

WILLETT ELEMENTARY SCHOOL

1207 Sycamore Lane

Davis, CA 95616

(530) 757-5460

Davis Joint Unified School District



Willett Family Handbook Dream It ~ Will-ett ~ Achieve It 2018-2019

School Mission

Willett is a community that strives to help all students reach their academic potential while fostering respect, responsibility and resourcefulness.

DAILY SCHEDULE

Mon., Tues., Thurs., Fri.

Grades 1 – 3	8:30 – 2:35
Grades 4 – 6	8:30 – 3:05
Kindergarten A.M.	8:30 – 11:50
P.M.	11:50 – 3:10

Wednesdays

Grades 1 – 6	8:30 – 1:30
Kindergarten A.M.	8:30 – 11:50
P.M.	10:10 – 1:30

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Dear Students and Families,

Welcome to Willett Elementary School. We are looking forward to working with your children during the 2018-2019 school year. Please take the time to read and discuss the information included in this handbook. Feel free to contact the school between the hours of 8:00 a.m. and 3:30 p.m. (1:45 on Wednesdays) if you have any questions regarding this information. Our phone number is (530) 757-5460.

The key to your child's success is the establishment of a strong home-school relationship. Collaboration between parents and staff helps our students to understand our expectations and benefit from the opportunities for growth that are offered at Willett Elementary School. We expect all students to arrive at school on time and ready to learn. Children are responsible for actively participating in their education and following the school rules that have been set in place to support our educational environment.

Please keep the handbook in an accessible place for reference throughout the school year. You will find schedules, calendars, expectations, a map and other miscellaneous information helpful to answer questions that may arise throughout the school year.

We look forward to working with you this year!

Willett School Staff

VISITORS

Campus visitors are reminded that they **must sign in at the office and obtain a visitor pass** if they wish to come on campus while students are at school. To avoid distractions for students still in class if you are picking up your child after school, please wait in the quad area until all children are dismissed from class. Do not allow younger siblings to play on the play structure on the playground as this attracts unsupervised children into that area and creates a safety hazard. School is in session until 3:05, and only children with school staff should be on the playground and hallways during this time.



**Use of tobacco products on district property is prohibited.
Willett Elementary School is a drug and tobacco free school**

Board of Education

Tom Adams Barbara Archer Alan Fernandes Joy Klineberg (interim) Bob Poppenga

DJUSD MISSION

The mission of Davis Joint Unified School District, a leading center of educational innovation, is to ignite a love of learning and equip each student with the knowledge, skills, character, and well-being to thrive and contribute to an evolving and increasingly-connected world, through a system characterized by:

- Optimal conditions and environments for all students to learn
- A team of talented, resourceful, and caring staff
- Transforming teaching, learning, and operations in our continuing pursuit of excellence
- Resourceful, transparent, and responsible fiscal planning, and
- A diverse and inclusive culture

Adopted by the Board of Education March 6, 2014

WE ALL BELONG: SAFE AND WELCOMING SCHOOLS FOR ALL

On February 2, 2017, the Davis School Board approved a resolution providing a clear and transparent statement that DJUSD shall be a place where all students, employees and families feel welcome and safe regardless of their immigration status, race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression.

Specifically, the resolution addresses procedures for responding to federal immigration enforcement action as well as policy changes around data collection on student enrollment. The resolution marked an important, first step to begin the process of examining current policies and procedures, educating school employees, and working closely with community partners to ensure that all students and families, including those that are undocumented or marginalized, are able to receive education in a safe and supportive environment. For more information, see the [We All Belong](#) page on the DJUSD website.

District Administration

Davis Joint Unified School District Office

526 B Street
Davis, CA 95616
757-5300

John Bowes Ed. D., Superintendent

Site Administration

Heidi Perry, Principal

WILLETT DAILY SCHEDULE 2018-2019

Kindergarten	A.M. 8:30 – 11:50
	P.M. 11:50 – 3:10
WEDNESDAYS	AM K 8:30 – 11:50
	PM K 10:10 – 1:30
1 st through 3 rd grades	8:30 – 2:35 (1:30 dismissal on Wednesdays)
4 th through 6 th grades	8:30 – 3:05 (1:30 dismissal on Wednesdays)
RECESSES:	
	1st – 3rd grades: 10:15 – 10:30 and 1:50 – 2:00
	4th – 6th grades: 9:55 – 10:10 and 2:10 – 2:20
LUNCHES:	
	1 st and 4 th grades – 11:45 – 12:30
	2 nd and 5 th grades – 12:00 – 12:45
	3 rd and 6 th grades – 12:15 – 1:00

District Calendar

SCHOOL PROGRAMS

STRINGS AND BAND

Strings and band are available for intermediate students. Every fall, recruitment takes place for students to be involved in these programs. Performances are scheduled throughout the district during the year. Those interested in our Strings or Band classes may contact our instrumental specialists Sherrie Wall by email at swall@djud.net (strings) or Nancy Sanchez at nsanchez@djud.net (band).

ALTERNATIVE INSTRUCTION MODEL (AIM)

The State of California funds a program of curriculum for students who meet the qualifying guidelines. Students qualify for AIM services based on the results of an intellectual abilities test. All students are tested for AIM qualification in third grade. On site services for AIM qualified students are offered through differentiated instruction in the classroom at all grade levels and through self-contained AIM classes for qualified students in fourth through sixth grade. Parents of students receiving services through differentiated instruction in the classroom may ask to meet with the classroom teacher to develop a variety of goals and an academic plan for their child. Contact the Director of Curriculum and Learning, Troy Allen at tallen@djud.net for questions about the program.

SPECIAL EDUCATION

Students may qualify for special education services based on academic and psychological testing. Student instructional plans based upon individual testing and progress during the academic year are used to define annual goals for students qualifying for special education services. Parents and staff work collaboratively to develop the goals and monitor student progress. Our Inclusion Program provides support to students with identified special needs both in and out of the classroom. Please contact our School Psychologist, Natalie Watkins, at nwatkins@djud.net if you have questions about special education services.

SPEECH AND LANGUAGE

The Speech and Language Specialist screens all children referred by teachers and parents through the Student Study Team (SST) Process. In addition to working with children who qualify for speech or language therapy, the specialist aids teachers with students whose primary communication disability may be in the area of auditory comprehension or processing areas. All testing and evaluations are individualized and begin only with prior parental consent. Please contact Wendy Parikh at wparikh@djud.net

PSYCHOLOGIST

The school psychologist is assigned to the school based on enrollment. A psychologist is on campus approximately two days per week. The main duties of the school psychologist are:

1. Assess students for special programs; and
2. Participate in meetings to develop plans for students in special programs.

HEALTH AND NURSING SERVICES

The district nursing services are administered by a qualified school nurse who provides the following services: vision and hearing screening, updating medical information and supervising the maintenance of appropriate records for each student. Nurses are on call and available to the school as needed.

COUNSELOR

Our counselor works with teachers and families to support students. The counselor works with students in the classroom, small groups and one on one. Please contact Ms. Petteys at epetteys@djud.net

READING AND MATH SUPPORT

Students may qualify for general education support services based upon standardized test scores and classroom performance. Services are typically provided in a small group setting by an instructional assistant under the direction and supervision of a certificated teacher.

TESTING

Students are tested periodically throughout the year to measure academic progress. A significant amount of testing occurs at the beginning of the year in each teacher's classroom so that teachers can determine each student's skill level to deliver instruction at the most appropriate level. Students in grades 3 – 6 are also given the CAASPP Tests in the spring. Schools are required by state law to administer these tests. The results of these tests are used to evaluate school programs and, in conjunction with other assessments and classroom performance, student progress. Fifth graders also take the Science and Physical Fitness tests in the spring.

ATTENDANCE/ARRIVAL/DISMISSAL

One of the most important elements of successful learning is regular, on-time attendance at school. Students are obligated by law to attend school on time.

A telephone call (prior to 9:00 a.m.) is requested for all late arrivals and absences. Messages may be left 24 hours a day at 757-5460 option 3. We attempt to call on all absent students if a parent has not called the school on the same day. Absences are excused only for illness, medical and bereavement reasons. Students who are going on trips of five or more days may pick up Independent Study paperwork in the office two weeks or more prior to going. All work must be made up and turned in to the teacher for grading.

TARDIES

Students arriving late to school must report directly to the office to obtain a tardy slip. This slip must be presented to the classroom teacher before the student is admitted to class.

ARRIVAL

- Due to limited supervision, all students should arrive between 8:10 a.m. and 8:25 a.m. There is no supervision for students arriving before 8:10 a.m. and students are not allowed on campus prior to that time.
- Kindergartners should report directly to their rooms.

DISMISSAL

- Students are expected to go directly home or to childcare after school.
- Students waiting for parents or siblings are to sit on the picnic tables on the quad.
- Since traffic can sometimes delay pick up, students are asked to wait 15 minutes after dismissal before using the office phone to call home.
- No playing on equipment or against buildings **after school** for safety reasons.
- Children are to be picked up in a timely fashion. Students waiting more than 30 minutes after school without supervision are subject to referrals to Child Protective Services or the police.
- For a student to be released early a note or call must be submitted to the office.

STUDENT CHECKOUT

In the best interest of your child, your cooperation with the following procedures will be appreciated.

1. Children leaving school during the school day for any reason should bring a signed note from the parent or guardian permitting the office to excuse them.
2. **Any adult checking out a child must first come to the school office.** The person taking the child is to give their name, relationship to the child, and the reason for taking the child from school. All children leaving early must be signed out on the proper form in the school office.
3. To minimize interruptions in the classrooms, students will be called to the office by the office staff. Please do not interrupt instruction by going directly to the classroom.
4. If an adult other than the parent or guardian checks out a child, a signed note stating that the parent or guardian permits the school to release the child to the care of that person is required.
5. In cases of an emergency, please call the school office and talk with the principal. Please insure all emergency contacts are current on the student registration portal. Students will not be released to a person not on the emergency contacts list.

EMERGENCY DISMISSAL

In case of an emergency necessitating the closure of the school, students will be dismissed in an orderly fashion. All students will be released directly to adults.

Please keep emergency information updated!

ATTENDANCE

The success and wellness of all students in DJUSD is important to us. Students are better able to thrive mentally, socially and emotionally when consistently attending and engaging in the daily learning opportunities provided at school.

Studies have shown that 83% of students who are chronically absent in Kindergarten and first grade cannot read at grade level by the third grade. This statistic illustrates how important and powerful consistent attendance is for all students. It is DJUSD's goal to offer student engagement and learning that promotes academic achievement. This can only be successful if students attend school daily and take full advantage of educational opportunities.

Attendance also has a direct effect on the budget of the district. The State of California funds roughly \$42.92 per student, per day and therefore, the higher the attendance rate, the more funding the district receives. If student attendance increases, there will be increased revenue for employee compensation and improved educational opportunities.

Below are some of the reasons that qualify as an **excused** absence for the State of California. For a more comprehensive list of reasons, please see [Attendance and Engagement](#) on the DJUSD website.

- Student Illness and/or medical, dental, optometry or chiropractic appointments
- Attending the funeral services of a member of the student's immediate family (one day if the service is in California and three days if the service is out of state)
- Observance of a holiday or ceremony of his or her religion, attendance at religious retreats
- Serving as a member of a precinct board of an election
- Spending time with a member of the student's immediate family, who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position

Having an absence excused allows a student to make up missing work but does not provide funding to the district. The only way the district receives attendance funding is for the student to be in class or a sanctioned school activity, to be receiving home or hospital services as requested by a licensed physician, or to participate in short-term independent study. Short-term independent study is available for students who know in advance that they will be absent for five or more school days and enables the student to stay current with coursework provided by their classroom teachers. For more information, see [Short Term Independent Study](#) and [Attendance and Engagement](#) on the DJUSD website.

District Policy on Student Absences:

If your child will be absent or late, you must call your child's school, and explain the reason.

The absence will **not** affect your child's grade if:

1. The absence is considered "excused" under state law. (Ed. Code §48205), and
2. Your child makes up any missed assignments or tests promptly. (The teacher must give make-up assignments or tests that are the same or similar to the ones your child missed.)
3. Students missing school for unexcused reasons or who are truant tardy (more than 30 minutes) for three or more days in the school year are considered truant, and this will trigger a truancy letter, which is sent home automatically from the attendance system.

Absences are **excused** for these reasons:

Health

Your child:

- Is sick,
- Is quarantined by a city or county health officer,
- Has a medical, dental, eye, or chiropractic appointment, or
- Has custody of a child who is sick or who has a medical appointment during school hours.

Funeral*

Your child may miss school to go to the funeral of a close relative. One day is allowed for funerals in California, and up to 3 days for funerals outside of California.

Jury duty or court date

Your child has to report for jury duty or other required court hearing.

Personal reasons † If you ask for permission in writing *first*, your child may be excused for:

Religious events, including: holidays, ceremonies, or retreats (max. 4 hours per semester at retreats) or religious instruction (max. 4 days per month.)

Certain election precinct, employment, or educational conferences, or a funeral for someone who is not a close relative.

· Theater work ‡ - If you ask for permission in writing *first*, your child may have up to 5 days per year of excused absences for:

- Work in the entertainment industry, or
- Performance or production work for an arts organization that performs to public school audiences.

Principal Permission for absences directly related to the school mission, a student may seek to excuse an absence in writing *before* the absence occurs.

Travel Study Procedures

The DJUSD has implemented new guidelines for Independent Travel Study. California requires that your child have an academic experience equivalent to classroom learning while on a Travel Study. As a parent, you have agreed to supervise your child's learning and see to it that assignments are completed for the duration of the contract. **Please be aware of the following guidelines, especially regarding student contact of teachers and turning in assignments.**

Student's Responsibility:

Guidelines for Short Term Independent Study

1. **Minimum enrollment is 5 school days.** Maximum enrollment is 10 consecutive school days and **15 school days total in a school year.**

2. It is a student's/parent's responsibility to initiate the Travel Information Sheet and give it to their classroom teacher to request assignments at least 5 teaching days before your absence.

3. **All class work, along with the assignment sheets, must be turned into the teacher/office as soon as you return from vacation. Failure to do so may result in your child not receiving credit for assignments while out on Travel Study and absences being marked unexcused.** For audit purposes, send the original homework packet off to the teachers.

4. Classwork and appropriate evaluations will be forwarded to your children's teacher for grading.

Some other key elements that we want to also share with you are that Travel Study is limited two weeks at a time; three weeks total per year. After two weeks a student will be dis-enrolled to prevent accumulating truancy and re-enrolled upon return. If the elementary principal approves, a seat will be held for the student for one month or more if the student returns on the day agreed upon. Secondary schools will hold the seat for two weeks. The principal may grant a waiver to hold the seat up to one month. Principals may request a re-entry meeting to review academic issues related to voluntary long term absences.

* Close relatives include the student's parent, grandparent, spouse, child, child-in-law, brother/sister, and any relative who lives in the student's home.

† The principal (or a representative) will follow the Board rules for absences due to personal reasons.

‡ You must give written proof of your child's work schedule to the principal (or the principal's assistant).

If your child has an **unexcused** absence, we will notify you as soon as possible. After three unexcused absences, the student is in violation of attendance laws. Upon the third unexcused absence and/or truant tardy (more than 30 minutes), a mandated, automated truancy letter will be sent home. If truancy continues, the school will work with the student, parents, counselors, administration and law enforcement to give you and your child support.

Ed. Code §§ 51101(a)(4), 46014, 48205, 48321; 48225.5

All other absences are considered unexcused. If a child will miss school for five or more days, please see the school office to set up independent study for your student.

Upon the third unexcused absence or tardy more than 30 minutes, parents will receive a truancy letter indicating that their child is considered truant.

TRANSPORTATION

BICYCLES

In order to insure student safety we request that parents review rules of the road with their child. Parents of young students should ride the route with their child to insure their understanding of laws and safety procedures. We do not encourage bike riders prior to third grade without an adult.

- **Bicycle helmets must be used!**
- All bikes are to be locked properly at the bike racks.
- Bikes are not to be ridden on school sidewalks or playground.
- All students are to obey directions given by the crossing guard or any adults on duty.
- Students must walk their bike in crosswalks.
- STUDENTS ON BIKES ARE TO GIVE PEDESTRIANS THE RIGHT OF WAY.
- Riders are asked to WALK their bikes from the garbage can at Sycamore Park onto campus for the safety of all.

ROLLERBLADES, SCOOTERS AND SKATEBOARDS...

are not allowed to be ridden at school for reasons related to safety, storage and instructional focus.

CAR TRAFFIC

With the large number of students at Willett, your cooperation is essential for the orderly arrival and dismissal of our students. In order to assist us, please follow the rules of the road

- The parking lot is for school staff only. Parents should not be driving through or parking in the parking lot unless they have a handicapped placard and need to park in one of those two spots.
- Do not park in red zones. The white zone is a 3 minute loading/unloading zone. Please do not park here.
- Students and adults are not to walk through the parking lot. Please use the crosswalks.
- Do not honk or yell at children to enter into dangerous behavior, walk unattended through the parking lot or cross between stopped cars.
- If you need to drop something off or wait for your child, please park on the street.
- Obey all traffic laws, including no U turns in the middle of Sycamore Street and the 25 MPH speed limit.
- PLEASE BE PATIENT AND COURTEOUS!
- **Set a positive, respectful example for all of our children.**

COMMUNICATIONS

NEWSLETTER

The *Who's News* is published weekly by PTA to keep parents informed about the school calendar, activities and programs. This publication is available on our website and emailed to the listserve subscribers each week. Please notify your classroom teacher if you would like a paper copy sent home with your child. You will also receive the newsletter by registering to the Willett listserve.

SCHOOL MESSENGER

School messenger is a system that links to our student contacts. We will send messages as a school or by grade level for important parent information. Messages are sent via email and phone so please be sure you update your information regularly.

CALLING TO LEAVE STUDENT MESSAGES

Please limit your messages to students during the school day to emergencies. *We will not interrupt* class instruction with messages and personal information. All arrangements for car pools, playdates and appointments should be made PRIOR to school. If a student forgot something, we encourage you to let them take the natural consequences. We do not call into the classrooms for forgotten items. If you bring an item for your child, your child will need to take the initiative to come to the office at recess to get it.

CALLING HOME

Students are permitted to call home for health reasons, emergencies, or upon teacher request. Children should not expect to call home to arrange for play dates, to get homework or lunch money. **(Please help them organize their day to avoid wasting class or office time).**

CONCERNS AT SCHOOL

Should concerns arise regarding your child, please contact your child's classroom teacher first. Besides you, the teacher has the most direct contact with your child. Our expectation is that interactions are kind and respectful. If a meeting becomes disrespectful, the meeting will be rescheduled for another time. If you have worked with the classroom teacher and you still have concerns, please contact the school principal.

PARENT INVOLVEMENT

PARENTAL INVOLVEMENT POLICY

At Willett Elementary School, staff, parents and students have the right and responsibility to participate in the educational process. Parents are an integral part of this effort and it is essential that they contribute their support to the teachers and children in our school. The more elements of good parenting, good teaching, and good schooling that children experience, the greater likelihood that they will achieve their potential. We are in this process together for the children. In order to work with the parent community in accomplishing this goal, the school shall:

- Provide ongoing opportunities for parents to give input to the organized parent groups that exist within the school. This can be relayed through the following groups: School Site Council, School Climate Committee, English Learner Advisory Committee and PTA.
- Publish membership information for the above committees in the parent handbook distributed prior to the start of school, and again in the school newsletter, *Who's News*.
- Have available the Annual School Plan upon request in the school office throughout the year.
- Encourage and provide ongoing opportunities for parents to volunteer in the classroom.
- Provide parents with timely information about the program, using all or a combination of the following:
 1. Parent Handbook
 2. Weekly *Who's News*
 3. Classroom newsletters
 4. Back-to-School Night – September 5 at 5:45 PM
 5. Fall and Spring Parent Conferences
 6. Individual conferences with staff upon request
 7. Open House - April 11, 2019 – 6:15 – 7:30 PM
 8. Opportunities to provide input at the district level through advertised meetings and events
 9. Curriculum reviews at the school site when the district is in the adoption process
 10. School Site Council, School Climate Committee, ELAC (English Learner Advisory Committee) and PTA meetings
- Provide parents with information about school curriculum, types of assessment, about individual student assessment results and proficiency levels students are expected to meet through the following:
 1. Back-to-School Orientations
 2. PTA packet sent out prior to the start of school
 3. Fall and Spring Parent Conferences and report cards
 4. Individualized Education Plan and Student Study Team meeting for identified students
 5. Individually scheduled parent/teacher/principal conferences initiated by any party
 6. Communications regarding ways for parents to assist students during the summer
 7. Mailings (when necessary) of testing results with interpretive explanations
 8. Timely recommendations for possible retention, including suggested interventions

As a staff, we strive to create independence for our students. As the child develops, students should become responsible for more aspects of their schooling. This includes being responsible for getting ready for school in a timely manner, being prepared with completed homework assignments and/or incomplete work, bringing all necessary items to class (which include backpack, supplies, lunch and other items as needed), and being responsible for knowing what assignments have been assigned and when they are due. Starting in third grade, students should contact the teacher if they are unclear about assignments. If the student is still unclear, parents can email or talk to the teacher to clarify. We appreciate the parent support of our Willett community and enjoy working as a team to create independent, respectful life long learners.

VISITORS

ALL visitors on campus must sign in at the office through our Raptor system. Please bring your picture identification on your first visit. You will then be printed a badge to wear prominently while on campus. Any visitors without a badge will be sent to the office to get one. Do not go directly to a classroom without checking in. Due to safety reasons, we do not allow students to visit classrooms during the school day.

P.T.A.

The Parent-Teacher Association at Willett is a strong organization interested in the well-being and education of all students. During the year, P.T.A. sponsors assemblies, reading incentives, fine arts productions, book fairs, networking for room mothers/fathers, and community events and fundraisers. Please contact the PTA President for 2018-2019, Natalia Baltazar-Churchward, for any additional information or to volunteer your services.

SCHOOL CLIMATE COMMITTEE

The School Climate Committee is a parent-student-teacher effort committed to helping create a positive learning environment for all students, a place where individuals feel that their unique value as human beings free them to risk, grow, challenge and excel. If you are interested in attending the School Climate Committee meetings, please see the current school calendar for dates and times.

SCHOOL SITE COUNCIL

State law requires a School Site Council be formed in schools receiving LCFF (Local Control Formula Funding). At Willett this funding provides Reading, math, and English learner support, and purchases additional instructional materials. The parents and staff on the School Site Council are selected by their peers. The council assesses Willett's curricular plan, its budget, and provides an on-going evaluation of the school program. All meetings are open to the public and the agendas are posted in the kiosk window. The school newsletter and website will help keep parents informed of the council's actions

Site English Learners Advisory Committee (ELAC)

ELAC is a committee devoted to the dissemination of information, education, and the development of community among our English Language Learners families. The committee meets on a regular basis typically sharing a cultural experience and reviewing a school program or other means of support for our students. Parents interested in joining this committee should contact the English Learner Specialist, Whitney Bowman, at wbowman@djud.net.

PARENT CONFERENCES

Parent conferences are scheduled twice each year. Parents may contact their child's teacher at any time to set up a conference to discuss their child's progress. Report cards are issued three times a year, November, March and June. Grading will be reviewed at Back-to-School Night. Both the November and March report cards are enhanced by teacher-parent conferences (March as needed). Additional conferences in person or by telephone may be requested by contacting the teacher to set up an appointment.

CLASSROOM INSTRUCTIONAL VOLUNTEERS

Contact your child's teacher to see what days and times classroom volunteers are needed. You may also be able to help the class from home. Please make an appointment in advance with a teacher if you want to help or present in class. All adults **must** sign in at the office prior to going to a classroom. Pre-school children should not be brought to the classroom while volunteering for liability and distractibility reasons.

VISITORS

All visitors must get a pass in the office. We will ask you to get a pass if you are not wearing one. Students in the DJUSD are not allowed on other campuses during school hours. If a past student would like to visit, they need to arrange with a teacher or adult ahead of time and sign in at the office.

BACK TO SCHOOL NIGHT

Willett Elementary School holds Back to School Nights which provide an opportunity for parents to get to know their child's teacher, classroom program and procedures. Please join us at Back to School Night on September 5th - K - 3 from 5:45 - 6:45 and 4 - 6 from 7:00 - 8:15 PM. All adults meet on the quad from 6:45 - 7:00 for introductions and announcements. Please do not plan to bring children to this event.

OPEN HOUSE

Open House is scheduled in the spring April 11, 2019 and is a time for students, teachers, and parents to share some of the accomplishments of the school year. A visit to your child's class and other classrooms is encouraged.

GENERAL INFORMATION

ACCIDENTS AND INSURANCE

We try to do everything possible to insure a safe environment. However, accidents do happen. If an accident does occur at school we will make every effort to contact the parent or guardian. If we cannot contact anyone, and there is a doubt about the seriousness of the injury, we will contact your child's physician or call for emergency services. The Board of Education has authorized the district to send out information about a school accident insurance policy. Since accidents do occur at school and since the school district, by law, cannot pay for medical or hospital expenses incurred as a result of such accidents, we recommend this insurance policy. The policies are sent home with each child at the beginning of the school year.

DOGS ON CAMPUS

Many of us enjoy the companionship of family pets. Often, we want them to accompany us everywhere, including school to pick up our children. **For safety reasons, pets are allowed on campus only with special permission.** Thank you for helping us to create a secure environment for all children. We do have therapy dogs on campus. Therapy or service dogs MUST wear their vest at ALL times to be on campus.

EMERGENCY INFORMATION

Each year, new emergency information is required. Take special care to provide individuals who are authorized to care for your child when you cannot be reached including those who can pick up your child from school. Students without up-to-date emergency information can be excluded from school. An emergency phone number must be provided for safety reasons. No student can be released to a non-authorized adult without notification; include all carpool adults in your child's information. Children will not be allowed to attend class without current emergency information updated through the online re-enrollment system.

FOOD ON CAMPUS

Willett is a peanut and nut free school. We have designated lunch tables for students with nut allergies. In classrooms, no food should be brought in unless it has been approved by the classroom teacher prior to the day of delivery. Most classes are completely food free.

HEALTH ISSUES & MEDICATION

The school office is equipped to deal with only emergency first aid. Office staff provides temporary care until parents or daycare provider arrives. A nurse is available approximately one day per week. Medication of any kind can be administered to a child only with a completed district form, signed by the child's physician. The form is available in the school office. All medication must come in its original container. Please keep your child home with an elevated temperature (above 100 degrees). Your child must be fever free for 24 hours to return to school.

HOMEWORK

Each teacher has an established homework policy, based on the district homework policy, which is explained to the parents at Back to School Night and to students in the classroom. Homework is an integral part of the upper grade curriculum and both long and short-term projects are assigned. Your child is responsible for his/her homework. Allowing natural consequences to take place in the classroom will help your child learn to be responsible for their work. Please contact the classroom teacher if there are any questions about your individual child. All students should read nightly!

LIBRARY

Willett School has an extensive library program. Students are encouraged to check out books, magazines and audio-books. Please encourage your student to be responsible for checked-out materials. The library offers a number of programs throughout the year, including our Family Reading Incentive program for all students in the spring. A credentialed teacher librarian teaches research skills, internet safety, and the skills children need to find resources in the library. All students are exposed to classic as well as new and award-winning children's literature throughout the year. The library is open every school day. Our website is <http://willett.djUSD.net/library> You can also follow us on Facebook.

LOST AND FOUND

Personal possessions found around the school are placed in the large cart inside the MPR. Money, keys, jewelry and glasses are turned in to the office. Personal items should be marked with the child's name. Hundreds of items are lost annually because of lack of identification. All unclaimed items are donated on Fridays.

TEXTBOOKS

Each student is issued a numbered copy of the textbooks for their grade level at the beginning of the school year. In some subjects, there is also the option of getting the text on a CD with parental permission. The student is individually responsible for these books and CDs for the year. If a book or CD is lost or damaged, the student will have to pay the full or partial price, depending on the original condition of the book when issued to the student. It is very important that you and your child discuss responsibility for these textbooks. We recommend that parents tell their children to check at the end of each day for their textbooks. If a book is missing at that time, the class and teacher can assist in looking for the book. If a student waits until later, the chances of finding the book are not very good.

TOBACCO

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

This prohibition applies to all employees, students and visitors at any school sponsored instructional program, activity or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or ground shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy. For more information, see [Behavior Interventions and Dress Code](#) the DJUSD website.

VIDEOTAPING

While we know that videotaping and sharing of student events is fun, we ask that you please be sensitive to families' privacy when sharing on social media. Any pictures or videos taken in the classroom or playground during the school day may not be shared publicly.

WEATHER ACCOMMODATIONS

During lunch, the students will eat their lunch in the MPR in case of inclement weather. We will make every attempt to have the students play outside and only keep the students inside when weather does not permit an outside recess. On hot days, we will monitor the temperature and air quality. Should the temperature exceed 100 degrees (this is a rule of thumb) or if the air quality is deemed unhealthy, students will have recess inside. If your child is particularly sensitive, please let your child's teacher know.

LUNCH PROCEDURES

Hot lunches for \$3.25 are provided from a central kitchen and may be paid for daily or prepaid in advance by check to DJUSD (include the child's name and room number). Milk is 35 cents. We encourage you to pay online by going to http://www.djUSD.k12.ca.us/Business_Services/sns/MealPrepayment.htm or www.myschoolbucks.com. This service also provides parents the ability to view your child's account balance and to print out a copy of his/her eating history report.

- A menu is provided monthly by Student Nutrition Services.
- Students order lunches in their classrooms by 9:30 a.m.
- Parents bringing lunches to school after school has started should clearly label the sack with your child's name, grade and classroom number. The lunch may be brought to the office for your student to pick up at lunch time. We will not interrupt the class by bringing the lunch to the classroom.
- Students are expected not to trade food or bargain with their food. Many students have food allergies which can be life threatening.
- Please send a reasonable amount of food. Cut fruit and provide easy open packages.
- Do not send **candy, gum, soda pop or energy drinks** to school. They are not allowed at school.
- Clearly label lunch pails, containers and sacks. There are no glass containers allowed at school.
- **Recycle, reuse and reduce** is a part of our environmental studies with all students participating.

FREE OR LOW-COST MEALS

Free or low cost meals are available for eligible students. For more information, see Student Nutrition Services on the DJUSD website.

LUNCH TIMES

Grade	Eat	Recess
1 and 4	11:45 – 12:00	12:00 – 12:30
2 and 5	12:00 – 12:15	12:15 – 12:45
3 and 6	12:15 – 12:30	12:30 – 1:00

Students may leave campus at lunch only with an adult and parent permission and must be signed out through the school office. A free lunch is available for those who qualify. A new application for free lunches must be filled out each year. These forms are available in the school office and online at http://www.djUSD.net/Applications_for_Lunch. School lunches can be purchased individually or can be prepaid. Households have the option of prepaying for their students' lunch and can take advantage of a discount on lunch prices. For every 20 lunches purchased, students receive a free lunch.

RESPECT AND RESPONSIBILITY

We believe that everybody should enjoy our school equally. Everyone should feel safe, secure and accepted regardless of race, gender, popularity, athletic ability, disability, intelligence, financial status, religion, sexual orientation and nationality.

Sometimes students may display inappropriate behaviors. Our goal is to help the student understand why a behavior is inappropriate and help them not repeat the behavior in the future. We try to do this through the least amount of consequences we can provide. We aim to repair a hurt relationship and help the student turn the behavior around. If low level intervention does not help the student, consequences may increase per the leveled discipline policy.

By working with families and students, we strive to educate our school community about appropriate ways to interact and eliminate these negative types of behaviors. We use restorative practices to support students and repair relationships. See the district's Leveled Discipline Policy.

Responses to inappropriate behaviors may include:

- Verbal warning
- Removal from class
- Verbal or written apology to the victim
- Phone call home
- A parent - teacher conference
- Conference with the Principal
- Suspension from school

STUDENT GENERAL RESPONSIBILITIES

COME TO SCHOOL TO LEARN

- Attend school on time.
- Respect others: their feelings, rights and property.
- Follow game and behavioral rules.
- Follow directions given by adults at school.
- Keep your language and gestures respectful and free of profanity or obscenities.
- Put-downs, name-calling, ethnic or racial harassment or sexual references will not be tolerated!
- No gum, candy, energy drinks or soda pop are allowed on campus. This is a State Education Code

ON THE PLAYGROUND

- All students are to keep their hands and feet to themselves.
- Use the bathrooms and drinking fountains properly.
- Play games in proper areas. No "chase" on the blacktop or cement area.
- Use the play structure properly!
 - No feet above head on playground structures.
 - No jumping off the structure.
- Wall ball and pogo can be played only with the 6-10 inch colored balls.
- Food is to be eaten at PICNIC TABLES
- No gum, candy, soda, energy drinks, etc.
- All games are open until the appropriate number has been reached.
- Organized games like kickball and football can be played on the field.
- No wrestling, piling on, tackle or piggyback games.
- Students are to try to solve their differences in games in a reasonable way.
- Good sportsmanship is expected at all times!
- Students are to get desired drinks and use the restroom during recess times.
- No knives or sharp objects are allowed on school grounds; no play guns or toys.
- One person at a time on the slider.
- Follow rules as directed by adult supervision.

IN THE EATING AREA

- Students are to walk to the area and be seated in an orderly way.
- Students for hot lunch are to wait in line, obeying the rules.
- Students are to stay at their tables until they are excused.
- Students will recycle lunch items in accordance with our recycling program.
- Students are to help keep the lunch area neat and orderly.
- Students are to clean up after themselves.
- Students are to use good eating manners.
- Students should NOT share or trade food with others.
- Classes will be assigned tables at lunch.

DISTRACTING ITEMS

Materials or objects that distract instruction are not allowed at school. Teacher permission can be given for special occasions. Distracting items include the following:

- Playground balls, tennis balls, etc., are not allowed to be brought to school unless approved by a teacher.
- Headphones, cassette or CD players, I-Pods, make-up.
- Spray cans or spray containers
- Toys of any type, including "look-alike" weapons, pictures, baseball cards, playing cards, laser pointers, etc. (We are currently allowing cards for 4-6th graders – no TRADING is allowed – because the students have done a nice job of playing appropriately with them.) If there are issues with the cards, we will not allow them at school anymore.
- Pets or other animals
- Dangerous objects, including knives, matches, sharp objects, etc.
- Cell Phones (Students are permitted to bring cell phones to school but they must be kept **off** during school hours, unless in use for a class assignment, as directed by the teacher). They may not use them during the regular school day until after dismissal. Cell phones can be particularly distracting during lunch and recess times and are not permitted on the playground during those times for that reason). If a child needs to reach his or her parents, they should ask their classroom teacher or come to the office for specific permission. Cell phones are not to be seen or heard during school hours.

Distracting items will be taken from the student by the teacher or administrator and retained until the end of the day or kept for pickup by the parent. Illegal items may result in a home suspension or recommendation for expulsion.

STUDENT PROTESTS AND DISTURBANCES / EXPRESSIONS OF FREE SPEECH ON CAMPUS

Knowing there are widely held and differing opinions in our Davis community around controversial topics, DJUSD recognizes the rights of students to express their views in exercise of their First Amendment rights. In the case of on-campus student protests or expressions of free speech on campus, expectations for student behavior will be maintained in order to ensure safety. We also encourage families to discuss with students their views about controversial events.

Generally, normal instruction will continue during any voluntary, organized activity on campus and students who choose to participate in planned, on-campus activities are expected to return to class following such events.

Students who leave class to participate in off-campus or other unauthorized activities will be considered "unexcused." An initial unexcused absence will result in a phone call notification of the absence to the parent/guardian. Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board Policy and Administrative Regulations (See Board Policy 5131.4 and Administrative Regulation 5131.4).

BEHAVIOR INTERVENTIONS

DJUSD is committed to ensuring that school is a safe learning environment for every student. Beyond academics, school can be a place where students learn valuable life skills that will serve them well as adults and serve our society in beneficial ways. To that end, DJUSD takes a comprehensive approach to matters involving rights, responsibilities, discipline, and restoration.

School staff regard all students as their responsibility to teach, guide, and support. Thus, just as in a home with parents/guardians, all students at school deserve to be treated consistently with care, hope, and positive attitudes. Our goal in responding to harms to others or the community, including breaches of rules or policies, is to have students understand the effects and impacts of their actions, to be accountable for those actions, and to take the opportunity to make things as right as they can be. Clear and appropriate consequences are part of this effort by school staff to educate and to encourage positive, productive student behavior.

DJUSD does not allow corporal punishment at our district under any circumstances. Physical restraint may be used only to prevent imminent serious bodily injury to the student or others.

If the school site administrator determines a violation of education code has occurred, a suspension may be delivered. If the parent/guardian does not agree with the suspension, they may file an appeal. Specific information about the appeal process can be found on the suspension form.

Elementary Leveled Discipline

As with older students, our goal in responding to harms to others or the community, including breaches of relationships, rules, or policies, is to have students understand the effects and impacts of their actions, to be accountable for those actions, and to take the opportunity to make things as right as they can be. Minor misbehaviors are handled at an immediate, informal level by the teacher, principal, or designee. The following guidelines are the district's formal set of progressive responses to serious or repeated misbehaviors. In cases where the breach of harm is unusually severe, the administrator may move quickly to more serious consequences, always bearing in mind the particular situation of the student and their individual developmental, social and emotional state.

Level 1

Offense:

- Name calling: personal attacks about family, body, intelligence, gender, etc.
- Disruption of school or classroom activities: referred by teacher or staff member for behaviors that interfere with learning
- Defiance of authority: ranges from breaking school rules to defiance directed at school staff
- Disrespect of property (vandalizing or theft): school or private
- Disrespect: foul language or obscene gestures
- Physical roughness with no intent to hurt: rough play

Consequences for 1st Time or Less Serious Offenses:

- Counsel student
- Formal apology (verbal or written)
- Loss of recess or related privileges/time
- Contact/notify parent/guardian

Consequences for Serious or Repeated Offenses:

- Counsel student
- Formal apology (verbal or written)
- All day loss of social recesses OR related privileges/time out
- Behavior contract or reflection writing
- Removal from class
- Contact or conference with parent/guardian

Level 2

Offenses:

- Repeatedly committing a Level 1 offense 1
- Comments that insult or degrade a person because of his/her actual or perceived race, ethnic background, national origin, physical appearance, financial status, religion, age, sex, gender 2, gender identity, physical disability, mental disability, sexual orientation, family structure or association with a person or group with one or more of these actual or perceived characteristics. (Always referred to office.) Such comments may include those made through an electronic device.
- Harassment: Repeated unwelcome comments of a sexual nature
- Threatening/Intimidation

Consequences for 1st Time or Less Serious Offenses:

- Counsel student
- Formal apology (verbal or written)
- Loss of recess or time out
- Contact or conference with parent/guardian

Consequences for Serious or Repeated Offenses:

- Counsel student
- Formal apology (verbal or written)
- Behavior contract or reflection writing
- Removal from class
- Suspension
- Conference with parent/guardian

Level 3

Offenses:

- Repeatedly committing a Level 2 offense
- Physical aggression with an intent to hurt: Push, hit, kick, strike with object (if causes injury or is directed at a staff member, could result in highest level of consequence) 3
- Possessed/sold/furnished a dangerous object.

Consequences for 1st Time or Less Serious Offenses:

- Counsel student
- Formal apology (verbal or written)
- K-3 students: lose recess/time out
- 4-6 students: removal from class
- Contact or conference with parent/guardian
- Suspension

Consequences for Serious or Repeated Offenses:

- Counsel student
- Formal apology (verbal or written)
- Behavior contract
- K-3 students: Removal from class or suspension
- 4-6 students: Suspension (single to multiple day)
- Conference with parent/guardian
- Suspension/Expulsion

1 Repeatedly committing an offense at any level may result in a consequence of a more serious nature. These increased consequences may be listed as part of the next level.

2 Gender is defined as “a person’s actual sex or perceived sex and includes a person’s perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person’s sex at birth.” {5CCR§ 4910 (K).}

3 Self-Defense: The student reasonably believed he/she was in imminent danger of bodily injury and immediate use of force was necessary to defend against that danger, the student used no more than reasonable force to defend against that danger, and there was no obvious opportunity to retreat.

DJUSD District Dress Code

DJUSD RECOGNIZES THAT THE RESPONSIBILITY FOR THE DRESS AND GROOMING OF A STUDENT RESTS PRIMARILY WITH STUDENTS AND THEIR PARENTS OR GUARDIANS.

The District's goal is to promote student safety and to create a respectful community that is welcoming to all students. The District Dress Code policy applies to all schools in the district.

Allowable Dress and Grooming:

- Students must wear clothing which includes a shirt with pants, skirt, dress, or the equivalent
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments; however, waistbands and bra straps may show
- Fabric covering all private parts must not be transparent
- Footwear must be worn at all times, and must not limit student participation in school activities
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff (hoodies must allow the student's face and ears to be visible to staff)
- Clothing must be suitable for all scheduled classroom activities including physical education (PE), science labs, woodshop, and other activities where unique hazards exist
- Specialized courses may require specialized attire, such as sports uniforms or safety gear

Non-Allowable Dress and Grooming:

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances
- Clothing may not depict violence, obscenities, pornography, nudity, or sexual acts
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups
- Clothing must not threaten the health or safety of any other student or staff member

Generally, students who do not follow the dress code will be referred to the school office to correct the issue, which may include changing into PE clothes, wearing a t-shirt provided by the school, or being sent home to change. Every effort will be made by school staff to avoid embarrassing or shaming the student. All corrective actions will be reported to the parent/guardian.

NONDISCRIMINATION AND BULLYING PREVENTION

Davis Joint Unified School District is committed to making the schools free from unlawful discrimination and providing equal opportunities for all individuals in education. The District prohibits discriminatory practices whose purpose or effect has a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment. The District promotes programs that ensure that discriminatory practices are eliminated in all district activities, and if a student benefits or receives school accommodations in their coursework, they may also benefit from similar accommodations in extra-curricular or co-curricular activities.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

In addition, the District strives to ensure that every student experiences a safe and welcoming school environment, free from bullying. When students do experience or witness bullying, schools offer a variety of supports, such as counseling, check-ins, social skills groups, and other programs or services. This is to ensure that students feel safe at school and understand what to do whenever confronted with bullying behavior. Interventions may be offered to the target, aggressor, or bystander.

Sexual Harassment

The District is committed to maintaining a safe school environment that is free from harassment and discrimination. Sexual harassment or sexual violence of students at a school-sponsored or school-related activity is prohibited. In addition, the District prohibits retaliatory behavior or action against any person, who reports, files a complaint or, testifies about, or otherwise supports a complaint or respondent in alleging sexual harassment.

According to California Educational Code, sexual harassment means: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of these conditions:

- Submitting to the harassment is explicitly or implicitly made a condition of an individual's academic status or progress
- Submitting to, or rejecting, the conduct impacts academic decisions affecting the individual
- The harassment has a negative impact upon the individual's academic performance, or creates an intimidating, hostile, or offensive educational environment
- Submitting to, or rejecting, the conduct impacts decisions affecting the individual regarding benefits and services, honors, programs, or activities made available by the educational institution

The District strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or the Director of Student Support Services.

Title IX

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. If you have questions or a complaint related to sex discrimination, contact the Department of Student Services.

Complaint Process

When a parent or student has a complaint they are encouraged to talk to the school employee directly involved in the situation. If the issue cannot be resolved there, then the principal will intervene and strive to resolve the issue to the satisfaction of the parent and student. When parent or student complaints cannot be resolved at the site level, the Student Support Services Department conducts an investigation and provides a formal written response. Similarly, when there is complaint regarding a compliance issue, the department investigates and responds to items related to Americans with Disabilities Act, Williams Act, ACLU and Office of Civil Rights, or any other compliance agency.

For more information, see Complaints and Bullying Prevention on the DJUSD website.

Gender Identity and Expression

California law and District policy require that all programs, activities and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe and non-stigmatizing learning environment for all students and to ensure that every student has equal access to all school programs, facilities and activities.

State law requires that all students shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with their gender identity, irrespective of the gender listed on the student's records.

School site administration shall coordinate with the District's Student Support Services Department whenever a student requests or the administration identifies a need to accommodate a student's gender identity and/or gender expression. For more information, see [LGBTQIA Supports](#) on the DJUSD website.

Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy; b) Recognize that the best learning takes place when the student learns because of his/her desire to learn; c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her of choices of learning projects; d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process; e) Maximize the opportunity for the students, teachers, or parents to continuously react to the changing world, including but not limited to the community to which the school is located. In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

The Davis Joint Unified School District offers four alternative schools to help meet the academic needs of students. The schools are:

- Cesar Chavez Elementary School – This K-6 school offers students the opportunity to become fluent in Spanish using the immersion concept. Beginning in kindergarten, students receive instruction in Spanish for all or part of the school day. Students have access to the same curriculum used in other schools and develop intellectual skills through instruction provided in both Spanish and English. For more information, contact Cesar Chavez Elementary School at 530-757-5490.
- Marguerite Montgomery Elementary School – This school offers students in grades Kindergarten through third the opportunity to become fluent in Spanish using the Two Way Bilingual Immersion (TWBI). For more information, contact Marguerite Montgomery Elementary School at 530-759-2100.
- Davis School for Independent Study – Students in grades K-12 may enroll voluntarily to receive the regular district-approved curriculum through an independent study instructional format. For elementary students, a teacher meets weekly with the student and a parent to provide instruction and to monitor work completed at home under the parent's supervision. For secondary students, a teacher meets with the student individually or in small groups. For more information about independent study, contact the Davis School for Independent Study at 530-757-5333.
- Martin Luther King High School – This alternative school is available to students who have left the comprehensive high school program through a voluntary transfer. Alternative education provides a flexible program designed to meet the needs of some working and married students, along with those who are unable to achieve in the comprehensive high school. It is possible for student to earn credit on an accelerated basis at Martin Luther King High School, based on productive days attended in the program. For more information about King High, call 530-757-5425.