

***STUDENT AND PARENT
HANDBOOK
2009 - 2010***



C. W. Dillard Elementary School

Striving For Excellence

Mission Statement

of the Elk Grove Unified School District

The Elk Grove Unified School District
will provide a learning community that challenges **ALL** students
to realize their greatest potential.

ELK GROVE UNIFIED SCHOOL DISTRICT CORE VALUES

1. Outcomes for Students

- ◆ Achievement Of Core Academic Skills
- ◆ Confident, Effective Thinkers And Problem Solvers
- ◆ Ethical Participants In Society

1. Commitments About How We Operate As An Organization

- ◆ Support Continuous Improvement Of Instruction
- ◆ Build Strong Relationships
- ◆ Find Solutions

1. High Expectations For Learning For ALL Students And Staff

- ◆ Instructional Excellence
- ◆ Safe, Peaceful, And Healthy Environment
- ◆ Enriched Learning Atmosphere
- ◆ Collaboration With Diverse Communities And Families

District Administration

*Dr. Steven M. Ladd
Superintendent*

*Dr. L. Steven Winlock
Associate Superintendent
For K-12 Education*

*Bob Roe, Director
Preschool/Elementary
Education*

*Linda Meyerson, Director
Preschool/Elementary
Education*

School Site Administration

*Clark Burke
Principal*

Board of Education

*Jeanette J. Amavisca
Pollyanna Cooper-LeVangie
Priscilla S. Cox
Pamela A Irely
William H. Lugg, Jr.
Chet Madison. Sr.*

School Office

687 – 6121

Transportation

686 – 7733

District Office

686 – 7700

Dear Students and Families,

Welcome to C. W. Dillard Elementary School. After reading and discussing the information in this handbook, please **sign the verification form and return it to your child's classroom teacher.**

C.W. Dillard is a beautiful school, with wonderful students and an extremely supportive community. Dillard's roots are seated in the historical town of Wilton. Wilton brings a rich culture and country feel to everyday learning. Students at Dillard are exposed to a top rate classroom education while experiencing everything this wonderful town and community has to offer.

The Dillard staff is, bar none, the best in the business. Each teacher takes pride to make their classroom and this school the best it can be. Their dedication to each and every student is inspiring to all who have had the privilege to experience it. Each student receives equal access to a quality education in a twenty to one student teacher ratio for the primary grades or a twenty six to one in the intermediate grades.

Anyone who has experienced public education knows a school is only as strong as its support staff. The classified staff here at Dillard is the backbone that keeps this school successfully running everyday. Without them we would not be able to spend all our time solely focusing students and student achievement. We appreciate them so much!

Dillard offers a safe and exciting place for students to experience a top notch and progressive education. The Elk Grove Unified School District is a leader in quality modern curriculum, teacher instruction, and business management. The district is dedicated to ensure each school receives the best materials and support possible.

Dillard is proud to boast an environment of fairness, dignity, and respect. At Dillard we support our friends and neighbors to improve our education and our community. We truly are a class act to follow.

We look forward to the year of great education and student development here at C.W. Dillard Elementary School!

Thank you,

Clark Burke
Principal

GENERAL INFORMATION

SCHOOL STAFF

Mr. Burke	Principal	
Mrs. Riemer	Secretary	
Mrs. Sparks	Office Assistant	
Mrs. Perfler/Mrs. Barnhart	Kindergarten	Room 4
Ms. Irving	Kindergarten	Room 2
Ms. Crothers/Mrs. Fite	Kindergarten	Room 3
Ms. Deters	First Grade	Room 1
Mr. Harrison	First Grade	Room 23
Mrs. Alikhan	First Grade	Room 22
Mrs. Blosl	Second Grade	Room 11
Mrs. Beckner	Second Grade	Room 14
Mrs. Dill	Second Grade	Room 24
Mrs. Miller/Mrs. Barnhart	Third Grade	Room 12
Mr. Gongwer	Third Grade	Room 13
Mrs. Boyles	Third Grade	Room 16
Mrs. Engelman	Third/ Fourth Grade	Room 17
Mrs. Start	Fourth Grade	Room 19
Mrs Evans	Fifth Grade	Room 15
Mr. Nelson	Fourth/Fifth Grade	Room 6
Mrs. Shea/ Mr. Schmitt	Fifth Grade	Room 7
Mr. Moe	Fifth/ Sixth Grade	Room 8
Mrs. Espinoza	Sixth Grade	Room 9
Mr. Gonzalez	Sixth Grade	Room 18
Ms. Nelson	RSP	Room 21
Mr. Morse	Computers/ ELD	Room 20
Mrs. Carnes	Food Service Lead	
Ms. Davies	Nurse	
Mrs. English	Speech/Language Specialist	
Ms. Fuller	Paraeducator	
Mr. Goard	Custodian I	
Mrs. Grayson	Paraeducator	
Ms. Holt	Paraeducator	
Mr. Maroney	Lead Custodian	
Mr. Oneto	Paraeducator	
Mr. Rosenberg	Psychologist	
Mrs. Schmitt	Library Technician	

SCHOOL CALENDAR

SCHOOL HOLIDAYS

Labor Day – September 7, 2009

Veteran's Day – November 11, 2009

Thanksgiving Break - November 25 – 27, 2009

Winter Break - Dec. 18 – January 4, 2010

Martin Luther King, Jr. Day – January 18, 2010

Lincoln's Birthday – February 8, 2010

Washington's Birthday - February 15, 2010

Spring Break – March 29 – April 5, 2010

Memorial Day - May 31, 2010

DISTRICT PARENT HANDBOOK 2009- 2010

The Elk Grove Unified School District's 2009-2010 Parent Handbook has been distributed to all households in the district. This handbook contains useful information related to district practices and procedures. If you have not received your copy or have misplaced it, please call us.



SPECIAL PROGRAMS

GATE/ ACCELERATED LEARNING ACADEMY

The accelerated learning program is designed for pupils demonstrating a willingness to be challenged to learn a greater depth of existing curriculum, beyond that of the grade level standards. The Accelerated and Gifted and Talented Education (GATE) services will be delivered through differentiated instruction within the classroom during the regular school day and various after school hours.

SCHOOL IMPROVEMENT PROGRAM

Designed to meet the learning needs of all students in the school, this state-funded program will focus on improving curriculum, teaching strategies and learning environment. The School Site Council is made up of administration, staff and parents who meet regularly and are involved in the planning, implementation and evaluation of school programs and their budgets.

SCHOOL NURSE

The health program at C.W. Dillard Elementary is administered by a qualified school nurse who provides the following services: vision and hearing screening; obtaining medical information and keeping records of each student; providing nutritional and dental health education. **Please note that the school nurse is only on campus one day per month.**

SCHOOL PSYCHOLOGIST

The school psychologist administers psychological tests, consults with teachers and parents on learning disabilities and/or social emotional problems. He/she may also be involved with individual evaluations of potential gifted and talented (GATE) students. A conference is always held with parents whenever direct services are provided. **Please note that the school psychologist is only on campus one day per week.**

SPECIAL EDUCATION - RESOURCE SPECIALIST

The Resource Specialist (RSP) provides instruction and services to students who have been identified by the Student Study Team. To qualify, these students must exhibit learning disabilities in one or more of the academic skill and/or psychomotor areas. The instructional plans based upon individual testing/evaluation and committee input are reviewed yearly or as needed with parent(s) and staff to insure that the goals are appropriate and that maximum progress is being made. The main goal is to make the necessary progress for the student to return full time to the regular classroom.

SPECIAL EDUCATION - SPEECH/LANGUAGE SPECIALIST

The Speech and Language Specialist screens all children referred by teachers or parents. In addition to working with children who need speech or language therapy, the specialist assists teachers with students whose primary communication disability may be in the auditory comprehension or processing areas. All testing and evaluations are individualized and begun only with prior parental consent.

STUDENT PROGRAMS

It is our desire that you thoroughly understand your child's educational program. Our "**Back to School Night**" allowed us to better acquaint you with the year's program. A summary of some of the student programs follows:

ENGLISH-LANGUAGE ARTS

The Elk Grove Unified School District has adopted the Open Court Reading series for kindergarten through sixth grades. This language arts program integrates reading, writing, spelling, listening and speaking. The curriculum is defined by the Language Arts Benchmark Objectives found in the Elk Grove Unified School District Curriculum Guide.

Classroom teachers use reading/language basal texts, social studies and science textbooks, short stories, poetry, plays, essays, biographies and novels to help all students achieve grade level goals and objectives.

SPELLING

Various spelling curriculum will be used in grades 1-6 along with the spelling provided in the Open Court Reading Series. Logical word lists teach strategies to help students identify patterns in words and apply generalizations to new words. Developmental instruction begins with simple phonetically regular patterns, and then progresses to word structure and finally to more complex forms.

MATHEMATICS

In 2001, the Elk Grove Unified School District Board of Education adopted *California Mathematics*, published by Scott Foresman as their K-6 math program. This adoption is completely aligned to the State and District math Content Standards, contains an extensive Home-School Connection component, and provides a variety of assessments. The student textbook provides numerous examples, contains daily warm-ups and problem-solving activities, cycles back to provide maintenance of previously learned skills, and does an excellent job of algebra preparation.

SOCIAL STUDIES

The social studies curriculum is aligned to the California State History and Social Science Framework.

The Harcourt and Holt Social Science programs, which is used in grades K-6, is designed to prepare students for an active role in the world. Weaving together three strands--knowledge, skills and citizenship--this program draws from historical, geographical, social and cultural data to give students a thoroughly integrated view of their world.

SCIENCE EXPLORATION

Frequently taught Science topics -- including weather, plants, animals, the human body, space, geology, ecology and energy -- are treated in appropriate depth at each grade level. Classroom hands-on activities allow students to discover for themselves important concepts developed in the text. Students will also be involved in expository reading.

COMPUTER TECHNOLOGY

Students in grades 1 – 6 will receive Computer instruction approximately two times each week. This instruction will consist of word processing and multimedia presentations. There are also other opportunities for students to work with computers in the classroom.

VISUAL AND PERFORMING ARTS

Fine Arts will be addressed through the classroom. Supplemental and enrichment opportunities are available to students who wish to be involved in Band, Choir and Drama. These classes are offered either before or after school.

SCHOOL INFORMATION AND PROCEDURES

ACCIDENTS OR ILLNESS

If your child becomes ill or is injured at school, he/she will receive aid and assistance from the school staff. If it is deemed necessary, every effort will be made to involve the school nurse. However, the school nurse is only available on a one day per month schedule.

If it is determined that your child should go home and/or receive additional professional attention, you will be called.

SICK OR INJURED CHILDREN ARE NEVER SENT HOME EARLY WITHOUT PARENTAL NOTIFICATION AND PERMISSION.

PARENTS SHOULD MAKE SURE THAT ALL "EMERGENCY CARD" INFORMATION IS ACCURATE AND CURRENT. IN CASE OF AN EMERGENCY, WE MUST BE ABLE TO REACH A PARENT OR GUARDIAN FOR EACH CHILD ENROLLED.

ATTENDANCE/TARDIES

The importance of regular, daily attendance cannot be over-emphasized. State law requires mandatory attendance and research shows that student success is dependent on good attendance. **If your child is going to be absent from school because of illness or for a personal reason, please call the office on the day of the absence to let us know.**

1. Students are expected to report to class on time.
2. Students who have been absent from school are to bring written excuses from their parents upon their return **only** if they did not call the school office the day of the absence.
3. While it is important for students to return as soon as possible following an illness, they should not return too soon. **If a student is not well enough to go outdoors at recesses, he/she should not be in school.**
4. If attendance is a recurring problem, parents will be asked to meet with an administrator and teacher for the following reasons:
 - a. Absence without a written excuse or telephone call
 - b. Unexcused tardiness
 - c. Truancy, i.e., absence without parental permission
5. Attendance that does not improve may generate a letter from the District Office for the following reasons:
 - a. 5 unexcused absences
 - b. 10 excused absences
 - c. 10 tardies

CAFETERIA SERVICES

The lunchroom is now equipped with the CAFS (Computer Assisted Food Service) system. All students have been assigned a four-digit PIN (Personal ID Number). This number is only for internal, departmental use and is strictly for tracking meal count information. Students may prepay any amount to be applied to the account. The money will be used to purchase meals or ala carte items. The prepay option is encouraged in order to reduce the need for daily cash handling. Households with more than one student in the school will need to designate the amount of money to be placed **into each student's account**. When submitting a personal check for pre-payment, please write your child's name and PIN on the check.

- Daily \$ 2.25
- 5 Days \$ 11.25
- 10 Days \$ 22.50
- 20 Days \$ 45.00

NEW: C.W. Dillard has launched www.myLunchMoney.com; the new on-line prepay system. This will allow parents to pay for their child's lunch through the computer.

Families are encouraged to purchase meals in advance to reduce the need for handling cash every day. Free lunches are available for students who qualify based on family income. A letter and application outlining the free and reduced meal program is distributed to all students each year as required by State and Federal Government. A new application must be completed each year. For more information regarding this program, please call 686-7735.

CLASSROOM VISITATIONS

Parents may visit their children's classroom anytime they wish **except during periods of testing**. We encourage parents to provide ample notification prior to visiting the school or classroom. **All visitors must, however, check with office personnel before entering the school grounds or before going to the classroom.** A "pass" will be provided for approved visitors. This is required for the protection of all of our students. Parent involvement and assistance in all classrooms is encouraged and appreciated. Students are not permitted to bring student guests to spend the day. Parents may visit classrooms other than their children's. In order to limit interruptions to the educational process, we ask that the teacher be notified prior to the visit.

DONATIONS TO SCHOOLS

The Elk Grove Unified School District recognizes that community organizations, especially parent clubs associated with our schools, often wish to support school programs through privately raised funds. Such clubs and groups are encouraged to work with the school's administration to discuss the needs that the school may have. These support organizations may donate money to the school. Reasonable efforts will be made to provide the services, equipment, or materials that meet the intent of the donor; however, the donations from private groups become a part of the school's general fund.

HEALTH

The health of your child is important to all of us. Students who have definite signs of colds or other illnesses should not be sent to school. The parent of a student with a communicable disease should notify the school by telephone as soon as the illness is diagnosed. The school telephone number is 687-6121.

State law and district policies strictly regulate the use or administration of medications at school. **No medication (prescription or non-prescription) may be dispensed to students or allowed on the school site without appropriate forms being completed and on file in the school office.** Please contact the office for a copy of the district's policy and required authorization forms.

First Grade Physical Examinations: At first grade entry, all students must provide the district with written evidence of a physical examination (by a licensed physician and surgeon or clinic), completed no sooner than 18 months prior to first grade entry. (Health and Safety Code 323.5; 324.2; 324.3)

HOME-SCHOOL COMMUNICATIONS

Contacting a Teacher

Teachers welcome your notes, emails and calls. Conferences can be easily arranged. Teachers are usually available to accept phone calls from 8:00 - 8:45 a.m. and immediately after school. The office will take messages anytime, and the teacher will return the call as soon as practical. Communication between teachers and parents is extremely important.

If You Are Concerned About Something, Talk To The Teacher First. Besides you, the teacher has the most direct contact with your child. If the situation is still not unresolved, talk with the administrator.

CLASSROOM ASSIGNMENTS

Student's classroom assignments are based on a variety of criteria. The numbers of students enrolled in school dictate to a large extent the organization of grades and levels within the school and classroom. State law and District policy set the number of students in a classroom.

Each classroom, whether combination or straight grade, consists of students who are purposely placed with ranges of academic achievement. Because students learn at different paces throughout their development, teachers have developed skills for grouping and regrouping students for learning based on mastery of skills. Whether a combination class or straight grade, it is certain that student success in these classes will be equal. **Requests for specific teachers will not be honored.**

HOMEWORK POLICY

Homework is an important means of improving learning. It is the major opportunity for students to practice independently and to enrich what they have already learned. Your child's teacher will distribute a complete description of the district's homework policy on Back To School Night.

Honors, Awards, Recognitions

Each trimester, C.W. Dillard Elementary School recognizes students in 4th through 6th grades who have demonstrated outstanding achievement in academics. During the third trimester, students who have maintained perfect attendance for the entire school year will receive special recognition. Awards assemblies for the 2009-2010 school year will be held in November, March, and May. Parents/guardians are encouraged to attend. During these assemblies, the following awards will be presented:

- **GOLD HONOR:** A's in all academic subjects
- **SILVER HONOR:** A's and B's in all academic subjects
- **PRINCIPAL'S AWARD:** Teacher Discretion
- **PERFECT ATTENDANCE:** No absences or tardies
- **EXEMPLARY ATTENDANCE:** No absences, some tardies

LIBRARY BOOKS

Students visit the library once a week to receive instruction and check out books. The student and parent will agree to handle library books carefully, return them promptly and pay for any lost or damaged books. The checkout period is one week. Overdue notices, with information about the title, author, and price of the book are sent home after three weeks. Please respond quickly and call the school librarian with any questions. Do not hesitate to ask the library staff for help in locating materials for use with your child.

LOST AND FOUND

Lost and found items are kept in large containers in the multi-purpose room. At the end of each trimester, items will be displayed on the cafeteria tables for several days prior to being donated to charity. **Please write your student's name on jackets and other appropriate clothing items so they may be returned promptly if found. Every year, we give away dozens of nearly new items to charity organizations because there is no name written to identify the owner.**

NOTICES

Due to budget restraints, we are cutting back on paper and copies. The school newsletter and calendar are now posted on C.W. Dillard's website at www.egusd.net/cwdillard. If you do not have access to our website, please stop by the office to pick up a newsletter or notify your child's teacher. A student-based newspaper will also be posted bi-monthly on the website.

PARENT INVOLVEMENT OPPORTUNITIES

Here at C.W. Dillard, we realize the power and potential of parents being involved in their children's education. We welcome and encourage you to actively participate in your child's education. The following chart is designed to help you identify the areas in which you could become involved:

CLASSROOM

Classroom Instructional Volunteer

Contact your child's teacher

Room Mother or Father

Organize class parties, etc.

Contact your child's teacher

Classroom Support From Your Home

Assist with misc. preparation activities

Contact your child's teacher

Be a Special Presenter/Guest Speaker

Share a hobby, career, etc.

Contact your child's teacher

SCHOOLWIDE

PTA Member

Join and participate in monthly meetings.

Assist with PTA Fundraisers

Watch the school newsletter and notices sent home with your child.

Participate on the PTA Executive Board

Elected Positions

Participate in the School Site Council

Elected Positions

Participate in Campus Committees

Watch for notices sent home with your child.

Library Volunteer

Contact the Librarian



PARENT-TEACHER ASSOCIATION (PTA)

Parents are an important part of the C. W. Dillard School family. We strongly encourage parents, grandparents, and other interested community members to join our Association. The membership dues are \$5.00 per person. These dues help support the school in many ways such as: additional teacher materials needed for special projects, computer programs, library books and needed library materials, custodial equipment, and additional maintenance agreements for the school's copy machines.

PTA General meetings will be held in September, October, February and May this year. Check the Pioneer Press for exact dates and times. At the time this handbook went to press, the exact dates were not available.

This association cannot operate without parental support. You are **needed!** Please share your talents!!!

PARENT/TEACHER CONFERENCES

Once or twice each year parents are invited to attend a conference with the teacher. During these conferences, parents should feel free to ask questions and share ideas about each child's progress and behaviors. If you have questions regarding a progress report, please call your student's teacher.

PROGRESS REPORTS

Mid-trimester, teachers send reports to parents about the progress of students who are falling below expected goals. **Progress reports are only sent home if the student is not making appropriate progress, or if requested by a parent.** If you have questions regarding a progress report, please call your student's teacher.

REPORTING TO PARENTS

We have a minimum of three reporting periods to parents during the school year. Two reports are by parent-teacher conference. Additional reports are encouraged as the need arises. If you have a question or concern regarding your child's progress, please do not hesitate to contact your child's teacher.

SCHEDULES

Regular School Day

AM Kindergarten 8:45 – 12:05
PM Kindergarten 11:40 - 3:00

Minimum Day

AM Kindergarten 8:45 – 12:05
PM Kindergarten 11:40 – 3:00

Regular School Day

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Minimum Day

Grades 1-6 8:45 – 3:00

8:45 – 1:35

STUDENT CHECK OUT

Any parents, guardians, etc., picking up children before regular dismissal times must first go to the office and sign them out. (Persons should be identifiable to the child. Teachers will direct the child to the office for check out.) **Any person picking up a child must be listed on the child's Emergency Card.**

STUDENT DROP-OFF AND PICK-UP

Parents when dropping-off or picking-up their student(s) before or after school in the front parking lot, please drive with the utmost caution when nearing the school and especially when entering the parking lot. In the rear Temporary Overflow Parking lot, please make sure you park your vehicle and escort your child from the car to the playground and back again. Please continue following the designated traffic flow plan of the parking lot (as you enter the parking lot, make a right hand turn and continue counter clockwise around the circle). As a community we must all ensure the safety of all our students.

STUDENT REGISTRATION AT C. W. DILLARD ELEMENTARY SCHOOL

Registration for the 2008-2009 school year is taken throughout the school year. The school office is open from 7:30 a.m. - 4:00 p.m. daily. Please note that children currently enrolled at C. W. Dillard will automatically be registered for the 2009 -2010 school year.

STUDENT SAFETY

For our children's safety, students are not allowed on campus earlier than 15 minutes (**8:30**) before their starting time. Students should leave school promptly upon dismissal. We **do not have supervision** for students who arrive too early or stay late. In addition, students are not to leave school grounds without permission.

STUDENT STUDY TEAM

The Student Study Team (SST) is a collaborative effort to provide resources to support students having either academic or social difficulties in regular classes. The team meets at the request of a teacher or parent for a concentrated problem-solving meeting. During the Student Study Team Meeting, either recommendations and/or a comprehensive action plan will be formulated in an effort to resolve concerns about student progress. A brief follow-up meeting may be scheduled to assess progress, make further recommendations and evaluate success and resolution.

TELEPHONE USAGE

Students are permitted to use school phones for emergencies only. Special arrangements for out-of-school activities or for transportation should be made prior to school. Forgetting homework is not deemed an emergency.

TESTS

Achievement Tests are administered to the students throughout the school year. The California Standardized Test (CST) is administered to all students in grades 2-6 in the spring. Individual student scores are sent to parents. Tests are an important part of our on-going assessment program. Students need to learn test-taking skills. Parents can help in this important effort by providing encouragement (without pressure) to their child to do their best.

TEXTBOOKS

Each student is issued a numbered copy of the textbooks for his/her grade at the beginning of the school year. He/she is individually responsible for these books for the year. If a book 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 his/her responsibility for these textbooks. We recommend that you tell your child to check at the end of each day for his/her textbooks. If a book is missing at that time, the class and the teacher can assist in locating the book. If a student waits until several weeks later, the chances for finding the book are slim.

TRANSPORTATION

The Board of Education for the Elk Grove Unified School District formally endorsed a service/non-service model of transportation **with fees** starting with the 2005-2006 school year. With that change, the district no longer provides transportation service in designated “non-service” areas. Transportation will be available for a fee for students who live in designated “service” areas, which includes the C.W. Dillard Elementary School attendance area.

If you would like to receive transportation services, you must complete the following steps:

- Complete a School Bus Transportation Application. **Services available, and fees, are listed on this application.**
- Select a bus stop from the list that is closest to your residence. (If a selection is not made, one will be made for you.)
- Enclose a check made out to the “Elk Grove Unified School District” **or** complete the Free School Bus Transportation Verification form (side 2 of the application) and submit with supporting documentation.
- Return the application and a check to your school or mail it to: Transportation Department, 8421 Gerber Road, Sacramento, California 95828.

Once your child’s application has been received and verification complete, a bus pass will be mailed to the student’s home address. More detailed information about transportation, as well as maps of the service and non-service areas are available at the district’s website, www.egusd.net/parents/resources.htm.

Proper and safe behavior on the bus is required whether going to or from school or on a field trip. The driver and/or teacher will explain and enforce the rules of proper behavior. Complete school bus rules and procedures will be sent home early in the school year.

SCHOOL ACTIVITIES

Parent Information Night/ Back to School Night (FALL)

C. W. Dillard sponsors a night for **parents** to visit the school and discuss with teachers our school program for the new year. Teachers make presentations of their classroom programs and activities. It will be important for parents to make arrangements for the children to stay with friends or neighbors during this time. Students should not attend these sessions.

Our (Fall) Back to School Night will be held on: August 13, 2009 from 6:30 – 7:30 PM

OPEN HOUSE (SPRING)

Open House occurs in the spring. This is a time when parents and students can come together to visit the classrooms to view work and visit with the teachers. This is **not** conference time. Conferences should be scheduled individually with teachers at other times. Open House for the 2008-2009 school year will be on May 6, 2009 from 6:30 – 7:30 PM.

STUDENT COUNCIL

The Student Council with elected members from 4th-6th grades meets regularly. The Student Council helps students by:

- Developing an understanding of the democratic process
- Developing school spirit
- Providing communication between administration and students
- Giving students experience in leadership roles
- Sponsoring student activities to provide school spirit

SCIENCE FAIR

Each year a Science/Invention Fair is sponsored by the Elk Grove Unified School District and C. W. Dillard Elementary School. Students are invited to organize and set up projects, which can be entered in the room/grade competition. Winners from the school and district are presented awards.

ORAL LANGUAGE FAIR

All students and classes are encouraged to participate in this activity, which occurs each year. Student groups compete in the area of oral presentations (such as poetry, choral reading, etc.) Parents are informed if a child has been selected to represent his/her class. (the viability of this program may change for the 09-10 school year)

WRITING COMPETITIONS

Throughout the year, students at all grade levels are given opportunities to enter writing competitions. Teachers will assist them with these projects throughout the school year.

SITE COUNCIL

The primary role of the School Site Council is to assist in the planning, implementation, and evaluation of our School Improvement Plan (SIP). The School Improvement Plan focuses on enhancing targeted areas of our curriculum and other key aspects of our school environment. This is done through collaborative decision making on the allocation of SIP funds received annually from the state. Our School Site Council is comprised of our principal, 5 teachers, and 5 parents.

STUDENT RECOGNITION

Students receive special recognition in their classrooms, as well as at the trimester awards assemblies. These awards are intended to promote and recognize a variety of achievements including academic and citizenship. We also award 1-2 **Character Counts** per class, per month, based upon students exhibiting good character choices all trimester

STUDENT RESPONSIBILITIES

It is our goal at C. W. Dillard to provide a safe and positive learning environment. Such an environment is enhanced by having well chosen rules.

Key Words

There are three attributes that are to be a part of all students' behavior at C. W. Dillard School. They are:

CONSIDERATE of others, their selves, their possessions, and their rights as people

COMMITTED to excellence both as a school and as individuals

CONCERNED for the well being of those around them

We then take these attributes and form the qualities of a Professional Student. The following are classroom expectations we have for every child in every classroom:

1. Respects Self and Others
2. Respects Learning
3. Accepts Challenges
4. Puts Forth Personal Best
5. Actively Participates

General School Rules:

- ◆ Respect yourself, others, and all adults in authority.
- ◆ Use appropriate, positive language.
- ◆ Respect all materials and equipment.
- ◆ Come to class **on time** physically and mentally prepared to learn.
- ◆ No gum or sunflower seeds.
- ◆ No toys are allowed at school (including P.E. equipment), unless with permission of teacher for use in class.
- ◆ No trading cards of any kind are allowed at school.
- ◆ No electronic games, personal CD players, IPODS, Cell Phones, or radios are allowed at school. **The school will not be responsible if these items are brought to school and are lost or stolen.**

Dress Code:

- ◆ Shorts are to be worn at “fingertip length.”
- ◆ Overall straps must be buckled at all times.
- ◆ Make-up is not to be worn nor is it permitted on campus.

- ◆ No tube tops, bare midriffs, or strapless tops. Inappropriate clothing will be addressed on a situational and individual basis as needed.
- ◆ No clothing with see-through material is to be worn.
- ◆ No oversized tank tops (large arm openings.)
- ◆ No thongs are to be worn. Sandals are permitted with a strap.
- ◆ No hats or hoods worn **inside** any school building.
- ◆ No clothing with inappropriate graphics or sayings is to be worn.
- ◆ No gang related or associated apparel.
- ◆ Students who violate the above code may be sent home for a change of clothing.

Lunchroom Rules:

- ◆ All food, forks, straws, trays, etc. must be kept in the lunchroom.
- ◆ Stand in line quietly, facing front, with hands to self.
- ◆ Speak in a soft conversational voice at lunchtime.
- ◆ Walk in the lunchroom at all times.
- ◆ Remain seated at assigned tables at all times.
- ◆ Raise your hand to ask permission to leave your seat.
- ◆ Use appropriate manners.
- ◆ Clean up own area.

Assembly Rules:

- ◆ Sit quietly, hands to self, facing forward.
- ◆ Raise hands for questions at the end of presentation.
- ◆ Applause only at the end of presentation.
- ◆ No booing, wolfing, or inappropriate laughing.

General Playground Rules

The following is not allowed:

- ◆ Kicking volleyballs or basketballs (only footballs, red balls, and soccer balls may be kicked and only on the field area).
- ◆ Pushing, wrestling, play fighting or kick-fighting.
- ◆ Kicking of any balls on blacktop.
- ◆ Football throwing or football games on the blacktop.
- ◆ P. E. equipment from home.
- ◆ Skateboards or bicycle riding on campus.
- ◆ Throwing sand, rocks or any other object.
- ◆ Crossing the red line without a pass.

Lining Up:

- ◆ At the sound of the bell - everyone freezes.
- ◆ At the sound of the whistle - students will walk to line.

- ◆ Students must stand in line quietly, facing forward, hands to themselves.
- ◆ Student must use restrooms and get drinks **before** the freeze bell.
- ◆ No pushing, wrestling, play fighting or kick-fighting in line.

Restrooms:

- ◆ Students may not play in the restroom. Doing so will result in a citation.
- ◆ Throw all paper towels in the wastepaper basket. They are not to be brought onto the playground.
- ◆ Students may not wet their heads with water.
- ◆ Flooding, defacing, or any like acts, may be reason for suspension.
- ◆ Students must use restroom before the bell.
- ◆ The restroom is not a play area.

Drinking Fountains:

- ◆ Students may not play in or around fountains.
- ◆ Drink quickly to allow others a turn.
- ◆ Students may not take drinks after the bell.

Basketball:

- ◆ Ten person full court games.
- ◆ Any game with more than ten persons will be stopped.
- ◆ If any team of five is waiting to play, game in progress goes to first team to make three baskets. The team in line plays the winning team.
- ◆ If five students are waiting to play, players from the losing team must skip a game.
- ◆ Rough play is not allowed.
- ◆ Only basketballs may be used.

Bars:

Two hands must be kept on the bars at all times. The following is not allowed:

- ◆ Cherry drops.
- ◆ Placing oneself underneath bars.
- ◆ Sitting on bars.
- ◆ Tag on bars or in bark areas.
- ◆ Any unsafe play.

Four-square Rules:

- ◆ The player in the box with the square is always the server.
- ◆ The serve is from a bounce and is hit underhand with both hands open flat.

- ◆ The serve must land in one of the other squares.
- ◆ The receiver of the ball may hit either the side or bottom of the ball after the first bounce.
- ◆ The ball may only bounce once in each square.
- ◆ The ball must be hit with two hands open flat at all times.
- ◆ The first person in line is the referee, calling outs.

Tetherball Rules:

1. Server - shortest person serves in a new game - winner serves in the rest of the game.
2. New opponent chooses sides, way, and gets to unwind.
3. Winner stays in for 3 games maximum.
4. First person in line is "Ref" and calls out.

You may not:

- ◆ Hit the ball with anything other than a fist or an open hand.
- ◆ Climb the pole for any reason.
- ◆ Sit on the tetherball.
- ◆ Aces - not allow opponent to hit the ball. Each player must be allowed (grades 1-2) 2 hits, (grades 3-6) 1 hit, serve not included.

Before/After School

Students will:

1. Not arrive on the school grounds earlier than 8:30.
2. Report directly to the classroom on rainy days.
3. Leave the school grounds promptly at dismissal time, unless under direct adult supervision.
4. Walk and not run in all hallways.
5. Refrain from bringing roller blades, skates, or skateboards to school.
6. Not be allowed to wear shoes with retractable wheels.
7. Not return to the school grounds until after 4:00 PM.
8. Practice all school rules pertaining to safety and courtesy coming to or going home from school.

Bike Riding:

If for some reason you decide to let your child ride their bike to school, they must turn in their bike safety helmet upon arrival at school. Students who ride to school without a helmet will not be allowed to ride home on their bike. Parents will be called to pick up the student and their bike.

Consequences For Disregarding Rules

1. Students who disregard a playground rule during recess will be given a School Conduct Citation.

1st offense: Teacher/Student Conference
2nd offense: Teacher/Parent Conference
3rd offense: Teacher/Parent/Student Conference
4th offense: Appropriate consequence determined at 3rd conference.

2. The classroom teacher or administrator for breaking school rules will impose consequences. Severity of consequences will increase with repeated violations.
3. A pupil may be suspended from school or recommended for expulsion if it is determined that the pupil has:
 - (a.) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - (b.) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal.
 - (c.) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, as defined in Section 11053 of the Health and Safety Code, or an alcoholic beverage, or an intoxicant of any kind.
 - (d.) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Section 11053 of the Health and Safety Code.
 - (e.) Committed or attempted to commit robbery or extortion.
 - (f.) Caused or attempted to cause damage to school or private property.
 - (g.) Stolen or attempted to steal school or private property.
 - (h.) Possessed or used tobacco, or any products containing tobacco or nicotine products.
 - (i.) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j.) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - (k.) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - (l.) Knowingly received stolen private property at school.

Note pupil shall be suspended or expelled for any acts enumerated if that act is related to school activity or school attendance.

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

Office Referrals

Students are expected to obey all adults on campus who are responsible for maintaining a positive learning environment. Teachers or supervisors may refer students to the office for fighting, assault, possession of dangerous objects/substances, damaging school property, gang related offenses, and continued willful disobedience. The principal will follow up on referrals and impose consequences as appropriate.

Note: Our school is to be an exceptional place in which to live and learn. We will maintain an atmosphere that is friendly and conducive to learning. Any student who chooses not to follow our rules must learn that there are consequences for their choices.

VERIFICATION OF HANDBOOK DISCUSSION

I have read and discussed with my child the C. W. Dillard School Student/Parent Handbook. We understand all stated rules and agree to abide by them, acting and dressing appropriately for school activities, on the way to school, at school, and on the way home from school.

Parent/Guardian Signature: _____

Student Signature _____

Date: _____