

SKYRIDGE ELEMENTARY SCHOOL

Parent and Student Handbook

2017-2018



800 Perkins Way
Auburn, CA 95603
Telephone (530) 885-7019
Fax (530) 885-4213
<http://skyridge.auburn.k12.ca.us/>

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Welcome Back to School!

Dear Students, Parents and School Community,

We welcome you whole-heartedly to the 2017-2018 school year at Skyridge Elementary School. We look forward to welcoming back our returning students and new ones joining our excellent institution. We will work hard to provide your child with an outstanding education. Our aim is to build a warm, safe, and successful school culture, where all students are valued and cared for. Every student has the right to discover his or her potential and develop and succeed in all aspects of school life. It is our goal to help our students be ready for middle school, and we have high expectations of all of them.

Our school has a great team of teachers and administrators who are ready to collaborate with you. Please come and join our Parent Teacher Committee or School Site Council. You can help promote the school's vision and help guide our young people toward becoming global citizens of the future. Attendance and punctuality are the cornerstone of success.

We hope you find this handbook useful and informative. We ask you and your child to kindly read this book and return the last page only, the signature page. Please feel free to contact Skyridge School if you require further guidance.

Yours sincerely,

Angelika Brown
School Principal

Skyridge School History

The Home of the Falcons

Skyridge has its roots in the original Auburn Grammar School and Lincoln Way School. In 1990, Skyridge moved to its present location, housed in portables until construction was completed in 1994. Skyridge serves students in Transitional Kindergarten through fifth grade with an approximate enrollment of 478 this year. The Skyridge mascot is the falcon and the school colors are green and white.

Skyridge students are served by a fully credentialed staff of one principal, 20 classroom teachers, one RSP/Learning Center teacher, and the following part-time specialists: a speech therapist, psychologist, occupational therapist, physical therapist, PE teacher, Adaptive PE teacher, and a Science teacher. The District Coordinator of Special Education provides support for our fully included children with special needs. Support staff includes Office Administrative Assistant, School Clerk, Health Assistant, Instructional Aides – Severely Handicapped, Adult Crossing Guard, Noon Duty Aides, Maintenance Custodian, Evening Custodian, and Cafeteria Staff. With the assistance of the PTC and community, we are able to have a Computer Lab Technician and Library Technician.

Skyridge has an active PTC that vigorously supports our staff and students. Many of the accomplishments of the students and school are made possible through the financial support and effort of the PTC volunteers. PTC provides funds for student assemblies, study trips, classroom supplies, student awards, family events, and informational educational programs for parents, students, and teachers. Meeting dates are announced in the Falcon Flyer and on the Skyridge PTC website.

Skyridge students participate in a variety of activities throughout the school year such as Running School, Trekkers, drama, enrichment classes, Safety Patrol, Student Council, Science Fair, Geography Bee, Spelling Bee, Halloween Door Decorating contest, educational field trips, and other classroom activities.

Skyridge Staff 2017-2018

Most staff can be accessed by their email address: first initial, last name @auburn.k12.ca.us

OFFICE STAFF

Principal	Mrs. Angelika Brown	abrown@auburn.k12.ca.us
School Administrative Assistant	Mrs. Maria Dietler	mdietler@auburn.k12.ca.us
School Office Assistant	Mrs. Debby Espenson	despenson@auburn.k12.ca.us
Health Assistant	Miss Alyssa Espenson	akorn@auburn.k12.ca.us

STUDENT SUPPORT SERVICES

Coordinator of Special Education	Mrs. Cara Peterson	District Office 885-7242
Psychologist	Mr. Dan Walsh	dwalsh@auburn.k12.ca.us
Speech Therapist		@auburn.k12.ca.us
Resource Specialist	Mrs. Tracey Johnston	tjohnston@auburn.k12.ca.us

Mrs. Libi Bearry	Instructional Aide, Severely Handicapped II
Mrs. Cindy Bell	Instructional Aide, Severely Handicapped II
Miss Emily Dietler	Instructional Aide, Severely Handicapped II
Mrs. Billie Kucala	Instructional Aide, Severely Handicapped II
Mrs. Joyce Nash	Instructional Aide, Severely Handicapped II
Mrs. Kathryn Rodrigues	Instructional Aide
Mrs. Norma Sanchez De Haro	Instructional Assistant-Bilingual
Community Liaison	Isabel Magana

Mrs. Heather Anderson	Noon Duty Supervisor
Mrs. Michelle Meier	Noon Duty Supervisor
Ms. Sherrie Moreno	Noon Duty Supervisor
Mrs. Isabel Magana	Noon Duty Supervisor

Adult Crossing Guards

AM	Mrs. Gretchen Hecker
PM	Mrs. Michelle Meier

Mr. Pedro Orellana	Day Maintenance Custodian
Mr. Lyle Ford	Night Custodian

Mrs. Sandy Jackson	Lead Child Nutrition Assistant
Mrs. Diane Williams	Child Nutrition Assistant

Mr. John Green	Computer Lab/Library Technician
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Skyridge Teaching Staff Contact Information 2017-2018

Staff	Room	Grade	Extension	Email
Anderson, Cathy	26	5 th	3326	canderson@auburn.k12.ca.us
Dillon, Angela	5	2 nd	3305	adillon@auburn.k12.ca.us
Emerson, Erin	1	Kgn	3301	eemerson@auburn.k12.ca.us
Gail, Jeffrey	29	5 th	3329	jgail@auburn.k12.ca.us
Gallo, Emily	20	3 rd	3320	egallo@auburn.k12.ca.us
Hamilton, Juliet	22	4 th	3322	jhamilton@auburn.k12.ca.us
Jacobson, Nan	19	3 rd	3319	njacobson@auburn.k12.ca.us
Johnstone, April	14	2 nd	3314	ajohnstone@auburn.k12.ca.us
Knop, Louise	17	2 nd	3317	lknop@auburn.k12.ca.us
MacDonald, Crystal	2	TKgn	3302	cmacdonald@auburn.k12.ca.us
Maxwell, Gloria	24	4 th	3324	gmaxwell@auburn.k12.ca.us
Morris, Kim	21	4 th	3321	kmorris@auburn.k12.ca.us
Packheiser, Jim	27	5 th	3327	jpackheiser@auburn.k12.ca.us
Pelle, Katherine	PE	-	-	kpelle@auburn.k12.ca.us
Pitzer, Stacey	15	1 st	3315	spitzer@auburn.k12.ca.us
Pressler, Sarah	13	1 st	3313	spressler@auburn.k12.ca.us
Quail, Sue	8	1 st	3308	squail@auburn.k12.ca.us
Rudig, Allison	3	Kgn	3303	arudig@auburn.k12.ca.us
Schools, Beth	16	3 rd	3316	bschools@auburn.k12.ca.us

Important School Calendar Dates 2017-2018

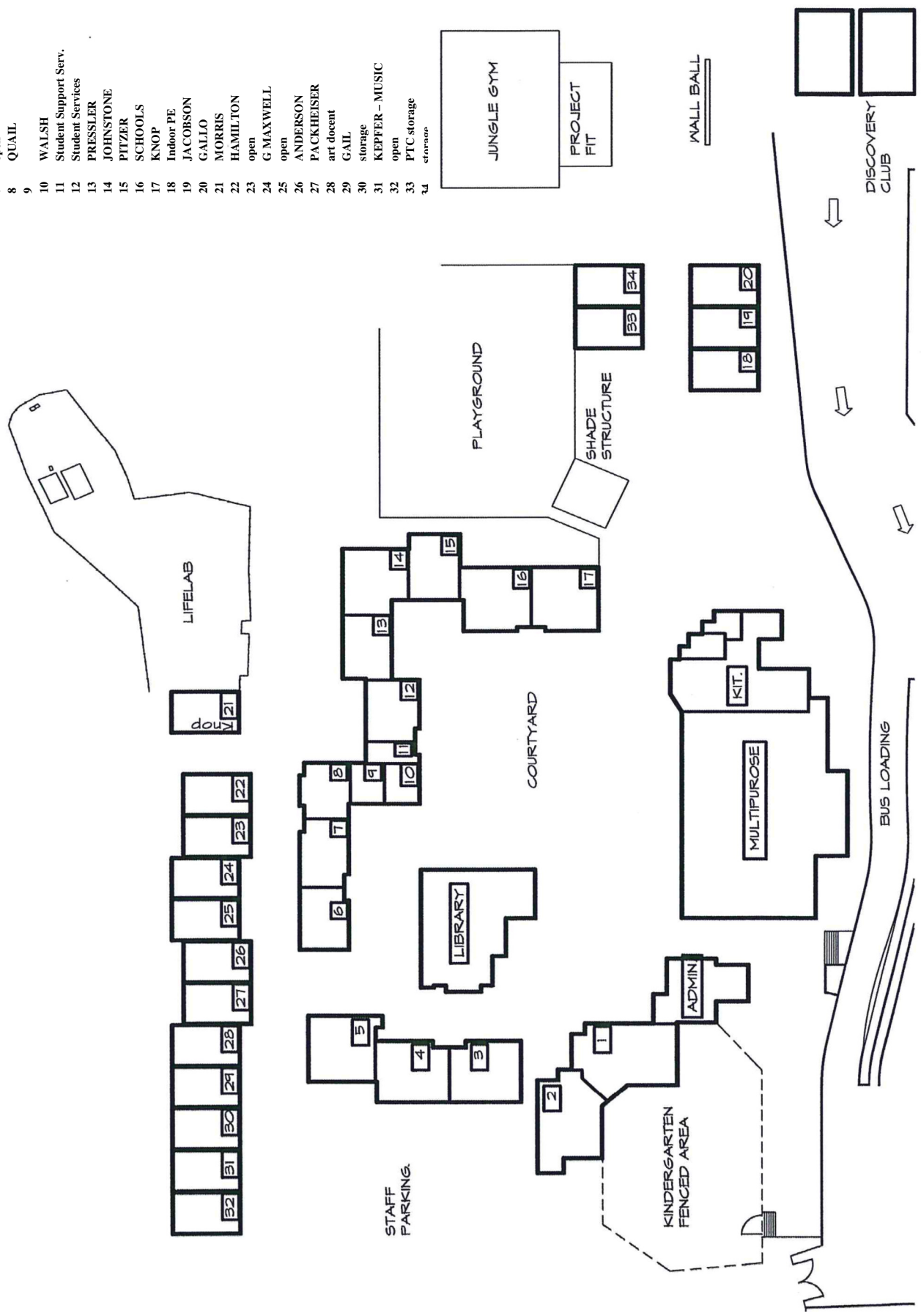
NO SCHOOL FOR STUDENTS & SCHOOL HOLIDAYS	GRADING PERIODS & MINIMUM DAYS
September 4 – Labor Day September 11 – Staff Development November 1 – Staff Development November 10 – Veteran’s Day November 13 –Teacher Work Day November 20-24 Thanksgiving December 18 -January 1 – Winter Break January 2 – Staff Development Day January 15 – Martin L. King, Jr. Day February 19-23 – February Break March 26-30 – Spring Break May 28 – Memorial Day	FIRST TRIMESTER August 8 – October 27 SECOND TRIMESTER October 30 – February 28 Minimum Days: November 14 - 17 December 15 THIRD TRIMESTER March 1 – June 1 February 29 – March 2 June 1

BELL SCHEDULE 2017-2018

Regular Day	PLC Mondays	Minimum Day
TK & Kindergarten Early Start 7:55 – 12:55	TK & Kindergarten Early Start 7:55 – 12:55	TK & Kindergarten Early Start 7:55 – 11:00
Kindergarten Late Start 9:10 – 2:10	Kindergarten Late Start 7:55 – 12:55	Kindergarten Late Start 7:55 – 11:00
Grades 1 – 5 7:55 – 2:10	Grades 1 – 5 7:55 – 1:20	Grades 1 – 5 7:55 – 12:15

Skyridge School 800 Perkins Way Auburn, Ca.

- 1 EMERSON
- 2 MACDONALD
- 3 RUDIG
- 4 meeting room
- 5 DILLON
- 6 JOHNSTON - RSP
- 7 open
- 8 QUAIL
- 9
- 10 WALSH
- 11 Student Support Serv.
- 12 Student Services
- 13 PRESSLER
- 14 JOHNSTONE
- 15 PITZER
- 16 SCHOOLS
- 17 KNOP
- 18 Indoor PE
- 19 JACOBSON
- 20 GALLO
- 21 MORRIS
- 22 HAMILTON
- 23 open
- 24 G MAXWELL
- 25 open
- 26 ANDERSON
- 27 PACKHEISER
- 28 art docent
- 29 GAIL
- 30 storage
- 31 KEPPER - MUSIC
- 32 open
- 33 PTC storage
- 34 storage



Skyridge Guidelines and Procedures for Common Areas

<i>Common Area</i>	<i>Be Safe</i>	<i>Be Responsible</i>	<i>Be Respectful</i>
Classroom	<ul style="list-style-type: none"> *Eat a nutritional breakfast *Come well rested, neat, and clean *Leave the classroom or campus only when given permission *On rainy days, remain in the classroom unless excused by adult 	<ul style="list-style-type: none"> *Be on time, ready to enter the classroom at 7:50, and ready to learn *Bring completed homework and necessary materials *Listen carefully and follow teacher's instructions and directions *On rainy days, play quiet, indoor games 	<ul style="list-style-type: none"> *Enter classroom quietly and keep voices at acceptable level *Raise his/her hand when wanting to speak or be recognized *Wait his/her turn when others are speaking
Cafeteria/MPR Snack Recess and Lunch	<ul style="list-style-type: none"> *Walk to the cafeteria *Walk quietly to the playground *Eat only your food and in a mannerly way *Observe "lights out" signals: LIGHTS ON – Inside, conversational voices LIGHTS OUT – NO whispering, talking, or playing 	<ul style="list-style-type: none"> *Fill in assigned table unless otherwise directed *Dispose of leftover food and paper properly *Eating on the playground is not allowed except with permission in the designated outdoor eating area during snack recess 	<ul style="list-style-type: none"> *Use good manners *Stand in line quietly while waiting to be served *Clean up your area before being excused *Raise your hand for assistance or permission to get out of your seat
Cafeteria/MPR Game Time and Falcon Fun Friday	<ul style="list-style-type: none"> *Use Equipment properly 	<ul style="list-style-type: none"> *Show good sportsmanship *Return equipment to designated area 	<ul style="list-style-type: none"> *Be a team player by encouraging others *Share equipment and space
Cafeteria/MPR Assemblies and Special Events	<ul style="list-style-type: none"> *Enter in single file, quiet line *Remove hats when entering any building 	<ul style="list-style-type: none"> *Focus on the presentation, and participate when appropriate *Wait for dismissal instructions 	<ul style="list-style-type: none"> *Applaud appropriately
Hallways, Corridors, and Walkways	<ul style="list-style-type: none"> *Get a pass from your teacher or other adult 	<ul style="list-style-type: none"> *Walk only on designated walkways and in building areas 	<ul style="list-style-type: none"> *Keep hands and feet to yourself
Office Area – Health Office	<ul style="list-style-type: none"> *Get a pass from your teacher or other adult 	<ul style="list-style-type: none"> *State your purpose politely 	<ul style="list-style-type: none"> *Ask for permission to get mail or see the principal *Obtain permission to use phone
Bathrooms	<ul style="list-style-type: none"> *Wash hands and turn off water *Don't hang out or play in or around the bathroom 	<ul style="list-style-type: none"> *Use the bathroom before the recess bell rings *use quiet voices *Inform adults of vandalism or other problem 	<ul style="list-style-type: none"> *Put paper towels in containers provided *Flush toilets
Bicycles	<ul style="list-style-type: none"> *Walk bikes on and off campus *Wear helmets 	<ul style="list-style-type: none"> *Only touch others' property with permission *Lock bicycles in bike rack 	<ul style="list-style-type: none"> *Respect property – yours and others
Bus Area	<ul style="list-style-type: none"> *Walk to your bus *Listen to the driver 	<ul style="list-style-type: none"> *Ride bus to assigned stop unless a parent permission note is given to the driver *Follow directions of bus driver and supervising teacher 	<ul style="list-style-type: none"> *Remain seated until excused *Keep hands and feet to yourself *Talk in a quiet voice
BE PREPARED	BE PREPARED	BE PREPARED	BE PREPARED

Activities

Drama

Students are given the opportunity to participate in dramatic productions each year. In the classroom or during holiday festivals and art shows. These productions teach the fundamentals of acting, dancing, singing, and provide a creative outlet for students. Students perform in front of live audiences.

Enrichment – Falcon Fun Fridays

Enrichment activities are offered most Fridays for first – fifth graders from 1:25 to 2:10 pm. Students rotate through sessions of activities such as: science, art, Spanish, Hip Hop, musical performance, crafts, sports, sign language, juggling.

Safety Patrol

This program is designed for students in the 4th & 5th grades. Students work in teams before and after school to provide safe ingress and egress at the Perkins Way intersection. They work under the supervision of the Adult Crossing Guard.

Student Council/Leadership

Student Council is comprised of students elected by their peers in grades 3, 4, & 5. The Student Council position include: President, Vice President, Secretary, Treasurer, and grade level representatives. The class provides the school with a positive climate where students are encouraged to present their ideas in a respectful environment. Student Council plans many of the fun activities for students and will focus efforts on community service projects.

Address

Parents are required to provide proof of residency when enrolling their child in school.

CHANGE OF ADDRESS: Please inform the main office 885-7019 of any change in address, telephone number, and/or emergency number. This will enable us to contact you in a timely manner. Upon enrollment, the parent/s enrolling the student will be considered the “primary contact.” In cases of joint custody, the primary contact parent shares student/school information with the other parent. **If a restraining or other court order is in effect, it is the parent’s responsibility to provide the school’s administration with a copy of the order in a timely manner.**

After School Programs

Boys & Girls Club

For a nominal fee, this program is available to students in grades 1-5. Parent permission and registration is required. Students need a bus pass to ride the bus to their off-campus facility. Contact the Boys & Girls Club of Auburn at 889-2273 or online at www.bgc-auburn.org/

Discovery Club

This program operates on the Skyridge campus under the direction of the Auburn Recreation District. Applications are available at the ARD office or from the site director. For more information, including fees and times, call 887-1762 or 885-8461x18 or online at www.auburnrec.com

Anti-Harassment Policy

Harassment is defined as unwelcome verbal or physical advances, name calling, or bullying. It may be related to race, ethnicity, sexual orientation, gender, or religion. The district prohibits harassment at school, and/or at school-sponsored or school-related activities. Anyone who engages in harassment will be subject to disciplinary action. Staff members will clearly communicate to students that harassment is prohibited, and will advise students to report any harassment that they experience or observe to an adult. The harassment of witnesses or students who report harassment is prohibited by California Education Code and will result in disciplinary action.

Arrival/Departure

Please refer to the Bell Schedule for arrival and departure times. Please do not arrive before 7:35 a.m. as there is no supervision until then. Staff members are on duty from 7:35 a.m. – 7:50 a.m. At the end of the day, staff members are on duty for 15 minutes. Students are expected to leave campus after the final bell sounds unless they have permission to remain on campus (play practice, supervised group activities, etc.).

Assembly Behavior

Skyridge Falcons are expected to exhibit their best behavior during assemblies and to abide by the following guidelines:

1. Enter and exit the multipurpose room in an orderly fashion.
2. Sit with their class in an area designated by their teacher or administrator.
3. Always be courteous to guests and presenters. Students shall avoid talking and horseplay. Keeping hands and feet to oneself is safe and respectful as are listening attentively and applauding to show appreciation.

Attendance

Skyridge Elementary School's 24 hour automated attendance line is 745-3337. It is the responsibility of the parent/guardian to report the absence of a student on the day of the absence. Daily school attendance is critical for a student's success. By law, parents are obligated to send their child to school daily. **Please be aware that excessive tardies or absences may be referred to the School Attendance Review Board (SARB).** Parents are strongly encouraged to schedule medical appointments during non-school hours.

Absence from school will be excused for the following reasons: health issues, attendance at funeral services for a family member, appearance in court, or observation of a religious holiday/ceremony. **Education code 46010.3 confirms there is no time limit that a student must attend in order to receive apportionment. However, it also states that a student must take part in some classroom activity in the presence of a certificated employee (teacher). This can include walking into a classroom for the purpose of having the teacher take their attendance, but would not include just going to the office to pick up homework. If the student went into the classroom to pick up their homework it would count as a day of attendance.**

Travel Study To prevent loss of learning for the student and loss of revenue for the school students are encouraged to go on a TRAVEL STUDY if they will be absent 5 or more consecutive school days. Teachers must be contacted in advance so that homework can be arranged and a Travel Study contract can be signed. The absence will be excused only if the work is completed as assigned and turned in on time. Travel Study can be used for illness or injury of 5 or more days.

Perfect Attendance Awards Only those students who have NO absences, NO unexcused tardies, and NO Travel Study earn perfect attendance. Awards are given each trimester and for the whole school year.

Excellent Attendance Awards Students who have NO unexcused tardies and whose only absence was for Travel Study earn excellent attendance. Awards are given each trimester and for the whole school year.

The following reasons are legally excused absences [Education Code 48205]:

Personal illness or injury;

Personal court appearance;

Quarantine under the direction of a county or city health officer;

Religious observance or exercise;

Medical, dental, optometric, or chiropractic services rendered;

Exclusion for failure to present evidence of immunization;

Attendance at funeral services for a member of the immediate family;

Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease.

Attendance Line The 24 hour automated attendance line is 745-3337

Behavior Standards and Discipline – Code of Conduct

The Skyridge guidelines and procedures for behavior are BE SAFE, BE RESPECTFUL, BE RESPONSIBLE. These guidelines and procedures have been established to ensure that the most positive, orderly, and safe learning environment is provided at Skyridge School. Our goal is to maintain an environment that frees every teacher to teach and inspire every child to learn. Our goals for each and every student are:

- Gain self-discipline, self-control, and self-respect
- Experience the satisfaction of personal growth and accomplishment that comes with personal striving, the thrill of success, and the pride of achievement.

Guidelines and Procedures/Code of Conduct:

- Defines rules and expectations
- Supports and recognizes achievement and good citizenship
- Provides consequences for infractions of rules

Bicycles, Scooters, Skateboards, Rollerblades

Any student that chooses to ride his/her bicycle to school must abide by the following rules:

1. Students shall ride bicycles in a safe manner at all times.
2. Students shall observe all traffic rules and laws.
3. Students must wear helmets and provide their own locks.
4. Bicycles shall not be ridden on campus, and shall be stored in the bike rack during school hours.
5. When leaving, bicycles must be walked across crosswalks or off campus.

Skateboards, roller blades, wave boards, rip sticks, skate shoes (aka “Heelies”), and scooters are **NOT PERMITTED** on school grounds. Students violating this policy may have their item confiscated until claimed by a parent.

Birthdays and other Celebrations

It is appropriate to send cupcakes or treats for children in the class if your child would like to celebrate his/her birthday at school. The class can take a few moments to mark this day for your child, however, we ask that you not send flowers, balloons, and/or other personal presents to your child during the school day. We have found this to be disruptive and valuable learning time is lost when classrooms are interrupted.

Bus Rules

Students must have a valid bus pass in their possession to ride the bus. Students may only ride the bus to and from school from their designated bus stop on their assigned bus. This means that students may not change buses, get off at a different bus stop, or ride a bus other than their assigned bus. A copy of the complete bus rules is available in the school office. For more information call the district office **885-7242, or Durham Transportation 887-9909.**

Riders who do not follow the bus rules may be reported to the school’s administration, and your child may be cited. **If your son/daughter is cited by a bus driver, you may contact Durham Transportation at the aforementioned telephone number.** Camera mounts may be installed on buses for video surveillance. Videotapes may be used to provide evidence of student misconduct. The principal will determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent shall be given notice and warning. In cases of a severe violation or repeated offenses, the rider may be denied transportation for a period of time that is determined by the driver and the principal [California Code of Regulations, Title 5, Section 14103]. Disciplinary action taken by the Durham Transportation, and supported by the Auburn Union School District, will be as follows:

<i>1st Referral</i>	<i>2nd Referral</i>	<i>3rd Referral</i>	<i>4th Referral</i>	<i>Additional</i>
Warned	Suspended from the bus for 2 days	Suspended from the bus for 2 weeks	Suspended from the bus for 2 months	Serious behavior may result in immediate suspension from the bus

Cafeteria/Lunch Procedures

Nutritionally balanced lunches are served daily in the cafeteria. Parents put money on their child's account for purchasing meals or beverage. Menus are distributed each month and are available on the website. The cost for a student lunch is \$2.75. Students may bring a cold lunch and purchase milk for 35¢, breakfast is \$1.75. Parents are welcome to eat in the cafeteria with their child on an occasional basis. Microwave ovens are NOT available for student use. Do not send food items that require microwave preparation.

Cell Phones

Students may NOT carry cell phones during school time. They may be carried in backpacks, turned off. Cell phones will be confiscated and taken to the office, where they can be picked up at the end of the day. Second offense will result in the phone being confiscated and taken to the principal's office where a parent may pick up their child's confiscated phone.

Conduct Report – Code of Conduct

School rules are delineated in more detail on the Skyridge School Conduct Report found on page 20. The CONDUCT REPORT is given to students for infractions of rules. It is divided into THREE parts: Conduct, Behavior, and Action. Rules are required to maintain an orderly, calm, and safe environment for all students on the campus. Behavior and Action level rules are considered more serious in nature and breaking these rules results in more severe consequences. When a student breaks school rules:

- He/she will be removed from the situation
- He/she will be counseled, issued a CONDUCT REPORT, and assigned a time out
- The CONDUCT REPORT must be signed by the parent and returned to the classroom teacher the next school day.
- Teachers follow through by contacting parents and administrator as appropriate

Consequences may be as follows:

- In-school or playground suspension
- School service time
- Home suspension
- Loss of classroom and/or school activities, assemblies, or field trips

Dress Code Policy – Code of Conduct

Appropriate school attire is expected of all students. Good standards of dress and appearance reflect good judgement, poise, and increased maturity, and help to create a wholesome atmosphere in the school. All underwear shall be covered at all times. Students will be asked to change if attire is distracting or inappropriate.

Pupils are not to wear:

- ⊙ Flip-flops, open toe sandals, slippers, excessive heels or clogs (play shoes or sandals securely strapped to the feet are advised for safety)
- ⊙ Roller skate shoes
- ⊙ Clothing that may interfere with safety such as pants that touch the ground and wallets on chains
- ⊙ Shirts or blouses that are see-through or do not cover the midriff
- ⊙ Clothing that is ripped or frayed
- ⊙ Clothing with inappropriate pictures, liquor or cigarette advertisements; sexually suggestive, drug-related, vulgar or other inappropriate messages
- ⊙ Any article of clothing that the local law enforcement agency deems as gang apparel (NOT appropriate)

Important reminders

- ✓ *At no time shall private body parts or undergarments be exposed or displayed for others to view*
- ✓ *The top must cover the chest, midriff, sides, and back. Tube tops, backless tops, halter tops, one shoulder tops, and spaghetti straps are not permitted at school.*
- ✓ *Tops and pants must meet, and no underwear or stomach shall be showing.*
- ✓ *Shoes must be worn at all times. Appropriate shoes are required for physical education.*

- ✓ *Pajamas shall not be worn to school unless it is an approved "pajama day" by the administration.*
- ✓ *Hats are worn outside buildings and bills will always face forward.*
- ✓ *Shorts/Skirts must pass the following test in order to be considered acceptable: Standing, with arms relaxed at your side, the ends of your fingertips shall touch the bottom of your shorts/skirt. If not, your shorts/skirt are too short and considered unacceptable school attire.*

Early Dismissal

A written request stating the time and reason to have your child excused early from class should be sent with your child on the morning of dismissal. Children are to meet their parent or designee in the office for checkout. Your child will be released only to those individuals listed on the emergency card unless prior arrangements have been made.

Emergency Procedures

Emergency drills (i.e., fire, earthquake, lock down) are required by law. Teachers regularly practice emergency drills with their students. Students are expected to listen to and cooperate with staff members during emergency procedures. Copies of fire, lockdown, and evacuation plans are available.

Field Trips – Parent Drivers

School sponsored field trips involve walking or transportation by bus or by private vehicle. Complete information and a permission slip will be sent home prior to each field trip. Adults not employed by the school district may transport students on school sponsored activities. Authorized drivers must complete a Waiver of Liability and provide the office with a copy of their driver's license, DMV printout of their driving record, proof of appropriate insurance coverage, and have their fingerprints on file through the Auburn Union School District.

Health/Medication

A health assistant is on duty in the Health Office. The district recognizes that students may have special medical needs. The California Education Code 49407 outlines conditions for administering medications at school. Medications can only be given if there are written instructions from a medical doctor and permission from the parent/guardian. Written instructions must be renewed at the start of each school year. Medication must be labeled and in the pharmacy container. It will be kept in the Health Office. Specific guidelines must be followed for students to consume medication at school. Any student who carries required medication must have the proper consent form on file in the health office.

Homework

Homework is a vital part of a student's education and serves to teach responsibility as well as reinforce skills. The specific amount of time per week shall be determined by grade level.

Extended Classroom Absences:

- Parents may request homework through the main office or when reporting the absence on the attendance line. Please allow 24 hours from the time of the request so that teachers may prepare a complete packet. Students out for less than three (3) days are encouraged to use a homework buddy. A homework buddy is a friend in the student's class who writes down and then brings assignments home to him/her.
- If a student will be out for 5 or more consecutive school days the parent(s) shall notify the teacher or main office at least one week in advance so a Travel Study contract can be completed for the duration of the absence.

Lost & Found

Many articles became lost or are left unclaimed. All personal belongings should be labeled so they can be returned to their owner. Found items should be turned in to the lost and found located in the MPR. Items not claimed by the end of each trimester will be given to charity.

Newsletter – “Falcon Flyer”

Our newsletter will be sent home every other Thursday. The Flyer includes a calendar of current and upcoming events, school & classroom projects, noteworthy participation and achievement of students, staff, and parents, as well as tips to parents to help their child succeed in school. It is also available to view online through the school website.

Parent Opportunities

Art Docent Program – A “museum” of art is brought into the classroom through presentations by parent docents. Students participate in art activities and skill development. Art docents help coordinate the spring art show.

Campus Beautification/Help in the Life Lab

Music Docent in grades 1 and 2

Parent Survey – taken each year in the spring

Parent Teacher Club “PTC” – PTC provides funds for student assemblies, study trips, classroom supplies, student awards, family events, and informational educational program for parents, students, and teachers. The PTC meets at the school and provides childcare. Check with the office for the schedule of meetings. Meeting dates are announced in the school newsletter.

ELAC – Parents of English Language Learners are encouraged to attend site advisory meetings twice a year and district level meetings when advertised.

Pets

Pets are not allowed on the school campus.

Phone Calls

When there is an emergency or need to share information, an automated telephone announcement will be sent from the principal or superintendent or their designee. Parents are asked to keep current telephone numbers on file so messages can be delivered.

Pictures

School pictures are taken at the beginning of each school year.

Playground Rules – Code of Conduct see page 19

PLC (Professional Learning Community) Monday

Every Monday school is dismissed early so that teachers may work collaboratively in ongoing process of collective inquiry and action research to achieve better results for the students they serve. PLCs operate under the assumption that the key to improved learning for students is continuous, job-embedded learning for educators.

Positive Recognition Program – Code of Conduct

Our goal is to provide each student with opportunities to receive positive feedback for good behavior and achievement. Those opportunities are provided throughout the school year.

FALCON FEATHERS – Given to students who have performed a good deed, who have been especially kind or courteous, who have been helpful in the classroom or on the playground, or have demonstrated exemplary behavior.

AWARD ASSEMBLIES – These assemblies are held at the end of each trimester and at the end of the school year. School-wide awards are given, such as Attendance, Academic, and Honor Roll, Positive Person, and PE.

ENRICHMENT ASSEMBLIES – Several assemblies are planned and sponsored by the PTC throughout the year.

STUDENT OF THE MONTH – Students in grades K-3 are recognized for good behavior and academic work. The student receives a certificate and a picture of him/her self.

CAFETERIA HELPERS – Students work in teams with the Cafeteria Manager to help serve lunch. They receive a special treat on Fridays.

SAFETY PATROL – Students in grades 4 & 5 work in teams with the Adult Crossing Guard directing traffic at the intersection. A special treat is given on Fridays to the week’s team members. Safety Patrol students participate in a BBQ and swim party at the end of the year.

CLASSROOM INCENTIVES – Teachers have positive incentive plans in the classroom i.e. table points, compliment cards, and academic rewards that students earn to allow them to participate in class parties and receive citizenship and academic awards.

- **Academic Honors – Grades 4-5:** Students can qualify for academic honors as a result of the grade point average (GPA) that they achieve. Awards are given based on the following levels of academic achievement:
 - ✓ Principal’s Honor Roll All A’s
 - ✓ Falcon Honor Roll All A’s and B’s
- **Perfect Attendance – Grades TK-5:** Student attendance and academic achievement are closely related to one another. At the end of each trimester, teachers will recognize students with perfect attendance. Students who have tardies or have been on Travel Study are not eligible for Perfect Attendance. (see Attendance page 9)
- **Citizenship – Grades TK-5:** The award is given each trimester to those students who have not received any behavior warnings or citations.
- **Most Positive Person – Grades TK-5:** At the end of the school year, one male and one female student from each class will be selected as the “Most Positive Person”. Teachers select the students based on effort, attitude, and achievement.

Positive Recognition Program: Other Activities

During the year, students will have the opportunity to participate in school, district, and area-wide activities and contests (e.g. Spelling Bee, Geography Bee, Pizza/Limo ride). Students will be encouraged to participate in a variety of these events. Some events may be mandatory for students. If so, teachers will notify parents of specific expectations. Students may receive awards for their efforts in these activities and contests. Also the school will recognize their achievement by highlighting them in our weekly newsletter.

Progress Reports

Progress reports are distributed midway through each trimester to at-risk students in grades 4 and 5. See page 6 for dates.

Prohibited Items

We want to do everything possible to create a safe and orderly learning environment at Skyridge School. To accomplish this, we prohibit certain items from school and on our buses. Some of these items are listed for your benefit and illustrative purposes. **This is not all-inclusive, but contains items that have a potential for causing problems. These items will be confiscated and returned only parents. The school is not responsible for the theft of these items.**

Aerosol sprays and colognes
Water Balloons
Electronic Games

Gum
Laser Pointers

Stuffed Animals
Trading Cards

Personal Toys
Squirt Guns

School Closure

On snow days or any day when it is questionable whether or not school will be in session please listen to AM Radio 950 or KFBK 1320 beginning at 6:00 a.m. for announcements. Parents will be notified by phone if we have advanced notice of a closure.

Student Assessment

Conferences – held twice each school year, at the end of the first and second trimester. Conferencing at the second trimester is optional. Teachers are available before and after school to meet with parents.

State Testing – Tests are given to students in grades 2-5 in the areas of reading, language, math, and spelling. Testing takes place in the spring.

Write On – A district-wide writing assessment is given in the fall, winter, and spring to students in grades 2-5.

Student Records

STUDENT RECORDS: Parents may access their son's/daughter's record by making an appointment with the principal. Copies of records can be provided.

Telephone Usage, Office & Classroom

OFFICE TELEPHONES: Students may use the office phone provided they have a note/permission from a staff member. The office phone is typically reserved for emergency reasons and may be used to address special circumstances. Students may not use the phone to make social plans.

CLASSROOM TELEPHONES: Classroom telephone usage will be at the teacher's discretion.

Textbooks

Textbooks in new or good condition are issued to each student at the beginning of the school year. Textbooks must be returned in good condition when a student checks out of school at the end of the school year. Parents will be charged replacement costs for lost or damaged textbooks. Report cards and school records may be held until payment is made.

Tobacco & Drug Free Zone

The Governing Board believes that the use of alcohol, tobacco, or other drugs adversely affects a student's ability to achieve academic success, is physically, and emotionally harmful, and has serious social and legal consequences. Therefore, all schools and district facilities are tobacco, alcohol, and drug free sites. The use of any tobacco, alcohol, or drug products is prohibited within any district property, facility, or vehicle. This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities that are held at locations other than district property.

Traffic

When driving onto the school grounds to drop off your child we ask that you follow the circular drive to the end of the parking lot and stop along the curb in front of the playground. **NEVER** use the bus lane. No U-turns anywhere in the parking lot. Students may not cross into the parking lot without an adult. The driveway and parking lot located at the south end of the campus is for staff only. It is locked during school hours.

Visitors and Volunteers

Parents are welcomed and encouraged to volunteer in the classroom and school and communicate with the office staff. All visitors and volunteers are required to register in the office and wear a pass. Arrangements for classroom observations must be made through the office personnel. School and district policy do not allow non-enrolled students to attend Skyridge School.

Yearbooks

The school yearbook is another service provided by our PTC. It serves as a reminder of the school year, containing pictures of students and faculty engaged in a wide variety of activities. Yearbooks arrive in the spring and must be preordered as no extras are ordered.

PLAYGROUND AND GAME RULES

EACH STUDENT WILL PLAY FAIRLY AND SAFELY ON THE PLAYGROUND

- Leave all personal equipment at home (toys, bats, radios, cassette players, MP3 players, iPod, cell phones, video and computer games, skateboards, scooters, roller blades, etc.)
- Share all school games and school equipment
- NOT save places in line
- Be responsible for playground equipment he/she takes from the ball box
- Return all playground equipment
- Throw no objects other than playground balls
- Refrain from physical contact games (“cherry drop”, tackle football, etc.); roughhouse or interfering with on-going games, or climbing trees and fences
- Get permission from adult before leaving an area to retrieve a ball
- Obey “Freeze” bell – *FREEZE at sound of bell; WAIT for whistle; WALK directly to class
- Electrical boxes and the hill areas area off limits – NO EXCEPTIONS
- No standing on, climbing on, or jumping off tables

BALLS AND JUMPROPES

- Hard foot balls, kick balls, and bats are used in organized, supervised games only
- Balls are only kicked in the kickball area and on the soccer and baseball fields
- Only footballs and soccer balls may be kicked
- Balls are pumped up only by the custodian
- Jump ropes are to be used for jumping only

EQUIPMENT AREA

Swings

- One person at a time on a swing
- Stand clear of “swing” area while waiting turn
- Keep both hands on the chain
- Exchange the swing at the count of 25 (no “count backs”)
- Counts are made on back swing
- No bailing out, twirling, or swaying

Slides

- Slide seated, feet first

- One person at a time on the platform

Bars

- One student to a bar
- No physical contact on the bars
- Students move in only one direction
- No hanging by knees and dropping
- No “death drops” or “penny drops” from the single bars

BLACKTOP AREA

Basketball

- Basketball is played on half court
- Three basketballs may be played per hoop

Four Square

- Flat hands only
- Play your own square
- Balls must arc, no slam downs
- One bounce before hitting or you’re out
- Lines are do-overs
- Two bounces and you’re out

Tetherball

- Ball is hit with hands only
- “Setting up” is not allowed
- Catching the rope or using the pole to jump for the ball is an out
- When a player defeats three opponents in a row, he/she drops out at the end of the third game, then two new players take the court
- Keep waiting line out of play area
- Only the first person in line will call “outs”

Wall Ball

- Only three students play at a time, per side
- Two balls may be played on backboard
- The ball is hit with your fist
- Balls must bounce once before hitting the backboard
- If the ball hits a line, it is a do-over
- No “holdies”
- Vote to eliminate arguments on questionable “outs”
- If you are out, you must go to the end of the line
- Keep waiting line out of play area

Skyridge Office Discipline Referral Form

Student _____ Teacher _____ IEP Y N
Issued by _____ Date _____ Time _____

LOCATION OF THE INCIDENT (please check)

- Classroom Cafeteria Restroom Library Playground
 Hallway Bus Area On bus
 Special Event (field trip assembly) Other _____

REASON(S) FOR THE REFERRAL (Please attach narrative of the incident if necessary)

MINOR:

Safety

- Physical contact
 Other _____

Respect

- Defiance/Disrespect/Non-compliance
 Inappropriate verbal language
 Disruption
 Other _____

Responsibility

- Property misuse
 Technology violation
 Other _____

MAJOR

Safety

- Physical aggression/assault
 Bullying/harassment
 Fighting
 Weapons
 Out of Bounds
 Other _____

Respect

- Disrespect/noncompliance
 Disruption
 Abusive/Inappropriate Language
 Damage or destruction of property
 Other _____

Responsibility

- Forgery/Theft/Plagiarism
 Lying/Cheating
 Technology Violation
 Drugs
 Other _____

POSSIBLE MOTIVATION:

- Attention from peer(s) Attention from adult(s) Avoid peer(s)
 Avoid adult(s) Avoid work Obtain item Don't know Other

TEACHER ACTION TAKEN PRIOR TO REFERRAL

- Changed student's seat Consulted Counselor/RSP
 Parent/guardian contact Conferred privately with student

TYPE OF DISCIPLINE ASSIGNED BY PRINCIPAL

- Out of school suspension ___ days Agency referral In-school suspension

PARENT CONTACTED (Check one)

- Call Message Email Conference

COMMENTS (Use back if needed)

Parent Signature _____



Skyridge Elementary School, Auburn CA
Parent and Student Handbook 2017-2018

Date: _____
Student Name: _____
Teacher Name: _____

On occasion Skyridge School will take pictures of students during school activities and share student accomplishments.

I give permission for my son/daughter's picture and name to be published in the yearbook, on the school website, newsletter, newspaper, and Skyridge Facebook public page. Yes No Yearbook only

I have read the Skyridge Elementary School Parent and Student Handbook, and I understand, support and uphold all academic and discipline policies contained therein.

Parent Signature: _____

Student Signature: _____

*2017-2018 Skyridge Elementary School Parent and Student Handbook is available on the school website or you may pick up a hard copy in the office.