

Sutterville Stingray Family Handbook

2023-24



Sutterville Elementary School
4967 Monterey Way
Sacramento, California 95822
(916) 395-4730

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We have chosen to use gender neutral pronouns, such as “they/them,” to respect and include all genders.

LETTER FROM THE PRINCIPAL

Dear Sutterville families,

Welcome to Sutterville! It is an honor to work with our amazing students.

Our school has a strong academic focus on English language arts, mathematics, science and social studies, with emphasis on critical thinking and writing across the curriculum. We encourage our students to take ownership of their learning, and we believe that, with support and guidance, all of our students can become leaders. We are a “Leader in Me” Lighthouse School, a program based on Stephen Covey’s 7 Habits of Highly Effective People. Through our school-wide leadership program, our students have significant input into the running of Sutterville Elementary.

Likewise, we encourage you to get involved in the different opportunities available to engage with our school. Together as a team we will continue to provide a safe and caring learning environment for all children to grow and be successful!

We look forward to another great year of learning and leading! We are so glad that you are part of our school community!

Sincerely,

Lori Aoun, Principal

CORE VALUES/VISION/MISSION

Our Core Values:

honoring our diversity; building on strengths; working collaboratively;
thinking critically about important issues, and creating a welcoming, inclusive environment.

Our Vision

At Sutterville Elementary School, we believe that there is greatness within every child. We provide our diverse student population a safe, nurturing and accepting environment, while guiding them to develop the competencies and skills required to be leaders. Rigorous instruction that is targeted to meet students' needs, and active parent participation characterize our school culture.

Written by our student leaders, our Sutterville Mission is to:

Learn together

Encourage everyone

Achieve our goals

Do the right thing even when no one is looking

Excel and try our hardest

Read daily

Shape our own destiny and always be leaders!

STAFF ROSTER

Office Staff

Ms. Nancy Stagg, Office Manager
nancy-stagg@scusd.edu

Ms. Sue Riedell, Clerk
susan-riedell@scusd.edu

Custodial Staff

Mr. Terrance Muhammad, Plant Manager

Ms. Limeng Chrin, Evening Custodian

Cafeteria Staff

Ms. Bernadette Solis, Cafeteria Manager

Mrs. Stephanie Garcia, Nutrition Services Assistant

Principal

Ms. Lori Aoun
aounl@scusd.edu

Teachers

Kindergarten	Mrs. Petra Essery petra-essery@scusd.edu Room K	Mrs. Tara Nye tara-nye@scusd.edu Room 2
First Grade	Mr. Shoua Thao thaos@scusd.edu Room 1	Mr. Matt Zupan matt-zupan@scusd.edu Room 3
Second Grade	Ms. Sharon Leonard sharon-leonard@scusd.edu Room 5	Mr. Noel Reed noel-reed@scusd.edu Room 4
Third Grade	Mrs. Sarah Ferris sarah-ferris@scusd.edu Room 8	Ms. Dana Grimes dana-grimes@scusd.edu Room 7
Fourth Grade	Mr. Rey Isaguirre rey-isaguirre@scusd.edu Room 10	Mrs. Julia Mayer julia-mayer@scusd.edu Room 9
Fifth Grade	Ms. Janet DeCant janet-decant@scusd.edu Room 16	Mrs. Diane Sharp diane-sharp@scusd.edu Room 22
Sixth Grade	Mr. Nathan Dayton nathan-dayton@scusd.edu Room 20	Ms. Michelle Kuennen michelle-apperson@scusd.edu Room 19
Special Education Support Teachers	Mrs. Karen Baleria karen-baleria@scusd.edu	

Mr. Eric Yung
eric-yung@scusd.edu

Special Subjects Teachers

TBA – Physical Education

@scusd.edu

Mrs. Kim Stiller – Art

kimberly-freeman@scusd.edu

School Psychologist

Ms. Allison Staton

School Nurse

Ms. Jessica Sran

Library Aide

Ms. Joanna Corman

Instructional Paraprofessionals

Special Education

Ms. Kristina Gorbenko

Mrs. Lidiya Gorbenko

Mrs. Shirley Mohammed

Mrs. Sylvia Uribe

Behavior Intervention

Ms. Rachel Bautista

CALENDAR AND BELL SCHEDULES 2023-24:

Suttersville Elementary School Attendance Calendar 2023-24

FIRST TRIMESTER:

August 31	SCHOOL OPENS
September 4	Labor Day Holiday
November 10	Veterans' Day Holiday
November 18 – 26	Thanksgiving Break
December 1	FIRST TRIMESTER ENDS

SECOND TRIMESTER:

December 2	SECOND TRIMESTER BEGINS
December 23 – January 7	Winter Break
January 15	Martin Luther King, Jr. Day Holiday
February 12	Lincoln's Day Holiday
February 19	President's (Washington's) Day Holiday
March 15	SECOND TRIMESTER ENDS

THIRD TRIMESTER:

March 18	THIRD TRIMESTER BEGINS
March 23 - 31	Spring Break
May 27	Memorial Day Holiday
June 13	Last Day of Instruction
June 13	THIRD TRIMESTER ENDS

SUTTERVILLE ELEMENTARY BELL SCHEDULES:

Regular Day Bell Schedule 2023-24: Monday, Tuesday, Wednesday & Friday

<u>When?</u>	<u>What?</u>	<u>Who?</u>
9:00 a.m.	Start Time	TK/Kindergarten, 1 st – 6 th Grades
10:20 – 10:30	Recess	4 th Grade
10:45 – 11:00		1 st – 3 rd Grades
12:20 p.m.	DISMISSAL	TK/Kindergarten
11:30 – 12:15	Lunch	5 th & 6 th Grades
12:00 – 12:45		1 st & 2 nd Grades
12:30 – 1:15		3 rd & 4 th Grades
1:45 – 1:55	Recess	5 th & 6 th Grades
2:00 – 2:15		1 st – 3 rd Grades
3:12 p.m.	DISMISSAL	1 st – 6 th Grades

Bell Schedule - Collaboration Thursdays:
Early Dismissal Every Thursday

<u>When?</u>	<u>What?</u>	<u>Who?</u>
9:00 a.m.	Start Time	TK/Kindergarten, 1 st – 6 th Grades
10:20 – 10:30	Recess	4 th Grade
10:45 – 11:00		1 st – 3 rd Grades
12:20 p.m.	DISMISSAL	TK/Kindergarten
11:30 – 12:15	Lunch	5 th & 6 th Grades
12:00 – 12:45		1 st & 2 nd Grades
12:30 – 1:15		3 rd & 4 th Grades
1:20 – 1:30	Recess	5 th & 6 th Grades
1:30 – 1:45		1 st – 3 rd Grades
2:12 p.m.	DISMISSAL	1 st – 6 th Grades
2:27 – 3:27 p.m.	Collaboration Time	All Teachers

Shortened-Day Bell Schedule 2023-24 (PARENT/TEACHER CONFERENCES)

<u>When?</u>	<u>What?</u>	<u>Who?</u>
8:30	TK/Kinder, 1st – 6th Grade Breakfast	Grades TK/Kinder - 6th
9:00	TK/Kinder, 1st – 6th Grade Classes Begin	Grades TK/Kinder - 6th
10:45 – 11:00	Recess	Grades 1-3
12:20	Dismissal	TK/Kindergarten
11:00 – 11:30	Lunch	Grades 5-6
11:35 - 12:05	Lunch	Grades 3-4
12:15 – 12:45	Lunch	Grades 1-2
1:39pm	4th – 6th Grade Dismissal	Grades 4-6
1:40pm	1st – 3rd Grade Dismissal	Grades 1-3

Rainy Day Schedule 2023-24

11:20 – 11:50	LUNCH	Grades 5-6
11:55 – 12:25	LUNCH	Grades 1-2
12:30 – 1:00	LUNCH	Grades 3-4

SCHOOL POLICIES

Morning Arrival

1. Your children's safety is our top priority! All schools in SCUSD are using "one-point-of-entry," such that all students arrive through one single entry—our office front door. Students will line up in front of front door.
2. Breakfast begins at 8:30 a.m. in the cafeteria. For their safety, students need to stay in supervised areas before school. For students who eat breakfast at school, please make sure that your child comes to school **no earlier than 8:30 a.m.**
3. **Students who do not eat breakfast at school should arrive at school no earlier than 8:45 a.m.** Students arriving at 8:45 a.m. are expected to walk out to the blacktop, where they will be supervised until classes begin.
4. Will have supervision and a crossing guard in front of school, beginning at 8:45 a.m.
5. Once a student arrives on campus, they may not leave campus unless a parent/guardian signs them out at the front office.

Tardies

It is important that students arrive at school on time. Timely arrival builds good habits. If your child is more than 30 minutes late, they will need to obtain a late pass from the office before going to class; however, all late arrivals are recorded. Please keep in mind that each child who walks into a classroom late disrupts the whole class.

Early Dismissal

Once children have arrived at school, they are not permitted to leave the school grounds without written parent/guardian permission. If it is necessary for you to take your child out of class early, you must sign the early dismissal log in the office and we will call for your child. For your child's safety, the school will not release a child to anyone who is not listed on the child's emergency card.

Dismissal

1. All students must leave campus immediately after dismissal unless they are attending an after-school activity, ASES, or 4th R. For their safety, students are not allowed to return to school unless accompanied by a parent/guardian or attending a supervised school activity.
2. After school, there is very limited parking so we highly encourage you to walk, ride bikes, or park on a side street to avoid traffic. If you are on foot, please meet your child **in front of the school in the shady areanear the bench and marquee.**
3. Bike, skateboard and scooter riders should always wear a helmet and walk their wheels on campus. Lock up your bike and follow the rules of the road!
4. If you are driving, please pick up your child/ren in the parking lot next to 4th R. The parking lot has one lane marked for passenger loading and unloading, with a separate lane for exiting the parking lot. (Please see the map in the Appendix regarding parking lot safety.)
5. Never encourage your child to cross the street alone unless they are in a crosswalk and mature enough to cross the street safely. It is very hard for bus drivers and busy parents to see little ones darting across the street. **As in any loading zone: double-parking, blocking the crosswalk, stopping/parking at a red curb, and u-turns in traffic are not legal or safe.**

Late Pick-Up

6. If students have not been picked up within 15 minutes after school is dismissed, they are escorted to the School Office to wait in a safe and supervised place until transportation arrives.
7. Students are allowed to use the telephone in the front office after 3:30 **for emergency use only.** For this reason, we strongly encourage you to make transportation and play-date arrangements before your child leaves home each morning.
8. Please be on time to pick up your child(ren). If you will be more than 15 minutes late, please call the school at **(916) 395-4730** and inform the office staff. All children must be picked up by 3:45.

Messages for Students During School Hours

Parents are encouraged to send notes to school rather than call to leave messages, with the exception of reporting an absence. Our goal is to keep interruptions to a minimum to preserve valuable instruction time. Consequently, only “emergency” messages will be delivered to students during class time. We will place messages received before lunch time in the teachers’ mailboxes. **However, we cannot guarantee that non-emergency messages will reach the student.**

Doctor and Dental Appointments

Whenever possible, please schedule doctor and dental appointments for before or after school hours.

Medication

The school cannot administer medicine, including any over-the-counter medications, without a signed medical form on file. Students who need to take prescribed or over-the-counter medication during school hours must submit a “Medical Authorization” form (available in the office) signed by the physician and parent before the medication can be brought to school. Students are not allowed to have any medication, including over-the-counter medications (e.g., aspirin and ibuprofen), in their possession to self-medicate unless prescribed by a physician and so stated on the student’s “Medical Authorization” form submitted to the office.

Attendance Policy / Procedures

Our school and district share the goal of ensuring all students are working towards mastery of grade level standards. To meet this goal, students must attend school daily and arrive on time. We expect your full cooperation in giving your child the best education possible by making sure they come to school every day that they are healthy. Makeup work will be assigned if a child is absent and parental help may be necessary. However, makeup work is not a substitute for class time. We teach many important concepts every day which cannot be learned as homework.

Student absences must be verified. The State of California considers a student with 3 or more days of unexcused absences as a “habitual truant.” Students who have good attendance will be honored with certificates.

1. Student absences may be verified in one of three ways: 1) on our website (<https://sutterville.scusd.edu>) under “Report an Absence,” 2) by calling the school office (916) 395-4730, or 3) by sending a note with your child. The note should include the following:

- Child’s full name
- Date(s) of absence
- Parent/Guardian Signature
- Room number or teacher’s name
- Reason for absence

For an absence for illness of three or more consecutive days, a doctor’s note is required. Also, after ten days of absence for illness in any one school year, a doctor’s note is required for each absence afterward.

2. If a student’s absence has not been cleared online, by a note or parent’s phone call, the parent will receive a reminder phone call.
3. Arriving more than 30 minutes late to school without a legitimate excuse, such as a doctor’s appointment, is considered truancy.
4. A two-week absence without parent notification will result in disenrollment. If a child must be out of school for a lengthy planned absence of an emergency nature, please contact the school at least two weeks in advance so that arrangements for Independent Study can be made and the child’s space at our school will be saved.

5. If your child has a diagnosed contagious disease such as COVID-19, chicken pox, pink eye, or lice, please inform the school so that the proper measures can be taken to notify your child's close contacts.
6. School districts are required to review the cases of students who develop a record of frequent tardiness or absences. At the school level, we are required to refer to the School Attendance Review Board those students whose attendance and tardy records place them at risk.
7. Please be advised that the following is the District procedure taken for excessive absences and unverified absences:
 - 1st Truancy letter sent after 3 unverified absences or tardies of 30 minutes or more
 - 2nd Truancy letter sent after one additional unverified absence or tardy
 - 3rd Truancy letter sent and SART (School Attendance Review Team) appointment time sent after one more additional unverified absence or tardy
 - SART hearing and contract completed and signed
 - SARB (School Attendance Review Board) referral for a hearing at the district office after one additional unexcused absence or tardy

Dress Code Guidelines

Come to school dressed for work and play—

- Wear comfortable shoes, well-fitted clothing, shorts under skirts for hanging upside down on the playground equipment.
- Shoes must have back-straps.
- Low tank tops, excessive ornamentation, spaghetti straps, shirts with inappropriate logos, and make up are not permitted.
- Hats may be worn only on the playground.
- The principal and staff have the discretion at all times to determine what constitutes appropriate attire.

Cell Phones and Other Electronic Devices

Cell phones should remain off and in backpacks during school hours. We recommend leaving cell phones and other electronic devices at home as Sutterville Elementary School cannot be responsible for lost or stolen items.

DEVELOPING A SCHOOL CULTURE OF POSITIVE STUDENT LEADERSHIP

Student Behavior Mission Statement

In order for Sutterville students to participate in the excellent learning climate they deserve, all students will have the opportunity to make positive, appropriate choices that demonstrate leadership, and will be given clear and concise limits and consequences.

The Leader In Me and the 7 Habits of Happy Kids

All Sutterville students learn and live the 7 Habits of Happy Kids. *Leader in Me* is an evidence-based, comprehensive model that builds leadership and life skills in students, creates a high-trust school culture, and lays the foundation for sustained academic achievement. Based on The 7 Habits of Highly Effective People®, *Leader in Me* produces transformational results such as higher academic achievement, fewer discipline problems, and increased engagement among teachers and parents.

Habit 1 - Be Proactive - You're in Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2 - Begin with the End in Mind - Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3 - Put First Things First - Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized

Habit 4 - Think WIN-WIN - Everyone can win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5 - Seek First to Understand then to be Understood - Listen before you talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6 - Synergize - Together is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

Habit 7 - Sharpen the Saw - Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

Recognition of Positive Behavior and Leadership

Sutterville makes every effort to recognize positive behavior. Students are acknowledged for demonstrating leadership in their personal behavior choices, support of their classmates and taking on schoolwide leadership roles. Parents and pupils are kept informed of the expectations and procedures for implementing positive discipline.

BEHAVIOR EXPECTATIONS AND RULES

Sutterville Elementary School students are expected to:

❖ BE SAFE

- Keep your hands and feet to yourself
- Make safe and respectful choices
- Have a note/pass with you at all times when you are not with your class
- Stay in your own space
- Pay attention to your surroundings
- Play with good sportsmanship
- Use all equipment appropriately
- Recess: hold onto play equipment and walk to your class line when the whistle blows
- Go to appropriate areas promptly during dismissal time
- Walk all bikes, scooters, and skateboards while on campus

❖ BE RESPECTFUL

- Treat others the way they want to be treated
- Use appropriate language in and out of the classroom
- Use kind words and actions
- Respect other people's belongings
- Listen attentively when others are talking
- Take care of school property
- Use appropriate voices
- Be honest
- Electronic devices (e.g., cell phones, video games, etc.) must be turned off and put away in backpack at all times while on school campus

❖ BE PRODUCTIVE

- Bring your backpack and all necessary supplies
- Be ready to learn (e.g., eat breakfast, be well-rested, etc.)
- Come to school on time
- Do your own work
- Complete all assignments promptly

Behavior Expectations and Rules by Area of Campus

Area	Be Safe	Be Respectful	Be Productive
Classroom	<ul style="list-style-type: none"> ● Use appropriate voices ● Stay in your space ● Keep hands and feet to yourself ● Listen to speaker ● Follow adult direction ● Use hall pass to leave room 	<ul style="list-style-type: none"> ● Listen to the speaker and follow adult direction ● Stay in your own space and wait for your turn ● Clean up after yourself ● Place jackets and backpacks in designated areas ● Uncover head (except for religious customs) ● Use good manners, kind words and actions ● Take care of each other and school property 	<ul style="list-style-type: none"> ● Have school supplies to complete work ● Be on time ● Stay in your own space do your own work ● Accept responsibility for your grades/assignments ● Know classroom rules ● Take care of each other and school property
All Common Areas (Office, Library, etc.)	<ul style="list-style-type: none"> ● Walk facing forward ● Keep hands, feet, and objects to yourself ● Get adult help for accidents and spills ● Use all equipment and materials appropriately ● Stay in assigned supervised areas 	<ul style="list-style-type: none"> ● Use kind words and actions ● Wait for your turn ● Clean up after yourself ● Follow adult directions ● Use appropriate voice level ● Take proper care of all personal belongings and school equipment 	<ul style="list-style-type: none"> ● Respectfully remind others to follow the school rules ● Be honest ● Follow school rules ● Follow the dress code
Multi-Purpose Room / Cafeteria	<ul style="list-style-type: none"> ● Keep all food to self ● Use appropriate voices ● Sit with feet on the floor, bottom on bench, facing the table ● Place play equipment in appropriate place ● Walk 	<ul style="list-style-type: none"> ● Let anyone sit next to you ● Use quiet voices ● Use proper eating manners ● Wait for your turn ● Use kind words and actions 	<ul style="list-style-type: none"> ● Get all utensils, milk, etc. when you go through the line ● Clean your area when leaving ● Use appropriate trash can ● Raise hand and wait to be excused
Playground/ Recess	<ul style="list-style-type: none"> ● Run only during appropriate games ● Walk to and from the playground ● Stay within boundaries ● Be aware of games/activities around you ● No play fighting or tag ● Use equipment properly ● Wear safe shoes 	<ul style="list-style-type: none"> ● Play fairly ● Follow adult directions ● Include everyone and wait your turn ● Play away from the classrooms ● Use kind words and actions ● Do not spit ● No gum 	<ul style="list-style-type: none"> ● Follow the rules of the game ● Pick up trash and put all trash in garbage cans ● Hold play equipment when the whistle blows ● Wait your turn at the drinking fountains

Area	Be Safe	Be Respectful	Be Productive
Hallways, including Waiting Areas	<ul style="list-style-type: none"> ● Walk in covered areas ● Keep hands and feet to self ● Stay in straight line when walking with the class ● Use quiet voices ● No playing 	<ul style="list-style-type: none"> ● Get a hall pass before leaving from or returning to the classroom ● Hold the door open for others ● Use quiet voices ● Allow others to pass ● Use kind words and actions 	<ul style="list-style-type: none"> ● Stay on sidewalks and don't walk on the grass ● Do not leave personal items in the hallways ● Wait your turn at the drinking fountain, one arm length away
Bathrooms	<ul style="list-style-type: none"> ● Keep water in the sink ● Turn off water ● No climbing in stalls or on sinks ● Put paper towels in trash can ● Flush toilet and wash hands 	<ul style="list-style-type: none"> ● Knock on stall door before entering ● Give people privacy ● Use quiet voices ● Use paper towels, toilet paper, and soap appropriately ● Use kind words and actions 	<ul style="list-style-type: none"> ● Use hall pass to leave the classroom ● Wash hands ● Return to room promptly
Arrival Times	<ul style="list-style-type: none"> ● Use sidewalks and crosswalks ● Eat in designated areas only ● Hallways are off limits ● Keep hands and feet to yourself ● Walk your wheels once on campus (e.g., bikes, skateboards, etc.) ● Use classroom behavior 	<ul style="list-style-type: none"> ● Use proper greetings ● Use kind words and actions ● Follow adult directions 	<ul style="list-style-type: none"> ● Keep backpacks on your back or on your place in line ● Arrive on time
Dismissal Times	<ul style="list-style-type: none"> ● Keep hands and feet to yourself ● Be aware of others as you walk to your dismissal area ● Walk your wheels until off campus (e.g., bikes, skateboards, scooters) ● Use classroom behavior ● Go directly home or to 4th R, etc., upon dismissal 	<ul style="list-style-type: none"> ● Follow adult directions ● Use kind words and actions 	<ul style="list-style-type: none"> ● Go to dismissal area promptly ● Take personal items and homework home
Before & After School	<p>Before School: Do not arrive at school before 8:30 a.m. unless you have a pre-arranged meeting with a staff member. If you plan to have breakfast at school, go directly to the cafeteria when you arrive at school. Breakfast is served between 8:30-8:50 a.m.</p> <p>After School: Depart school immediately upon dismissal unless a pre-arranged meeting has been planned.</p>		

RULE INFRACTIONS AND CONSEQUENCES

Level One Infractions and Consequences

Teachers are expected to address Level One Infractions through classroom management strategies and by contacting the student's parent or guardian as needed. Level One Infractions include, but are not limited to, the following:

- General classroom disruptions
- Talking back
- Spitting on the ground
- Making and throwing airplanes
- Chewing gum or eating candy
- Playing with toys
- Cheating
- Wandering about in the classroom
- Demonstrating inappropriate behavior in the classroom
- Demonstrating inappropriate behavior while waiting in line
- Failing to follow classroom rules and procedures
- Failing (on a habitual basis) to bring textbooks or other learning materials
- Failing to complete class work or homework assignments
- Minor disagreements between students
- Using put-downs or teasing classmates
- Being inattentive or failing to participate in class activities
- Disrespecting an adult or peer
- Demonstrating inappropriate behavior while in the lunchroom or on the yard which leads to a staff member submitting a referral
- Being tardy
- Participating in horseplay
- Running in undesignated areas

Level Two Infractions and Consequences

When a student repeatedly commits a Level Two Infraction, they may need to do community service or may be referred to another classroom for time-out, and their teacher will contact their parents. Level Two Infractions include, but are not limited to, the following:

- Using inappropriate language
- Using profanity or making inappropriate gestures
- Demonstrating unsafe behaviors
- Being insubordinate (Refusal to follow directions or being defiant)
- Leaving class without permission
- Play fighting (Hitting, slapping, punching, kicking or rough horseplay)
- Demonstrating inappropriate behavior in the hallway or during an assembly (including spitting and inappropriate physical contact)
- Using school computers or Internet inappropriately
- Violating school rules related to using the Internet
- Using electronic equipment during the school day

Level Three Infractions and Consequences

When a student commits a Level Three Infraction, they are immediately referred to the office, which may lead to an in-school or off-campus suspension for one or more days, and *may also result in exclusion from field trips*. Additionally, some Level Three Infractions can lead to expulsion from school. Level Three infractions include, but are not limited to, the following:

- On-going truancy
- Severe defiance
- Stealing
- Possessing or using in a threatening manner any instrument that could cause great bodily injury
- Participating in or threatening to commit battery on another person (e.g., peer, school employee, or innocent victim)
- Using extortion
- Threatening or attempting to cause physical injury with a deadly weapon
- Biting (causing breaks in the skin or leaving noticeable bruise/red mark)
- Fighting (mutual combat)
- Possessing, using, or selling alcoholic beverages, tobacco, controlled substances (including paraphernalia)
- Attempting to light a fire (arson) with matches, lighter, candle, etc.
- Committing or threatening to commit damage to property
- Throwing objects that have the potential to cause harm (e.g., chairs, scissors, desks, books, staplers, pencils)
- Defacing school property or using graffiti
- Participating in repeated acts of harassment or any other act which disparages another person, including using biased language/hate speech
- Fostering youth gang activity on campus, formally or informally, by conducting, recruiting, or participating in activities that support the formation or maintenance of gangs

SCHOOL PROCEDURES

Use the Sidewalks and Crosswalk

- Please instruct your children to walk on the sidewalk to and from school.
- Please use the crosswalk when crossing the street.
- Please review the Sutterville Parking Lot Guidelines and Map in the Appendix of this Handbook.

Emergency Cards

In the event your child becomes ill or has an accident at school, you or one of the adults listed on your child's emergency card will be notified in the order you specify. In addition to the home phone number, each card must have at least two different numbers listed in case of an emergency. If at any time your emergency card information changes, please come to the office as soon as possible to update the Emergency Card in person. We cannot accept change requests over the telephone or from third parties. Your child will only be released to someone listed on their emergency card. The office staff may ask for proof of identification before releasing your child.

Accidents

If your child is seriously injured at school, we will call you immediately. If you cannot be reached, we will attempt to contact a person that is listed on the emergency card. In cases of an injury or illness requiring emergency care, an ambulance will be called. You will not be contacted concerning minor scratches and scrapes.

Ongoing Medical Concerns

Prior to the beginning of school, please advise the office staff and teacher in writing of any chronic health issues, such as heart problems, diabetes, severe allergies, hearing loss, vision/glasses, chronic pain, asthma, seizure disorders, etc. This enables the school to communicate the necessary accommodations to appropriate staff to ensure that we are able to provide informed care and ensure student safety. Please note that after ten (10) excused absences, a note from the student's doctor will be required for each subsequent absence.

If You Move Away

If you know you are leaving our school, please inform the school office a week or two prior to your move whenever possible regarding your last day of attendance and your destination. All library books and textbooks need to be returned or you will be charged for them. The student's cumulative records will be transferred upon request from your child's new school.

Homework

Homework is expected in grades K-6. Our staff views homework as an extension of classroom instruction. It gives students practice in using what they are learning in class. Students have an opportunity to work independently and develop a sense of responsibility. The amount of time a child spends on homework depends on the difficulty of a particular assignment and the individual ability of the child but should not exceed 1 hour each day. If your child is having difficulty completing homework on a regular basis, please talk to your child's teacher. Parents of primary students (K-3) should read to their child, or listen to their child read, each day. 4th through 6th graders should also read every day.

Visiting the Classroom

We encourage parents and guardians to visit our school at any time. (District policy prohibits children not enrolled in SCUSD from visiting during school hours.) For the safety of our students, we require that adults sign in and out at the front desk in the Main Office and obtain a visitor's badge for any amount of time during school hours. If you are planning to observe your child's teacher during instructional time, please check with the front office staff in advance. They will then check the teacher's schedule to make sure no field trips or testing will be occurring during your planned observation. If you wish to help or regularly spend any time in the classroom, we require that you register as a volunteer.

Volunteers and Chaperones

At Sutterville Elementary School, your participation is important to us. For student safety, all volunteers (and visitors who regularly spend time at school) must be registered with and cleared annually by the District. You may obtain a Volunteer Registration form from the school office. If you volunteer to drive on field trips (see section below on Field Trip Drivers) or work alone with students, you must receive fingerprint clearance, and provide a clear report of T.B. Our PTA also provides scholarships to cover fingerprinting fees. Please inquire at the school office.

Field Trips

From time to time, students will have an opportunity to participate in a school-related Field Trip. In order to attend, each student must have a completed, signed/initialed, and up-to-date Field Trip permission slip on file with the school prior to the trip date. (Siblings from a different grade level are not allowed to attend.) Trip details, such as date, destination, departing and returning times, and appropriate dress, will be provided by the classroom teacher(s). Teachers welcome the help of parent volunteers to complete all of the planning and paperwork required. The office staff will provide training to those volunteers willing to help.

Field Trip Scholarships

Some field trips have an associated cost. However, no student will be denied participation for financial reasons. Please talk to your child's teacher if you are in need of a full or partial scholarship.

Field Trip Drivers

To be a Field Trip Driver, a parent/guardian must have their fingerprints cleared through the District, provide a clear report of T.B., annually renew their volunteer status, provide a copy of their current driver's license, and provide a copy of the declaration page on their insurance policy showing proof of current insurance in the minimum amounts required by the District. If you think you would like to chaperone a field trip or volunteer in the classroom, please come to the school office to pick up a packet with information regarding getting cleared by the district.

Independent Study

If you know in advance that your child will be absent due to an emergency or extenuating circumstances for five (5) days or more, it is advisable to meet with the teacher at least two weeks beforehand to discuss making an Independent Study plan, at the teacher's discretion. This will help your child stay current with their studies. Independent Study Plan days will be considered school days, not truancies. (Independent Study contracts cannot be granted for absences that are fewer than 5 days long. Please ask the teacher as far in advance as possible for homework that will help your child stay current with their assignments.) Please note that Independent Study requests must be approved in writing two weeks prior to the leave date.

Parent Conferences / Report Cards

Communication is an essential part of the education program. It is important for parents to keep in close contact with their child's teacher concerning their progress. Parent/Teacher conferences are offered at the end of the 1st and 2nd trimester, but parents are encouraged to contact the teacher at any time during the school year. Your child's teacher will contact you prior to the conference period. Teachers are always willing to discuss the educational process with parents but cannot be interrupted during class time to do so. Parents should make an appointment at a mutually convenient time to discuss a child's progress.

Student Use of Telephone

The office and classroom telephones are used to conduct school business. Students will be allowed to use the telephone in the front office for emergency situations, i.e., an illness or injury. Students who wish to visit a friend, want a ride home, etc. are requested to make arrangements with their parents before they come to school in the morning. Students must have a teacher's permission to use the telephone. Cell phones are to remain off and in backpacks during school hours, and are subject to confiscation by the school staff if used inappropriately.

Suggested School Materials

Supply lists for each class are posted on the cafeteria windows a week or two before school starts. In general, students will need the following, however, the school will provide materials for any student who doesn't bring supplies.

Each child in grades 1-3 should have:

- A backpack or bookbag
- Pencils/Erasers

Each child in grades 4-6 should have:

- A backpack or bookbag
- Pencils/Pencil Pouch
- Binder and paper
- Erasers

* Please be sure to put your child's name on personal items whenever possible, including clothing, backpack, lunch boxes.

Library Books

Sutterville students have the privilege of borrowing school library books. Students are expected to be responsible for appropriate care of the books, and will be required to pay for lost or damaged books. Parents/guardians are required to complete, sign, and return a Library Authorization form in order for their child to check out books from the School Library.

Textbooks

The school provides all the basic textbooks. Because student textbooks are extremely costly, Sutterville encourages students to put book covers on all of the textbooks assigned to them, and expects textbooks to be returned in good condition when requested or at year-end. If your child damages or loses any book belonging to Sutterville, we will request that you pay for its replacement.

Videos and Media

During the school year, teachers occasionally show a video or other visual material(s) that pertains to a subject or concept they are teaching. Sometimes they will show programs that have aired on PBS or another educational channel. Because Sacramento City Unified School District mandates that only district-approved material may be shown in the classroom, UNLESS A STUDENT HAS PARENTAL PERMISSION TO VIEW “NON-DISTRICT” MATERIAL, teachers must have a signed permission slip on file stating that the child may view materials the teacher deems educationally appropriate.

GENERAL INFORMATION

Family Newsletter and Special Notices

Sutterville PTA regularly publishes a Family Newsletter via email with important dates and information about our school activities and policies. Additionally, we send home notices and automated phone calls to keep you informed and up-to-date. We request that you look for the Newsletter and notices that come home with your child and read them.

Before and After School Activities

School-sponsored before- and after-school activities such as Band, Orchestra, and Choir, may be offered. Outside providers such as Firefly Art, Early Engineers, Honey Coding, Chess, etc. may also offer classes from time to time. This year we plan to offer these enrichment activities free of charge to our students through the SCUSD Youth Development Department and ASES. Please inquire at the front office for details. The Sacramento City Unified School District also offers intramural sports, such as indoor soccer, flag football, and basketball. Information will be provided as it becomes available. Finally, there is a family literature and flier case in the front foyer of the school as well with information.

Student Accident Insurance

School district insurance will not cover the student who might suffer an injury while at school. For this reason, we encourage parents to provide their own student accident insurance. Information about a district approved low-cost policy is sent home at the beginning of each school year.

Lost and Found

Please put your child's name on their clothes, water bottles, lunch boxes, etc. so items may be identified if lost. Sutterville has a "Lost and Found" cart in the foyer where clothing and other items may be claimed by children and parents. Twice a year, unclaimed items are donated to charity. We will give families one last chance to claim clothes by displaying them (on tables outside the office in the breezeway between the office and cafeteria) before they are donated.

School Lunches

Our cafeteria is open daily to serve breakfast and lunch (milk included) to all students in grades K-6. Free and reduced-cost meals are available. Families are encouraged to complete and return an LCFF application form online, even if they don't think they'll qualify. Sutterville receives additional instructional funds based on the number of students who qualify to receive free and reduced-cost meals.

SUPPORT SERVICES

Student Study Team – Academic Support & Intervention

Sutterville's Student Study Team (SST) meets to design a support system for students having behavioral and/or academic challenges. The team develops intervention strategies for meeting the students' academic, social/emotional, and/or behavioral needs. The team consists of teachers, the principal, and parents/guardians, with the help of the school nurse, psychologist, speech therapist, and other support staff as needed. Parents who feel their child is having significant difficulties should contact their child's teacher to try to resolve the issues. If you need further assistance, please ask the office staff to set up a meeting with the Principal.

School Nursing Services

Based on our school's level of need, a district nurse will review student health issues and create emergency medical plans for students with life-threatening conditions. Additionally, the nurse will assist with health assessments for students with Special Education Individual Education Plans (IEPs). The nurse is on campus on an as-needed basis.

Speech and Language Pathologist

Sutterville's Speech and Language Pathologist assesses and works with students identified as having speech and/or language challenges. The Pathologist additionally assists with language assessments for students with IEPs.

School Psychologist

Sutterville's School Psychologist assists the IEP Team in developing plans for identified students and assesses students for placement in special programs. Our psychologist is at Sutterville 2.5 days per week.

ASES Expanded Learning Program

Sutterville's ASES program is a FREE structured before- and after-school program that provides a safe & supportive environment for your student(s). The program runs Monday-Friday from 7 a.m. to 6 p.m. and includes:

- Homework Help
- Enrichment Activities
- Physical Activities and Games
- Snack
- Mentorship and Support

To enroll visit <https://www.youthdevelopmentscusd.org/>.

4TH R Extended Day Child Care Program

The City of Sacramento offers a "4TH R" Extended Day Child Care Program on the Sutterville Campus. Childcare is available Monday through Friday from 7:00 a.m. until 6:00 p.m. (with the exception of designated holidays). Drop by the Sutterville 4TH R or call (916) 277-6103 for more information.

OPPORTUNITIES FOR PARENT INVOLVEMENT

Parent/Teacher Association (PTA)

This organization is essential to the success of the school. Sutterville's PTA sponsors many extra programs, enrichment assemblies and other cultural activities which enhance your child's school experience. Additionally, PTA provides scholarships and funds for class trips, such as the 6th grade trip to Sly Park. Many volunteers are needed to make these programs possible. Please make time to attend our PTA meetings and become involved. Parent participation is an important part of our school and your child's success.

Sutterville School Site Council

The Sutterville Site Council is a governing body composed of school officials, school staff, parent volunteers, and interested members of the community who are elected for a two-year term of office. The main purpose is to monitor the progress of the School Plan and to offer suggestions on how the Plan might be improved. The Site Council also offers suggestions on how portions of the school budget might be spent to accomplish the goals of the School Plan. Although only elected members of the Council may vote, all interested persons are invited to participate. The Committee meets approximately once a month.

Health and Safety Committee

Sutterville's Health and Safety Committee is a team of teachers, staff, parents and community members who meet to discuss health and safety programs and issues at our school. The committee also researches and makes recommendations for the improvement of health and safety at our school. All parents and guardians are encouraged to join and/or attend Health and Safety Committee meetings.

English Language Advisory Committee ("ELAC")

The Sutterville ELAC Committee consists of teachers and parents working together to develop the best approaches, programs and support for students who first learned a language other than English at home, and are now learning English as their second language. Parents participate in a school-wide assessment of EL student needs, share their personal experiences, and suggest to the principal and school staff how Sutterville can ensure that our School Plan for Student Achievement and our school's program for English Learners meet the needs of our students who are learning English. Additionally, we ask the Committee to help us find ways to improve our school attendance.

Gifted and Talented Education ("GATE") Advisory Committee

The District GATE Advisory Committee is composed of representatives from schools with GATE curricula throughout the school district. It meets approximately once a month to discuss the special needs of GATE students. Speakers are invited to address parent needs and concerns and educate families on how to help their GATE students best succeed. Sutterville also has a School GATE Advisory Committee which sends a representative to the District Committee. Please let us know if you would like to volunteer.

Involved Parents = Successful Students!



APPENDIX:

FREQUENTLY USED TELEPHONE NUMBERS AND ADDRESSES

4 th R at Sutterville Elementary	916-277-6103
Sutterville Elementary Cafeteria (Please call school office and request transfer.)	916-395-4730
GATE (Gifted and Talented Education), Serna Center	916-634-9427
District Enrollment Center	916-643-2400
Parker Family Resources (Homeless Services)	916-277-6892
Safety and Security Services Department, Serna Center, 1 st Floor	916-643-7444
Fingerprint Technician	916-643-7444
Sacramento City Unified School District - Main Line, Serna Center	916-643-7400
Special Education Main Line, Serna Center	916-643-9174
Student Hearing and Placement Department, Serna Center	916-643-9425
Superintendent's Office, Serna Center	916-643-9000

Sutterville Elementary School

4967 Monterey Way, Sacramento, CA 95822

916 / 395-4730 ♦ FAX 916 / 277-6950

Website: <http://schools.scusd.edu/sutterville/index.htm>

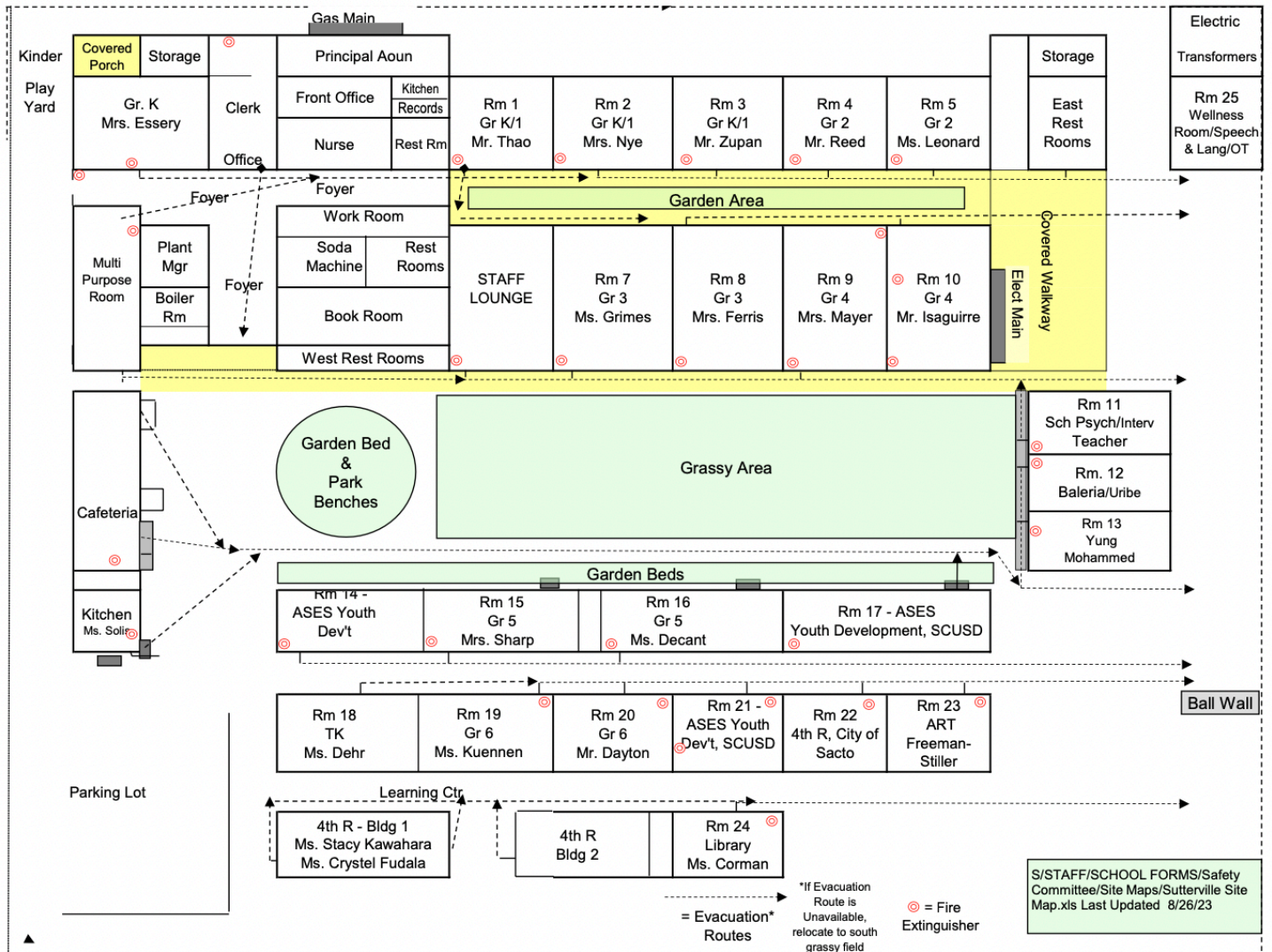
SCUSD Serna Center

5735 47th Avenue, Sacramento, CA 95824

916 / 643-7400

Website: www.scusd.edu

SUTTERVILLE ELEMENTARY SCHOOL SITE MAP



SUTTERVILLE PARKING LOT SAFETY MAP

