/Pick Up
For students who are in Third grade through Fifth grade, you may pull into the loading zone closest to Kingswood Drive and Primrose Dr. in front of the school or you may pull into the parking lot in the drop off/pick up loading zone area. Please allow through traffic on Primrose Drive by pulling over into the loading zone.

Sixth Grade through Eighth Grade Drop Off/Pick up Suggested Drop Off/Pick Up
For students who are in Sixth grade through Eighth grade, you can pick up your student in the loading zone by the long ramp below Kindergarten past the school or you may pull into the parking lot in the drop off/pick up loading zone area. Please allow for through traffic on Primrose Drive by pulling over into the loading zone.
Breakfast & Lunch: Students can arrive to school no earlier than 8:10 if eating breakfast & 8:20 if not eating breakfast. Free or reduced price meals may be furnished to a student whose parents/guardian qualify under Federal Family Income and Size Regulations. Application may be made at any time during the school year. Contact school office personnel for application forms. All information is confidential. Breakfast will be served daily from 8:10-8:40 and lunch will be served in four blocks to accommodate this year’s instructional schedule.

Parents who do not qualify for free or reduced lunch are responsible for insuring their children have money to purchase school lunch or providing a sack lunch from home. Meals may now be purchased online at http://www.mySchoolBucks.com – (916) 971-7818

Health
The school has the responsibility for the health and welfare of all students. School district policy mandates that students with a contagious disease or those suspected of having a contagious disease are excluded from school as outlined in the State’s health standards practices. School personnel can request a doctor’s excuse prior to the re-admittance of a student to school if there is a suspicion of a communicable disease.

School personnel will attend to minor scrapes and bruises, but students will be sent home if:

- They have vomited
- They had a severe head injury
- They are running a temperature of 100º or more
- We cannot determine the cause of a student’s sudden physical or emotional distress
  They have untreated rashes.

_Before returning a child to school, the child should be FREE OF TEMPERATURE FOR 24 HOURS without fever-reducing medication._

PRESCRIPTION MEDICINE:
The school will administer prescription medications for life threatening medical conditions and behavior altering ONLY AFTER A SJUSD MEDICATION AUTHORIZATION FORM HAS BEEN COMPLETED BY THE PARENT AND DOCTOR.

At the end of each school year all Medical Authorization forms are destroyed and any remaining medications are properly disposed of. A new form needs to be completed each school year.

All prescription medications must:
- Be brought to school by the parent, not the student
- Come in the original container with the prescription label attached

OVER THE COUNTER MEDICATIONS:
The school will NOT administer any over the counter medications without a medical authorization release form filled out by doctor.

ASThma:
If your child requires use of an inhaler at school, whether it is used for emergencies or on a daily basis, it will be left in the school office. This allows school personnel to monitor and supervise all inhaler treatments and prevents the transporting of medication on the school bus or use in the classroom. All inhalers require a medical authorization form to be on file in the office.

HEAD LICE:
Head lice is a recurring health problem. Parents are advised to contact the school if they find head lice on their child. The school will send students home with specific instructions for treatment if they have been infested. These instructions must be followed and parents must return to school with the child in order for office staff to recheck the head before re-admittance to the classroom will be permitted. Students are allowed 3 days of excused absence one time a year for head lice. All information will be handled in strict confidence.
Custody Disputes
Under California laws, both parents have equal rights and access to their children and to participate in the education of their children unless there is a court order restricting this right. It is the policy of the San Juan Unified School District that both parents are entitled to come to school to participate in the education of their children and to exercise all rights which parents have in regard to their children. Kingswood staff can only support requests limiting access to students when a certified copy of a court order establishing the parameters for custody and visitation clearly establishing that the other parent is not allowed to have access to their child or is restricted or limited in some way in exercising parental rights over the child.

Mandatory Reporting to CPS
When a school employee has any suspicion that a child is being abused, they are required by law to report their suspicion. It is not the responsibility of the employee to investigate the suspicion. Child abuse or neglect as defined by the California Statute means, the "physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment of a child under the age of 18 by a person under circumstances that indicate the child’s health or welfare is harmed or threatened thereby." The reporting laws specify that school personnel who have "reasonable cause to suspect" that a child is being abused or neglected must report that suspicion to the Children’s Protective Services (CPS). CPS workers have full legal authority to see and speak with children at school without prior parental notification.

Responsibility for Personal Property
Kingswood PreK-8 and the San Juan Unified School District are not responsible for the damage, theft or loss of personal property (i.e. cell phone, electronic games, etc.) on school grounds or off. Individuals are cautioned not to bring large sums of money or other valuables onto school grounds. Students are responsible for the care of all texts issued to them. A fine may be assessed if textbooks, library books, computer equipment, headphones, etc., is lost or damaged.

Visitors
All visitors to the school, including parents and guardians, are required to sign in at the main office and collect a visitor’s ID badge to wear while visiting the building. Classroom visits by parents and guardians are welcomed. However, to minimize interruption of the teaching process, requests for classroom visits should be arranged through the school or with the classroom teacher prior to the visit to set up a time. Spontaneous visits by the public will be kept to a minimum.

Conferences & Reports
Formal parent-teacher conferences will be held the week after Thanksgiving Break. Conferences will be the 26th-30th of November. Please be sure to schedule time to meet with your child’s teacher during that time. Report cards will be sent home for those who do not attend parent-teacher conferences. Informal reports and informal conferences will be sent or held as needed. If, at any time, you feel that there is a need for a teacher-conference, please send a note or call your child’s teacher to schedule an appointment.

Progress and Report Cards
Progress notices go home midway through each trimester. Report cards go home approximately a week after each trimester ends. K-5th Progress notices and Report Cards will be sent home with the child. Middle school will be mailed home.
Dress Code

In order to assure a positive learning environment at Kingswood PreK-8, students shall dress appropriately and adhere to the school dress code.

General

- Garments are to fit the wearer, be neat, clean, and in good repair. Garments must be hemmed and without tears, frayed edges and holes.
- Shoes are to be worn at all times. They must be appropriate and safe for daily physical activities. Tennis shoes are preferred. Sandals must have backs on them.
- Hats and sunglasses are not to be worn on campus, unless prescribed by a doctor.
- Makeup, tattoos and other body markings need to be appropriate and non-disruptive.
- Jewelry is allowed; however, dangling or hoop earrings are NOT permitted. The school will not be responsible for jewelry.
- Hair styles are individual and personal; however, the school shall become concerned if they are extreme and cause distracting, disruptive, or unsafe situations.
- San Juan Board Policy prohibits the presence of any apparel, jewelry, accessory, gang symbols, or trademarks that represent gang affiliation or any other attribute that denotes membership in gangs which advocate drug use, violence, or disruptive behavior.
- Pants and shorts must fit at the waist of the wearer and stay up without a belt. No undergarments may show (Sagging is not allowed).
- Pants/Shorts/Skirts/Dresses must be cuffed, and an appropriate length for the professional school setting (ex. mid-thigh). Tears in jeans/shorts need to not be located in areas that are unprofessional to show: Cannot be altered to display areas of body from the thigh or above.
- Shirts should adequately clothe a student’s shoulders, torso, chest, and midriff. Halter, backless, bare midriff or “spaghetti” straps thinner than 3 finger widths wide are not allowed.
- Patches, drawings, decals, pictures or messages are not to be offensive to others. Shirts are to be school appropriate and are not to advocate drug use, violence, or disruptive behavior.

If clothing is unsafe, not compliant with the dress code, or disruptive to the educational process, students will be asked to go home to change, have clothing brought from home, or will be given loaner clothes to be returned at the end of the school day. Offenses may result in a disciplinary consequence. Parents will need to pick up the inappropriate clothing or any confiscated items from the office.
- Bare feet, slides, or backless shoes
- Bare feet, slides, or backless shoes
Internet Access
We are pleased to offer San Juan Unified School District students access to the District computer network for Internet access. To obtain Internet access, all students must obtain parental permission and must sign and return an Internet User Agreement form to the classroom teacher.

Access: While the district’s intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The San Juan Unified School District will support and respect each family’s right to decide whether or not to apply for access.

Expectations for Internet: Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network rules for behavior and communications apply. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required and students who do not have such permission are responsible for not accessing the Internet at school. Access is a privilege, not a right, and entails responsibility.

Inappropriate use of technology may result in a complete loss of access to services, in addition to any legal consequences required. A gradual loss of access will be assigned for each infraction.

- First offense will result in losing computer use for a week and may result in other consequences
- Second offense will result in losing computer use for a month and may result in further consequences.
- Third offense will result in losing computer use for the rest of the school year and may result in further consequences.

All school rules and consequences (including suspension) will be followed for inappropriate internet use and communication as well.

Volunteers
Parent volunteers in the classroom and here at our school bring a richness to our curriculum that is valuable to everyone. If you are able to volunteer, please contact your child’s teacher. Parents and other family members who may wish to volunteer at school and in the classroom, need to have proof of passing an up to date TB test on file in the office. Volunteers without a fingerprint clearance, will have limited accessibility to students. Please stop by the office for pertinent forms and information on TB testing and fingerprinting.

Field Trips
One of the primary requirements of teachers, children, and chaperones on a field trip is to be flexible. Often, even the best laid plans need to be changed at the last minute. While teachers make every effort to place parents with their own children at all times, please be aware that sometimes you may need to supervise a group or activity that does not include your child. We understand your disappointment, but ask you to understand that we will not be able to offer field trips without your full cooperation. Chaperones need to take an active part in the field trip and to follow school, bus, facility, and teacher rules. For this reason, we also ask that no “guests” come on field trips. This includes younger family members and/or siblings. We thank you for your understanding and for your help in making these wonderful learning opportunities available to our students. Chaperones must be fingerprinted through San Juan Unified School District.
Give Me Three: Be Safe, Be Responsible, Be Respectful
Positive Behavior Support (PBIS) is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of relying on individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in all areas including classroom and non-classroom settings (such as hallways, restrooms, cafeteria, etc.). Attention is focused on creating and sustaining systems of support that proactively manage student behavior and make problem behavior less effective, efficient, and relevant, and desired behavior more functional.

Staff developed a PBIS plan for Kingswood School centered around a core belief that ALL students have a right to:
- learn in a classroom that is free from disruptions
- be treated with respect and dignity
- pursue their education in a safe environment within the classroom, throughout the campus, and traveling to and from school

Thus, three essential responsibilities in support of these core beliefs were crafted by Kingswood staff and currently form the basis of our “Give Me Three”:
Be Safe
Be Respectful
Be Responsible

Each classroom teacher will publish a matrix of student generated descriptors providing examples of what each “Give Me Three” behavior will look, feel, or sound like. Included in this handbook are examples of required student conduct classified by one of the three behavioral objectives. This list provides only a sampling of behaviors which are expected of students and which support a safe and positive environment for all students and staff.

Additionally, creating and maintaining a positive learning environment at any school is the shared responsibility of parents, students, and staff.

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<thead>
<tr>
<th>A. Parents have the responsibility to:</th>
<th>B. Students have the responsibility to:</th>
<th>C. School staff members have the responsibility to:</th>
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<tr>
<td>◊ Read the behavior code</td>
<td>◊ Learn and follow the rules</td>
<td>◊ Teach the behavior code</td>
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<td>◊ Discuss the behavior code with your child</td>
<td>◊ Sign the behavior code letter</td>
<td>◊ Model the behavior code</td>
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<td>◊ Support the behavior code</td>
<td>◊ Respect the rights and property of others</td>
<td>◊ Enforce the rules and regulations</td>
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<td>◊ Demonstrate self-discipline</td>
<td>◊ Positively reinforce appropriate behavior</td>
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<td>◊ Act in a safe manner</td>
<td>◊ Collect data on incidents and provide training to students to resolve</td>
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<td>◊ Be in attendance and involved in learning</td>
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Kingswood Code of Behavior
Student Responsibilities

Kingswood staff operates from the belief that all students are capable of respectful and responsible behavior and, in order to protect the rights of ALL students, hold every student accountable to such standards of behavior. Therefore, each student will refrain from:

◊ causing intentional injury or pain to another person
◊ causing another person embarrassment through slurs/harassment (racial, ethnic, religious, handicapped or sexual)
◊ willful disruption of school activities and open defiance of school personnel

Consequences for the violation of Kingswood’s standards for behavior will be reasonable and appropriate and will be responsive to the frequency and severity of student misconduct will considering San Juan’s Discipline Matrix. In addition, all students are provided due process, allowed to share their interpretation of events and understand that accusations of misconduct will be appropriately investigated.

Possible consequences may include, but are not limited to:

- Positive redirect of behavior (i.e., asking a student to demonstrate respectful hallway behavior)
- Verbal warning (informing students that a given behavior may result in a logical consequence)
- Logical consequences (i.e., loss of privileges, imposed community service, or time-out in a buddy class)
- Students may receive Thursday after school detentions or lunch detentions.
- In house suspensions will be used only when/if staff is available for supervision.

Teachers will document and communicate student behavior via Kingswood’s “Give Me Three” communication system with:

- PBIS Behavior Form/Minor Incident Communication Card
- Parent Conferences
- The district student information system database
- Phone calls/and or written notes (example, folders home, behavior notes, etc…)

In order to nurture an environment of safety, responsibility, and respectfulness, staff will clearly and consistently reinforce the tenants of “Give Me Three” by:

- Providing students and parents with a copy of the Kingswood Code of Behavior and “Give Me Three” PBIS system
- Regularly reviewing and adding to the PBIS “Give Me Three” Matrix
- Teaching, reviewing, modeling, and assessing lessons on anger and conflict management
- Holding periodic assemblies which reinforce the “Give Me Three” behavior expectations acknowledging and rewarding students who learn, practice and apply these behaviors

Kingswood staff is committed to helping all families see the value in education and in supporting their efforts to help their children be successful at school. If, in partnership with parents or guardians, reasonable efforts to improve student behavior are not successful, supplemental efforts to change behavior which will allow students access to a quality education and which support the goals of the school may be explored including, but not limited to: referral to the Behavior Support Team (BST), counseling referral, parenting class recommendations, student anger management and social skills classes, classroom and instructional level modifications, modification of program, instructional day modifications, student placement, and/or application of medical recommendations.
Communication

In addition to the work of educating your children, a primary responsibility of Kingswood staff is to ensure the safety of all students. Communication cards (Invitation to Talk and Office Referrals) serve the function of documenting student behavior and communicating with students’ families about their child’s school behavior. The card identifies the student behavior initiating the communication. It also identifies the intervention or consequence given for the offense. At the bottom of the card is a description of the offense and a space for parent/guardian signature. **Please sign and return the card the next day.** Your signature only communicates you received the card, not that you agree.

Since it is entirely possible that a student who begins a trimester with difficult behavior is able to turn it around, we need to reflect that proficiency on his/her student report card. Therefore, it is not practical to quantify student behavior solely on the basis of quantity of negative communication cards received. In general, students who receive few or no negative communication cards will receive higher marks in behavior than students who receive frequent negative communication cards or more severe infractions.

**Example of a Classroom Behavior System**
Classroom behavior systems are grade level specific; however, most grade level teams employ a standard card system which provides visual accountability and serves as a reminder for students. As students turn their cards for off task or disruptive behavior, students may then receive consequences in the form of logical consequences (i.e. loss of privileges, imposed community service, or time-out in a buddy class)

Please refer to your classroom teacher’s syllabus handed out at Orientation, Back-to-School Night, or during APTT for specific details on the classroom behavior system.

*Kingswood PreK-8 Behavior Code is guided by the mandates of the San Juan Unified School District Policy 5161, “Policies and Procedures Governing Student Behavior,” and with California Education Code Sections 48900-48915. These regulations define suspension and expulsion and specifically state the reasons for suspension and expulsion from school. In the San Juan Unified Family Handbook you will find the regulations that Kingswood Elementary School’s Behavior Code is required to enforce.*
Bicycles, Rollerblades, Skateboards, Scooters
Students with parent's permission may ride their bicycles to school and park them in the racks provided. All bicycles must be locked to the rack. The school is not responsible for lost, stolen, or damaged bicycles. Bike riders must obey the traffic laws of the State of California and the rules of common courtesy. Bike riding on school grounds is not permitted, including grassy areas. Bikes must be walked to and from the bike rack and the Primrose exit on the sidewalk. Roller blades, scooters, roller skate shoes, skateboards, and similar vehicles are not allowed on school grounds, walkways, or parking lots at any time.

Bus Rules
Children are expected to conduct themselves in a safe manner on the bus. Riding the bus is a privilege, not a requirement; parents are responsible for students getting to and from school. Unsafe or disruptive behavior on the bus may result in suspension from riding the bus. Students are given the bus rules from the bus driver & transportation at the beginning of the year and are expected to follow those rules throughout the year for the safety of all children. Examples of those expectations include treating others respectfully, sitting flat on the seat (facing forward), speaking in a low voice, keeping hands and feet to oneself. Citations given out on the bus are enforced by the school, the driver, the transportation department, and the school district.

Field Trip Policy
Field trips are an extension of the classroom-learning environment in a less structured setting. Therefore, it is important that students participating in field trips conduct themselves in an appropriate manner that will insure their safety and the safety of others. Students’ behavior must be appropriate to the setting to allow all participants the opportunity to see, hear, and learn.

One indicator of a student’s ability to behave on a field trip is the citizenship exhibited at school. Therefore, any student exhibiting inappropriate classroom and/or playground behavior may be excluded from the field trip. Parents may also be requested to attend the field trip with their student. The parents will be notified prior to the field trip of the decision. If a student is excluded from the field trip, s/he is required to attend school and will be placed in a classroom with an appropriate packet of work.

During a field trip, a student will be expected to follow school rules and follow the direction of the teachers and parents who are supervising. If a student’s behavior endangers his/her safety, or the safety of others, or requires a significant amount of teacher/chaperone time that would endanger others, the student may be removed from the site of the field trip. Either the parent will be called to come to the site and take the child home; or the principal will come to the site and take the child back to the school.

Awards & Recognition
Each month, selected students are recognized for achievement in academics, behavior, and attendance. Awards assemblies are generally held the first Thursday of each month. Award categories include:

- Vision of Excellence
- Personal Success
- Character Trait
- Trimester/Year ONLY – Gold and Silver Clubs, and Attendance

In addition, students may receive “Give Me Three” Shields at any time for exhibiting behavior which supports our “Give Me Three” goals (Be Safe, Be Respectful, Be Responsible). Give Me Three Shields may be used at the Caught Ya Being a Knight Store.
Some Playground Rules: A playground rules assembly is scheduled during the first weeks of school.

Travel Ladder or Rings
- One at a time on ladder or rings
- Use hands only
- Everybody travels in the same direction
- Do not sit or stand on top

Jungle Gym
- Travel in one direction
- Do not sit or stand on top

Pull up Bars
- Use hands only on the bars
- Sitting on top of bars is not permitted
- One at a time on bar; each student’s turn is until he/she drops off the bar or reaches the end

Ball Rules
- “Buns Up” or similar games are not appropriate at school
- No tackle or body contact sports or games
- Softball, kickball, catch, tennis racket, baseball, soccer are not to be played on the asphalt and must be directly supervised by an adult

Tetherball
School rules include refraining from:
- Crossing the line or stepping on it
- Unwinding ball during game
- Touching the rope (“ropies”) or the pole, including climbing on the pole
- Stopping the ball or letting the ball hit any part of your body except your hands (up to the elbow)
- Hitting more than one time (Double Hits)
- Adding “new” rules
- Sitting on the balls or hanging on the chains

Additional rules include:
- Progress of ball maybe stopped by catching it or blocking it; however, you may not proceed to throw the ball
- One winner can play 3 games and then 2 new people come into game
- First person in line is the “judge.”
- Winner gets to serve, choose sides if he/she wishes
- Use good sportsmanship while waiting in line
- When the server starts the ball, “returner” must let it pass by once, before hitting
- Important: An opposing player must touch the ball at least once before one can tether the ball for a win

Three Outs
- Fielder catches a fly ball
- Runner is (must be) tagged before reaching the next base
- The ball is caught at base before runner arrives on a forced run
- Kicker fouls out after 4 foul kicks (Fouls are balls kicked out of bounds or are missed kicks)
- Kicker can’t pass another runner already on base
- No switching pitchers
- No unnecessary time outs
- Runners must touch the bases with a foot
- No stealing
- Kicker can have only 3 re-rolls
- Runner keeps his/her foot on the base until the ball is kicked
- On a home run, runner can run around only once
- Runners stop when pitcher is on the mound with the ball

Two teams: Minimum players to start--Grades 1-3 = 6, Grades 4-6 = 10
- Game is closed at 12 players for Grades 1-3 and at 20 players for Grades 4-6
- The kicker must kick the ball AFTER it passes over home plate, and then run to first base
STUDENT CELL PHONE PERMISSION FORM
Kingswood K-8 School
San Juan Unified School District
5700 Primrose Drive
Citrus Heights, CA 95610

STUDENT’S NAME: 
GRADE: 
STUDENT’S TEACHER: 
ROOM #: 

District policy permits student use of cell phones with parental permission for emergencies and unusual circumstances only. Students may have a cell phone at Kingswood as long as s/he follows these guidelines:

1. Cell phones are to be turned off during the school day and kept out of sight at all times.
2. Cell phones are not to be used to call or text parents, friends, or relatives while at school except in extreme emergencies or situations where prior approval has been given by staff member. They are not to be used to take pictures or play video games.
3. Kingswood School and San Juan Unified School District are not responsible for cell phones brought to school and will not be liable for damaged, destroyed, lost or stolen cell phones or investigating the loss of such phones.

Failure to follow guidelines will result in the following:
First Offense: is a verbal warning. If student complies to warning, then they can put their phone away.
Second Offense: Cell phone will be confiscated and turned into the office. Office will notify parent. Student may pick it up at the end of the day.
Third Offense & On: Cell phone will be confiscated and turned into the office and parents will be contacted to pick up the phone. Additionally, lunch or after school detentions may be assigned.

If offenses continue, Kingswood staff will work with individual students and families to support appropriate use of cell phones for example behavior cell phone plans may be initiated.
*6th-8th Grade Students will be in danger of losing merits due to cell phone violations.

*Please note, if cell phones are used inappropriately such as video taping students and posting items on line/ social media, police involvement may be necessary.

I give my child permission to have a cell phone at Kingswood PreK-8. My child and I have reviewed the guidelines listed above and agree to abide by these rules.

Parent Signature: ___________________ Date: __________
Student Signature: ___________________ Date: __________
Teacher Signature: ___________________ Date: __________

Mrs. Morris
Kingswood PreK-8, Principal
Kingswood is pioneering a merit system for the 2018-2019 school year for students in grades 6-8. This system is designed to encourage and honor our students for exemplifying their greatest potential. We want our students to be outstanding citizens, making them ready for challenges they will initially face in high school, and eventually life beyond. Because participation in school sponsored extracurricular activities is a privilege, students must put forth their best effort, on a daily basis, to adhere to Kingswood’s core expectations.

Staff members are expected to handle minor discipline issues in the classroom as well as in common areas of the school such as the cafeteria, playground, quad, etc. While verbal reminders are usually appropriate and sufficient to correct minor misbehaviors, some incidents may be persistent enough and/or disruptive enough to warrant interventions such as a loss of privileges, office referrals, and detentions.

The merit system is designed to document and track minor behavior infractions. Each student will be awarded 100 merits at the beginning of the school year. To be eligible to participate in extracurricular activities, a student must have at least 90 merits for the first trimester, the Thursday prior to the activity. Extracurricular activities include school dances, rallies, movie nights, lunch time events, etc. It is a student’s responsibility to be aware of how many merits they have; they may verify with their homeroom teacher. Each homeroom teacher will have a procedure in place to inform students of how many merits students have.

Students will be given the opportunity to earn back merits through Community Service. For every 15 minutes of Community Service, a student can earn back one merit. Community Service will be held on Thursdays from 2:05-3:05. Students may earn back a maximum of 3 merits on a given Thursday. Failure to plan on the part of the student to earn back merits before an event does not constitute an emergency on the part of the staff.

"Reward Days" will be given throughout the school year. Students who meet the criteria with a given amount of merits, may be included to participate. Rewards may include, but are not limited to, ice cream treats at lunch, pizza parties, and additional "break" time. Dates for the rewards will not be announced, so as to encourage students to earn any merits back in a timely manner.

It is our expectation that all Kingswood students are capable of maintaining eligibility for these extracurricular activities. Students unable to adhere to Kingswood’s core expectations and be productive students throughout the school day will lose merits.

<table>
<thead>
<tr>
<th>Tardy</th>
<th>Loss of one merit per tardy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phones in hand or use of cell during the school day without teacher permission</td>
<td>Loss of merit on each offense and phone to office on second, third, fourth... offense</td>
</tr>
<tr>
<td>Earbuds out and visible without teacher permission.</td>
<td>Loss of merit on each offense and earbuds to office on second, third, fourth... offense</td>
</tr>
<tr>
<td>Hoods/Hats/Headwear on indoors</td>
<td>Loss of merit</td>
</tr>
<tr>
<td>Eating in class</td>
<td>Loss of merit</td>
</tr>
<tr>
<td>Office Referral</td>
<td>Variable</td>
</tr>
<tr>
<td>Suspension</td>
<td>Variable</td>
</tr>
</tbody>
</table>
**Student Use Of Technology, On-Line Services/Internet Access:**
Technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

The Internet and other on-line resources provided by the district shall be used to support the instructional program and further student learning. The district provides computers and computer network and internet services for the specific and limited purpose of achieving the district's goals and accomplishing its educational and organizational purposes.

Because the Internet contains an unregulated collection of resources, the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the district's on-line resources, each student and his/her parent/guardian shall sign and return an *Acceptable Use Agreement*. This agreement shall specify user obligations and responsibilities and shall indemnify the district for any damages. The parent/guardian shall agree to not hold the district responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users.

The regulations listed below are meant to prohibit access to harmful matter on the internet and preclude other misuses of the system, to establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system.

Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.
Rules for Use of Computers, Computer Networks and the Internet:
1. Use of school computers and access to the Internet is a privilege. Students are expected to follow the directions of teachers and school staff and abide by the rules of the school and the school district, and be considerate and respectful of other users.
2. Use of school computers and access to the Internet is provided for school-related education and research. Students may be required to provide verification from a teacher that their Internet activity is part of a learning activity.
3. Computers will not be used to produce, distribute, access, or store information which is:
   - Unlawful
   - Private or confidential
   - Copyright protected or plagiarism (passing someone else’s work as your own),
   - Obscene, pornographic or containing inappropriate language,
   - Harmful, threatening, abusive or denigrating of others,
   - For commercial purposes,
   - Causing congestion or damage to systems or disruptive of others’ work.
4. Do not change any software or documents other than the documents you create.
5. Never give out personal information such as your home address or telephone number or personal information about others.
6. Do not respond to any requests for personal information.

When you use school computers you agree to follow:
   - Directions of teachers and school staff
   - Rules of the school and school district
   - Rules of any computer network you access

You also agree to be considerate and respectful of other users.

DO:
   - Use and enjoy computers for learning opportunities
   - Remember that using school computers and the Internet is a privilege. If you do not follow the rules you may be disciplined, and you may lose computer privileges
   - Remember that school computers must be used only for school-related education and research
   - Protect your password and keep it secret and use only your own password

DON'T:
   - Use school computers and networks for personal or commercial activities
   - Allow anyone else to use your password or use anyone else’s password
   - Change any software or documents (except documents you create)
   - Produce, distribute, access, use, or store information which is:
     - Unlawful
     - Copyright-protected
     - Harmful, threatening, abusive, or denigrating to others
     - Obscene, pornographic, or containing inappropriate language
     - Disruptive to the work of others
     - Damaging or congestive to systems
Internet Use Agreement

Please read agreement in the San Juan Family Handbook. Students and families agree to follow all internet and technology usage guidelines and rules found in this document and the family handbook.

**Inappropriate use of technology** may result in a complete loss of access to services, in addition to any legal consequences required. A gradual loss of access will be assigned for each infraction.

- First offense will result in losing computer use for a week and may result in other consequences.
- Second offense will result in losing computer use for a month and may result in further consequences.
- Third offense will result in losing computer use for the rest of the school year and may result in further consequences.

All schools rules and consequences (including suspension) will be followed for internet use and communication as well.

Mrs. Morris
Principal

Ms. Harrison
Vice Principal

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Student Use Of Technology, On-Line Services/Internet Access Agreement

I have read the rules and guidelines regarding the use of technology and agree to follow them with the understanding the access to such resources can be revoked if not followed.

Student Name____________________________________________________ Grade __________

Teacher __________________________________________________________

Student signature__________________________________________ Date ______________

Parent signature_____________________________________________ Date ______________
Dear Kingswood Parents, Guardians, and Students:

Welcome to Kingswood PreK-8! Our school handbook is provided to acquaint you and your child with the programs, policies, and procedures of Kingswood PreK-8. Our school emphasizes literacy and mathematics, along with the San Juan Unified School District’s Board-approved character traits of respect, responsibility, honesty, and courage. Staff members and guardians work to provide a positive, cooperative learning environment for your child.

Staff members and the Site Council meet periodically to review our school-wide discipline system. We feel that this system offers both positive reinforcement and consequences that are appropriate to all elementary and middle school students. The system also provides ways in which students can earn recognition, as well as direct communication to parents and guardians. We combine our plan with instruction in conflict management and character education. Any changes in rules or procedures will be given to students, parents, and guardians in a timely manner.

Each classroom teacher teaches students the school rules during the first weeks of school and throughout the year. We have school-wide behavior assemblies at the beginning of the year and then periodically throughout the year, coupled with monthly recognition assemblies. Additionally, all school rules and expectations for all zones of the school are taught and reinforced during daily lessons.

We ask that you read and discuss this handbook with your child. Please return the slip below to your child’s teacher within the first week of school. By working together, we can maintain a high level of citizenship and safety for all our children.

Sincerely,

Mrs. Morris,
Principal

Ms. Harrison,
Vice Principal

I read and discussed the 2018-2019 Kingswood PreK-8 Handbook with my child. S/he understands and is committed to appropriate behavior at school, between school and home, at the bus stop, and on the bus.

Student’s Name: ____________________________ Grade: ____________
Student’s Teacher: __________________________ Room #: ____________
Student Signature: __________________________ Date: ____________
Parent Signature: ___________________________ Date: ____________
Comments: _____________________________________________________________________

______________________________________________________________________________
Kingswood K-8 Textbook Use Contract

Student's Name: ____________________________
Teacher: ____________________________ Grade: ______

Parents/Guardians: Please read the attached district letter regarding the use of textbooks before completing the form below. Please use pen when completing.

I have read and understand the importance of proper textbook care. I have discussed the procedure with my child. As the Parent/Guardian, I will be responsible for damaged or lost textbooks that are checked out to my child.

Parent's/ Guardian's Signature: ____________________________ Date: __________
Student's Signature: ____________________________ Date: __________

Kingswood K-8 School Library Permission Form

Student's Name: ____________________________
Teacher: ____________________________
Grade: ______

Please check one box and use pen.

CHOICE #1 ( ) Please allow my child to check out books from the school library. My child and I will be responsible for the books. We will make sure the book(s) are returned on or before the due date and that the book is cared for. As the responsible party, I will pay the replacement cost for damage or lost library books.

Choice #2 ( ) Please DO NOT ALLOW my student to check out books from the school library.

Parent's/ Guardian's Signature: ____________________________ Date: __________
Student's Signature: ____________________________ Date: __________

Please return to your child's teacher. Thanks!
Lost or Damaged Textbook Policy

Dear Parent/Guardian,

When property of the District is lent to students, the Governing Board expects that it shall be returned in a timely manner, with no more than usual wear and tear. If property has been willfully cut, defaced, or otherwise damaged, or if the student refuses to or cannot return it at the request of a District employee, Board Policy states students shall pay for the lost or damaged materials. The District shall afford the student his or her due process rights and subsequently may withhold the student's grades, diploma, and transcripts until all damages have been paid. As provided by law, the parent/guardian of a minor shall be liable for all damages caused by the minor's misconduct (Education Code 48904).

If the parent/guardian or student is unable to pay for the damages or return the property, the District shall instead provide a program of voluntary work for the student. When the work is done or the fine is paid, the student's grades, transcripts, and diploma shall be released.

In the case of stolen books, a stolen property report must be filled out and the issue discussed with site administration.

Refunds may be issued for cases in which lost or misplaced textbooks are found if the textbook is returned in usable condition and provided it is still currently in use. Textbooks that have been paid for in full by a student become the property of the student and shall not be part of the campus inventory.

- Any textbooks which have been damaged or defaced beyond usable condition are to be considered destroyed and **full price** for the textbook will be assessed.
- If charges for the damaged textbook exceed 50% of the cost of the book, the book is to be considered destroyed and the full price of the textbook will be assessed.
- Removal of barcode labels is **PROHIBITED**. The barcoding system provides a direct link from textbook to student. A student cannot return a book that has been issued to another student. All books returned are credited to the student to whom they were issued.

<table>
<thead>
<tr>
<th>Lost textbook</th>
<th>Full price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excessive markings</td>
<td>Full price</td>
</tr>
<tr>
<td>Severe water damage or mildew</td>
<td>Full price</td>
</tr>
<tr>
<td>Excessive pages torn out of book (considered total loss)</td>
<td>Full price</td>
</tr>
<tr>
<td>Markings in book</td>
<td>$0.50 per page</td>
</tr>
<tr>
<td>Torn pages</td>
<td>$1.00 per page</td>
</tr>
<tr>
<td>Water damage (edges of book)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Broken or bent book cover/binding (book in usable condition)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Barcode missing or damaged (book <strong>not</strong> reported lost by other students)</td>
<td>$10.00</td>
</tr>
</tbody>
</table>