

**Parent and Student  
Handbook for  
Robert L. Stevens  
Elementary School**

“Home of the Dolphins”



2345 Giffen Avenue  
Santa Rosa, CA 95407  
575-8883

## Welcome From the Principal

Dear Robert L. Stevens School Community,

On behalf of the R. L. Stevens Staff, I welcome you to our school. We are committed to providing all our students with an outstanding educational experience and we believe ongoing teamwork between school and home helps make this possible. To that end, this handbook has been developed so that you may better understand the policies and programs of Robert L. Stevens School.

We encourage all students and parents to read and discuss this handbook together. Please sign and return the attached signature page to your child's teacher signifying you have reviewed the material.

If you have questions or comments, please feel free to give me a call or contact me through e-mail. I look forward to meeting and working with all of you. Together we will make this a great year.

Sincerely,

A handwritten signature in black ink that reads "Lori Pola Hoard". The signature is written in a cursive style with a large, stylized initial "L".

Lori A. Pola Hoard, Principal

575-8883 ex. 352

[lpolahoard@wrightesd.org](mailto:lpolahoard@wrightesd.org)

## **Mr. Robert Louis Stevens**

### Biographical Sketch

Robert L. Stevens was born in Waterbury, Connecticut on August 15, 1917. He grew up in Waterbury while living with his father, mother, three brothers, and one sister. Robert Stevens attended Crosby High School in Waterbury, where he was recognized for his scholastic performance and was also selected to play on the All- State baseball and football teams.

After high school Robert Stevens attended Mount St. Mary's College in Maryland where he received his Bachelor of Science in Education. He continued to play baseball and football, and was installed into the college's Hall of Fame. After graduating from West Point he served in the United States Air Force from 1940-1946, and attained the rank of Lieutenant Colonel.

In February of 1945, while stationed in Santa Rosa, Robert Stevens married Shirley Raynor. They met in Waterbury where their families had an established friendship. The Stevens had two children, a son and a daughter.

Robert Stevens received his Administrative Credential from San Francisco State College. From 1948 to 1950 he served as a teacher, principal and superintendent of Vine Hill Elementary School in Sonoma County. In 1950 he began his work in the Wright School District as Superintendent/Principal. Among his many achievements and contributions to the district and community was his procurement of state funding and bonds to build two schools in financially difficult times. Wright School was opened in 1951 and J.X. Wilson School was opened in 1975. Robert Stevens retired in 1977 after 27 years of service in the Wright School District. Mr. Stevens passed away in January 2003.

With much community support the Wright School District's Board of Education unanimously agreed to name the district's third school after Mr. Stevens. Our school was dedicated in October 1994.

## **Wright Elementary School District Vision**

The Wright Elementary School District shall create an environment which encourages every child to work to his or her potential, builds basic skills, kindles and nourishes curiosity, teaches problem-solving, encourages children to love learning, and inspires both teachers and children.

Wright Elementary School District shall provide opportunities for children to develop personal and civic responsibility, self-discipline, necessary skills for economic independence, and a positive code of ethics supported by the community at large.

Wright Elementary School District shall respect each individual, honor differences, and strengthen the community by educating its children and engaging families in the educational process.

## **Wright Elementary School District Mission**

The mission of the Wright Elementary School District is to prepare children academically and socially to function responsibly in society and to envision their goals in life.

## **Communication**

Good communication between home and school is significant to your child's success in school. Notices, including a monthly newsletter, go home on Mondays, though it may be necessary to deviate from that some times. Please look in your child's backpack or ask your child for any notices that were sent home. Also, please consult our website at [www.robertlstevens.org](http://www.robertlstevens.org). There is a link to our cafeteria menu, our school calendar, our Single Plan for Student Achievement and our School Accountability Report Card. The principal's e-mail address is [lpolahoard@wrightesd.org](mailto:lpolahoard@wrightesd.org). All of us welcome your questions and concerns and we ask that you do not hesitate to call (575-8883) or e-mail.

## School Hours

### Daily Classroom Schedules (M, T, Th, F)

Grade	Begin and End	Lunch
Kindergarten	8:15 a.m. – 11:55 a.m. (until Labor Day)	11:35 a.m. – 11:55 a.m.
	8:15 a.m. - 1:15 p.m. (after Labor Day)	11:35 a.m. – 12:15 p.m.
1-3	8:15 a.m. - 2:15 p.m.	12:00 p.m. -- 12:45 p.m.
4-6	8:15 a.m. - 2:45 p.m.	12:30 p.m. – 1:15 p.m.

(All students eat lunch at school)

### Minimum Days

Every Wednesday is a **minimum day**. This affects the regular lunch hour as well as the regular dismissal hour. On Wednesdays, classes will be on the following schedule:

Grade	Begin and End	Lunch
Kindergarten	8:15 a.m. – 11:55 a.m.	11:35 a.m. – 11:55 a.m.
1-3	8:15 a.m. – 12:45 p.m.	11:55 a.m. – 12:15 p.m.
4-6	8:15 a.m. – 12:45 p.m.	12:25 p.m. – 12:45 p.m.

### Arrival

Campus opens at 7:50 am. Children should not arrive earlier. **There is no scheduled schoolyard supervision before this time.**

### Late Arrival/Tardies

Children who arrive after the start of school **must report** to the office before going to class.

### Early Dismissal/Appointments

If your child needs to leave school early, a note from a parent/guardian to this effect needs to be given to the classroom teacher. **Persons picking up a child need to be listed on the emergency card and they must check in at the office before the child will be released.** Law for the protection of your child requires this.

### Dismissal/Returning to Campus

Your child must leave the campus at dismissal time unless under the direct supervision of an adult guardian. **Younger siblings are not allowed to wait after school for their older siblings in the office or on the playground.** Once a child has gone home for the day, s/he may not return to the school grounds until **after 6:00 p.m.** (unless they are participating in an after-school program). We do not provide after-school student supervision.

## Attendance

Regular attendance not only enables your child to make the most of a school year, but it also generates the funding necessary to operate our school. If your child must be absent, upon his/her return, please write a note to the classroom teacher giving the date(s) and reason for the absence. For extended absences, make-up work may be requested from the classroom teacher. As a courtesy, please arrange this at least 24 hours in advance. See "Independent Study" below for planned absences of 5 days or more.

### Attendance Calls Home

Please call the office **before 9:00 a.m.** at 575-8883 to let us know why your child is out. This helps us know where your child is, and it is also a protection for you. Please continue to send a note explaining your child's absence upon his/her return. All absences without a written or telephone excuse will be considered unexcused.

### Excused and Unexcused Absences

An EXCUSED absence is an absence due to illness, quarantine, professional medical appointments, attendance at a funeral for immediate family, court appearances, religious holiday/instruction, or exclusion from school for contagious health problems or lack of immunization verification.

### An UNEXCUSED absence is any absence that does not fall into the above categories.

Please be aware that because of the way the funding model for public education is structured, schools only receive educational funding for students who are PRESENT at school. If your child is absent, even for an excused reason, the district DOES NOT receive funding for those days your child is not in attendance. We strongly urge all parents to have their child(ren) attend school regularly. Please plan vacations at times that do not interfere with your student's school attendance. Thank you for your support in insuring your child attends school.

### Planned Absence and Independent Study

If your child must be out of school for a planned period of time of **5 days or more**, an Independent Study **should be requested at least one week prior** to the anticipated absence. Your child's teacher will provide a special course of study to be completed during the absence. **This will be an excused absence only if the Independent Study Contract is completed prior to the absence, and the completed work is returned when your child resumes regular classroom attendance.**

### Truancy

Any child who is absent from school without a valid excuse for three days, or tardy in excess of 30 minutes for three days, in one school year, is considered truant, and (s)he will be reported to the School Attendance Review Board, the superintendent of the school district, and if necessary, the local District Attorney.

## Transportation

### **Car Drop-Offs or Pick-Ups:**

When dropping off or picking up your child from school, please use designated vehicle drop-off and pick-up areas as these are the areas under supervision. Please drive **SLOWLY and with extreme caution** at all times while on school grounds to ensure the safety of everyone. The speed limit is posted and must be observed.

**When picking up your child, please park in the big parking lot and walk to the dismissal area to meet your child.** Parking spaces are left open for parents and additional parking is available in the church parking lot across the street. **Only enter the parking circle if you have a small child in a car seat that cannot be left alone. In the parking circle, pull up to the curb but do not get out of the car or double park. If there are no spaces, circle around until one becomes available.** For the safety of our students, we do not want them to leave the curb and enter the traffic pattern in order to get in cars. **Do not park in any Red Zone areas. Be Advised: Santa Rosa City Police monitor our campus on a regular basis and traffic violations will be cited.**

Your punctuality is very important and greatly appreciated. If a child has not been picked up by the time afternoon supervision has ended, s/he will wait in the office and a telephone call to your home or place of work will be made. *Teachers and office personnel have much work to accomplish after school and cannot babysit children who have not been picked up. If a child has not been picked up by the time our office personnel leave for the day, the police will be called to supervise your child.*

### **Bicycles**

Riding a bicycle to and from school is a privilege that may be withdrawn if a child is observed riding or acting in an unsafe manner. When riding bicycles to and from school, everyone must obey the traffic laws of the State of California and the rules of common courtesy. This includes the use of proper equipment and not riding double. Helmets are a legal requirement. If a child arrives at school without a legal helmet, the bike will be stored until the parent has been contacted and the proper equipment has been provided.

Bicycle riding is not allowed on the school grounds, blacktop, parking lot, or driveways. Upon entering the school grounds, children must immediately walk their bikes to the bike area. Children park and lock their bikes in the bike rack. Each child needs his/her own lock, and is not to share a lock with another child unless it is an emergency. Children are to park bicycles inside designated rack only, not against fences or buildings. The bicycle area is out of bounds to all students during the school day.

**Skateboards and Scooters** are not allowed on school grounds at any time. Please help enforce this rule. Make sure when your child leaves home with a skateboard or scooter, you know they are not heading for the school.

**Skates/Roller blades** are not to be worn on school grounds at any time.

### **Walking Route**

Your child should walk to and from school on an agreed upon route that uses sidewalks and predetermined crossing areas. Children should always walk with a buddy and not take short cuts through private property or in any way abuse the property of others. Please instruct your child in safe walking procedures and routes.

**A note from a parent/guardian is required for a child to make any change in his/her daily transportation routine.**

## Breakfast, Snack, and Lunch

### School Breakfast

Children may purchase **one** nutritious breakfast each day, which is provided by our school cafeteria. Breakfast costs \$1.00, and may be purchased daily, weekly or monthly. Forms to apply for reduced cost or free breakfast are available in the office. Students wishing to eat early breakfast at school should arrive in the cafeteria no later than fifteen minutes before classes begin. A second opportunity for breakfast is available at morning recess.

### Recess Snack

Nutritious, mid-morning recess snacks are encouraged, but are not provided by the school. Students who bring snacks from home are to eat in the designated snack area. In an effort to encourage students to develop healthy eating habits, **we will not permit students to eat extremely unhealthy snacks like Hot Cheetos, candy, potato chips, etc.** These snacks will be taken away and a phone call home will be made reminding families of the importance of building good habits of nutrition. No snacks are to be taken onto the field or game areas. **Chewing gum is not allowed at any time.**

### School Lunch ~ Menus are sent home monthly

Lunch period is a time to receive nourishment for afternoon learning activities. **All students are expected to eat lunch at school.** If there are special circumstances related to your child not eating a lunch, please contact the office at 575-8883 beforehand.

Lunches brought from home must be self-contained. Due to the number of students at each lunch period, lunches should not require any special handling or preparation by school personnel (such as adding hot water, etc.). The school does not provide utensils except to children purchasing hot lunches. No glass containers of any kind, candy, or gum are to be brought to school. Soft drinks, energy drinks and carbonated drinks of any kind are not allowed.

If you bring a lunch to your child, please do not go directly to your child's class or the cafeteria. Bring it to the office and your child will be called from class to pick it up.

Children may purchase **one** nutritious lunch, including salad bar choices and milk, each day. Lunch costs \$2.90, and may be purchased daily, weekly, or monthly. Forms to apply for reduced cost or free lunch programs are available in the office. Breakfasts and lunches can be paid for in the school office. **Breakfasts and lunches may not be charged.**

If your child does not have a lunch, he or she will be given a carton of milk and a peanut butter/jelly bar.

Milk is available separately for \$.30 per carton.

**For health and safety reasons, children are not allowed to share or trade food with others.**

### School Lunch Program

Applications for the Free and Reduced Program are sent home at the beginning of the year and are available in the school office. New applications need to be filled out every year and turned in as soon as possible. **Families need to provide their child(ren) with a nutritious breakfast/lunch daily until they have been notified that their lunch application has been approved.** Approval may take up to 2 weeks. Written notice will be sent home at that time.



## School Groups and Programs

### Board of Education

The Board is the governing body of the district. The voters in the district elect members. Meetings are held at 5:00 p.m. on the third Thursday of each month at the Wright District Office. The community is encouraged to attend these public meetings.

### Faculty

The teachers at Stevens School are committed to quality education in an atmosphere of respect and cooperation. When home and school support each other, children make the best progress. Parents may contact the school at any time to request a conference, and are encouraged to participate in classroom activities and other school programs. All teachers have voicemail boxes, and parents can leave messages 24 hours a day. Teachers may be reached by e-mail as well. In most cases, their e-mail address is their first initial followed by their last name @wrightesd.org. For example Laura Drake would be (ldrake@wrightesd.org)

### School Site Council

Improving our school is an on-going process of determining needs, setting goals, planning programs, and monitoring progress. The School Site Council is an advisory body that develops and oversees the Single Plan for Student Achievement, the School Safety Plan and the bi-annual Parent Satisfaction Survey. The council is comprised of five parents, three teachers, one member of the Classified Staff and the Principal. Meetings are held regularly throughout the school year (usually the third Tuesday of the month at 3:30 p.m.) and are open to the public. A schedule of meetings is available in the school office and on our website at [www.robertlstevens.org](http://www.robertlstevens.org)

### Parent-Teacher Club

The Parent-Teacher Club (PTC) works to enrich the educational experiences of all students at Stevens School. Membership is open to all R. L. Stevens' parents, teachers, and other interested adults within the Wright School District community. Meetings are held once a month, generally on the third Monday evening of the month, beginning at 6:00 p.m. in the school office conference room. We encourage your active participation in our PTC.

### Student Council

Students in grades 4, 5 and 6 are represented in Student Council. The students plan and oversee activities involving school service, school improvement, and school spirit. Student Council helps develop leadership and cooperation skills. Elections for Student Council representatives and officers are held at the beginning of each school year

### Volunteer Program

Volunteers play an important part in the programs Stevens School provides for your children. We encourage the participation of volunteers from the Sonoma County business community and from the Stevens School community. Depending on your interests, abilities, and time availability you may wish to volunteer. The State of California requires that all people who work with children have a current TB test. Please be sure that our school or District Office has a copy of your TB test. You will be asked to complete an information form and sign an agreement regarding protocol. Please contact your child's teacher or the school office at any time. There are many on-going volunteer programs from which to choose.

### Library

The school library provides an assortment of children's books and is expanding as a multi-media center. All classes have a scheduled library visit each week. Children are encouraged to explore the world of books and enjoy the excitement to be found in reading. Students in all grades have the privilege of checking out books to enjoy at home or at school. **Please be advised, however, that families must pay for lost or damaged books.**

### Counselor

A full time certified counselor provides individual and group counseling.

**School Nurse**

Our school nurse is on campus one day a week throughout the school year. The nurse screens all K or 1st, 2nd, and 5th grade pupils for vision, hearing, dental, orthopedic, and general health concerns. Scoliosis screening is offered to all 5th grade students. Health screening is also provided for all new students to the district upon request of parents, physicians, or school staff. Our school nurse provides puberty education to participating students in 5<sup>th</sup> grade once each year.

**School Psychologist**

The psychologist tests pupils referred for Educational Evaluation in areas including: academic, affective, sensorimotor functioning, adaptive behavior, social behavior, and ability. The psychologist does not provide counseling.

**Speech and Language Therapist**

The speech therapist screens referred pupils to determine the fluency, accuracy and intelligibility of speech and/or the functional level of expressive and receptive language. Services are provided for pupils as needed.

**Resource Specialist Program**

The Resource Specialist Teachers provide educational assistance for qualified students with identified learning disabilities. They evaluate the learning needs of eligible pupils to plan and implement an educational program specific to the individual.

**Title 1 Program**

Intensive individual and small group instruction is provided for students in grades 2-6 who are identified as having difficulties in reading. Students receive a supplemental reading instructional program.

**English Language Development Program**

Assistance is provided for children who do not speak English or have limited proficiency in English.

**Schools of Hope Reading Program**

Sponsored by the United Way, this program matches first graders who need extra reading support with adult volunteers who come to their classrooms once a week.

**After School Program**

We are fortunate to participate in the CalSERVES/AmeriCorps Program, known as Cool School. Beginning shortly after school starts and lasting through the end of the school year, selected students are offered an after school program that emphasizes help with homework, reading support, recreation, counseling and community building, five days a week from after school lets out until 6:00 p.m.

**Literacy Tutoring Program**

This program is also provided by the CalSERVES/AmeriCorps Program. It matches selected students with adult tutors for small group help with literacy, mathematics and social skills.

**Music Program**

We are very fortunate to offer supplemental music instruction. All students receive instruction in vocal music, patterns of rhythm and music appreciation. Students in grades 5 and 6 may choose to learn to play a band instrument and perform for the school and community. This is a wonderful chance for your child to develop his/her musical talent and we encourage you to support the program and your child's participation in it.

**Extended Childcare Coalition**

This private organization uses our facility to provide after school and vacation daycare. If you are interested in having your child participate, call them at 545-2402.

## Special School Policies

### Visiting Robert L. Stevens School

The School Board and school staff welcome visitors to R. L. Stevens School. For the safety of the staff and children, all visitors must register at the school office pursuant to Education Code 3221. It is important for us to know who is here at all times and to know the purpose of your visit. **As a courtesy to the teachers and students, classroom visitation must be arranged at least 24 hours in advance.** All visits should be beneficial for both the visitor and the school. If necessary, the principal will make this determination. We do not allow children from other schools to visit during the regular school day.

### School Dress

Students must dress to honor themselves, and be prepared for full participation in school activities. Fishnet tops, tube tops, halters, and bare midriffs are not allowed. Pants should be secured at the waist, not below the hips. **Shorts, dresses, and skirts should reach at least the mid-thigh in length.** It is a good idea to wear shorts under dresses and skirts. Do not wear clothes that advertise alcoholic beverages, tobacco/drug items, or that contain suggestive slogans. Clothing that has gang affiliation is not permitted. Clothing that is too revealing is inappropriate for school and students inappropriately dressed will be asked to call home for a change of clothing. **Hats and hoods may only be worn outside.**

Socks and shoes are always preferable to sandals. Shoes need to be comfortable, secure on the foot, and safe for participation in physical education activities. We discourage platform shoes for children.

Nail polish, nail polish remover, hairspray and aerosol containers of any kind are not to be brought to school. Makeup, perfume, or cologne are not to be worn or brought to school.

### Personal Property

Toys or possessions from home do not belong at school. This includes balls, yo-yos, stuffed animals, electronic toys, iPods, etc. They often become a distraction in the classroom and there is always a possibility of damage or loss. These items may be brought in only with classroom teacher permission. An item brought from home that is not allowed will be held at school and a parent or guardian will be called to retrieve it. **The district's insurance does not cover any individual personal property for damage, loss, or theft.**

### Cell Phones

If a family finds it necessary to have their child bring a cell phone to school, **a permission slip must first be filled out, signed and filed in the school office. The phone must be turned off and kept in a backpack for the entire school day including break times.** If this procedure is not followed, the phone **will be confiscated and kept in the office until a parent retrieves it.** ("If we see it or hear it, we take it".) Texting is not allowed. The school is not responsible for the loss or damage to cell phones.

### Tobacco Products on Campus

No tobacco products of any kind are permitted on campus.

### Testing

All children may be administered benchmark tests during the year to help monitor progress toward meeting standards. Students in third through sixth grades will be administered standardized tests once during the school year, usually in April. Other assessments may be given to assist teachers in both monitoring progress and in determining eligibility for participation in our Title I programs.

### **Homework**

Homework may be given to reinforce specific learning skills and content knowledge, to extend student thinking, to strengthen the home-school bond, to foster students' independence and personal responsibility, as well as to make up for missed or incomplete classroom work. The classroom teacher will make available his/her individual homework policy on or before Back to School Night.

### **Lost and Found**

Please mark your children's clothing with ink, iron-on or sew-on labels. If something is lost during the year, feel free to look through the Lost and Found barrels, located in the cafeteria. Unclaimed articles are donated to charitable organizations at Winter Break and at the closing of each school year.

### **Disaster Preparedness**

Fire and disaster drills are held in the Wright District Schools monthly. An Earthquake Preparedness drill with search and rescue is conducted in the spring. We always invite parents to participate in this drill to help us practice our procedures for reunifying parents and students in an emergency. We also conduct Secure the Classroom Drills in which we practice what students and staff need to do in case of an intruder, chemical spill or other occurrence that would require sheltering in place. We always prepare students for these drills and make sure that the drills are not scary in and of themselves. In the event of a major disaster, all children shall remain at school until released to parents. We ask that parents coming to school be careful not to block any necessary emergency vehicle access lanes. The school will rely on radio station KSRO (1350 on the dial) for relaying pertinent information to the community in such an emergency situation. **In a true disaster, parents may come to reunite with their students by checking into our parent check-in table behind the play structure on the main yard.**

### **Dangerous Material/Substances**

Knives and guns of any kind, **real or fake**, are not permitted at school. Students found in possession of such items will be suspended from school and may be referred to the Santa Rosa Police.

Any child who finds explosive, flammable, toxic, illegal, or unknown substances or materials on or about the school grounds must not attempt to move such materials or substances. They should notify the office immediately. This is for the safety of all. Laser pointers, whiteout fluid, correction fluid, toxic pens and glues are not to be brought to school. Children possessing any of the aforementioned items, whether they brought them to school or not, may be subject to disciplinary action.

### **Medication**

California Education Code states that any child who is required to take medication during the regular school day, prescribed for him/her by a doctor, may be assisted by the school nurse or office personnel if the school receives: **(1)** a note from his/her physician stating the method, amount, and frequency for administration of the medication and **(2)** a written note from the parent or guardian of the child giving school personnel permission to assist the child in taking his/her medication. Consent forms are available in the office. These forms must be completed and signed by the child's physician and signed by a parent or guardian as well. All medications must be brought by the parent to the office, in the original prescription container, where they will be kept and dispensed as required. Children may not possess or take medication at school except as outlined above.

### **Head Lice**

It can happen to anyone. Because head lice are so communicable, school health policy states those children with lice or nits will be excluded from school until they receive proper treatment. Information on treatment is available in the office. The cure is simple, but the procedure must be followed carefully and completely. Please do not hesitate to notify the school if you suspect your child has head lice. If your child is sent home because of head lice, upon their return, they must check into the office accompanied by an adult before they can return to their classroom.

## Cooperative Discipline

It is the intention of the R. L. Stevens School staff to work cooperatively with all students, their families, and the surrounding community to create a safe and positive environment. We want everyone to feel accepted and respected at R. L. Stevens, and we want our students to be able to achieve their fullest potential in a supportive and dynamic learning community. All members of the R. L. Stevens School community will adhere to high standards of personal responsibility and mutual respect. Following is a discussion regarding specific expectations for good behavior, and an explanation of our system for rewards and consequences as presented to students.

### Expectations for Good Behavior

Our basic principle of behavior is: **Be Safe, Be Respectful, and Be Responsible.**

### Rules for the Playground

1. Follow directions the first time they are given.
2. Keep your hands and feet and objects to yourself.
3. Treat others kindly and use language that is appropriate.
4. Use equipment properly, play games by the rules and stay in supervised areas.
5. Walk at all times on the sidewalks.

### Rules for the Cafeteria

1. Follow directions the first time they are given.
2. Keep your hands, feet and objects to yourself.
3. Treat others kindly and use language that is appropriate.
4. Stay seated at all times until you receive permission to get up.
5. Use a reasonable mealtime voice.
6. Dispose of trash and utensils properly.
7. Eat only your own food.

### Expectations for Good Behavior

#### In the classroom

Your child's classroom teacher(s) will present specific classroom guidelines. They will be based upon our three school rules: **Be Safe, Be Responsible and Be Respectful.**

#### In the cafeteria

Please enter the lunchroom line in a quiet and orderly manner with your class. **Hats and hoods** are to be removed upon entering. Sit at tables as directed. Stay in your seat and visit quietly. Hands and feet should always be kept to yourself and on the floor. Do not get up without permission. No disruptive behavior will be tolerated. Clean up around you before you are dismissed. No food is to be taken outside to eat on the grounds. Upon dismissal, walk directly to the playground, using the sidewalks. Always follow the directions of the lunch supervisors.

**During assemblies**

Assemblies are a privilege. They are arranged for the enjoyment, added knowledge, and pleasure of all in attendance. Enter the assembly room in a quiet and orderly manner with your class. Sit on your bottom, not up on your knees, so those behind you can see. Remain with your class and wait quietly for the assembly to begin. Listen attentively and follow the directions of the presenters. Show your appreciation by clapping your hands. Unpleasant noises, whistling, stamping of feet, and similar displays are not respectful behaviors. Leave the assembly room in a quiet and orderly manner as directed.

**In the hallways**

Children are not allowed in hallways without a pass unless an adult accompanies them. Always walk quietly, and go directly to your destination. Remain on walkways and watch for doors that could open in front of you. Holding doors for others is polite and expected. Do not interrupt the learning that is taking place all around you.

**In the restrooms**

Do not chase, run, or hide in or around restrooms. They are not for playing. Be quiet, flush, wash your hands, wipe the rim of the sink and place all paper waste materials in the basket. Do not write on or deface walls or equipment. Help keep the restrooms clean and operational. The restrooms in the cafeteria are available for student use before school each day.

**On the campus**

The landscaping is not for play. Students are asked to stay off the planter boxes and the grass hill in the quad. Please respect plants and trees as living things.

**On the playground and field**

The purpose of playground time during recess is to provide safe, respectful, responsible, and healthy recreation for all. Always respect and cooperate with playground supervisors. Play where an adult can see you. The kindergarten play yard is for their use only. No playing in or around the bike rack. Students are to stay out of the hallways unless you have a hall pass, or there is an emergency.

Take your turn and give equal time on equipment and in games. Be respectful of others around you in case your game is more active and could be harmful to another child. Report accidents immediately! Practice being a good sport and using good citizenship. When a problem arises, work out differences in a friendly, cooperative manner, or get help from an adult on yard duty. Get drinks and use the restroom during the warning period before the bell rings. When the bell rings, walk calmly on the sidewalks to your line.

"Play fighting" is never safe. Avoid any type of tackling, wrestling, or hitting games. Playing in a manner that is dangerous to yourself or others will not be tolerated. Stay out of the bushes and away from the ditches.

Share equipment such as swing and play structure items with all interested in their use. For your safety and the safety of others, be cautious when on or near the swings. Climb up and slide down the slide or play structure with care. Get off equipment in the proper manner. No jumping off the swings, bars slides, or other such equipment. Sitting on any horizontal bars or similar equipment is not allowed.

When playing tag, which is only allowed to be played on the grass field, use only one hand. Do not throw balls against the buildings at any time.

Soccer is to be played on the grass field only and using only one soccer ball. There can be no more than 15 students per team, 30 on the field altogether. Absolutely no tackling, slide tackling, grabbing, kicking, or pushing is allowed.

**Consequences/ Notice of Unsatisfactory Behavior**

**Acceptable conduct and behavior at school is important, appreciated, and expected.** Students who choose to conduct themselves improperly may be given Notice of Unsatisfactory Behavior by the school staff.

**It is the student's responsibility to take home and return the parent copy, signed by the parent or guardian, to his/her teacher the next regular school day following the incident.**

**Students who do not return the signed copy to their teacher will be required to call their parents to discuss the problem.**

If a child is issued three "Notices of Unsatisfactory Behavior" within a trimester s/he will receive a "Notice of Disciplinary Action" from the principal. A "Notice of Disciplinary Action" will also be issued immediately for serious offenses as per Education Code 48900. These offenses include causing bodily injury to another, bringing knives, firearms or other dangerous objects to school, possessing or being under the influence of a controlled substance, defiance of authority, violent acts, etc. The principal will conference with the student and notify the parent/guardian. Depending on the referral and past behavior, the principal may:

- (1) restrict school activities
- (2) require an act of compensation
- (3) assign an after school or recess and/or lunch detention
- (4) suspend the student from class or from school
- (5) any combination of the above, or other consequences as agreed upon with the parent/guardian and teacher
- (6) refer severe misconduct to law enforcement authorities.

#### **Sexual Harassment**

The Wright District Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any students by any employee, student, or other person at school or at any school-related activity. Students need not endure any form of sexual conduct or communication including harassment because of sexual orientation. They need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school. Any student who engages in the sexual harassment of anyone at school or a school related activity shall be subject to disciplinary action.

#### **Rewards**

We believe that acknowledging appropriate behavior leads to more of the same. When children are observed doing a good deed or demonstrating proper behavior, they may receive a Dolphin Card. Each Friday morning, the week's Dolphin Cards are put in our fish tank and ten cards are selected. The winners receive a small prize and a homework pass, and have their picture displayed in the hallway.

**Notice of Unsatisfactory Behavior**  
Robert L. Stevens Elementary School  
(707) 575-8883

Student \_\_\_\_\_

Grade \_\_\_\_\_ Room # \_\_\_\_\_

Date \_\_\_\_\_ Notice # \_\_\_\_\_ in trimester 1 2 3

The following incident(s) occurred \_\_\_\_\_

\_\_\_\_\_

Consequence:

\_\_\_\_\_

Signature of Supervisor/Teacher \_\_\_\_\_

Student signature \_\_\_\_\_

Parent signature \_\_\_\_\_

(sign and return to teacher)

**3 notices each trimester will result in disciplinary action by the Principal.**

White- Parent signs& returns to teacher Yellow – Teacher keeps

Pink - Principal keeps and files



**NOTICE OF DISCIPLINARY ACTION**

Student \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_ Recess/lunch detention on \_\_\_\_\_

\_\_\_ Suspension from class on \_\_\_\_\_

\_\_\_ Suspension from school\*

Reason \_\_\_\_\_

White: Parent signs and returns to teacher files

Yellow – Teacher keeps

Pink – Principal keeps and files

**"Notices of Unsatisfactory Behavior" and "Notices of Disciplinary Action" must be signed by a parent/guardian and returned to school. It is the child's responsibility to take home and return the signed white copy of the form. The classroom teacher will keep a yellow copy and a pink copy will be filed with the principal. If the student does not return the signed white copy of a note on the next school day, parents will be contacted. Under most circumstances, student disciplinary action records will be cleared at the beginning of each trimester, giving everyone a chance for a fresh start.**

**SIGNATURE PAGE**

**PARENTS AND STUDENTS:**

Please read and discuss the school handbook and return this page to your child's teacher within a week. Thank you.

----- tear-off -----

**We have read and discussed the school handbook, and we understand its content.**

**Parent/Guardian Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Room** \_\_\_\_\_

**Date:** \_\_\_\_\_