



PLEASE READ, SIGN AND
RETURN



Helen Wilcox Elementary School HANDBOOK

It is our desire at Helen Wilcox to ensure that all students and parents are aware of the school rules and expectations. Please read and discuss the pages in this packet and then sign the sign-off sheet. Return the sign-off sheet to your teacher. Thank you for your participation!

Dear Parents and Guardians:

Our staff welcomes you and your family to Helen Wilcox Elementary School! Our professional staff will provide each student with a rigorous and engaging curriculum that will prepare them for the challenges and opportunities of the future. Our staff is also keenly aware of the social needs of the elementary student and maintains a caring and supportive environment to enhance student growth.

You are a valued member. Your role in assisting with homework, volunteering in the classroom or at home, attendance at school activities, and participation in the Parent Teacher Group (PTG) are all integral to the success of our school and home alliance. Together we can make a bright and rewarding future for our children.

This student/parent packet is intended to provide you with important information regarding Helen Wilcox School. Hopefully, this handbook will serve as a guide for you and help you with questions you might have regarding the operation of Helen Wilcox School. A clear understanding of school guidelines by parents and students will facilitate school and home communication. We want Helen Wilcox to be a place where students learn a variety of things including:

The Three B's:

BE RESPONSIBLE for one's own work and one's own actions.
BE RESPECTFUL for one another's feelings and their property.
BE SAFE for yourself and others around you.

I look forward to the coming year and working with all of your school families. If you have any questions regarding this packet or school programs, please feel free to call me.

Here's to another wonderful year!

Sincerely,
Heather Scott
Heather Scott
Principal

PBIS at Helen Wilcox Elementary

What is PBIS?

Positive Behavioral Intervention and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This district-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at Helen Wilcox is the three school-wide expectations;

- Be Respectful
- Be Responsible
- Be Safe

In addition to our behavior expectations, PBIS has four other components; 1) a ***behavior matrix*** which explains behavior expectations in each school setting; 2)***direct teaching*** of the expectations; 3)***PBIS recognition*** (notes home, celebrations, earned rewards, etc. 4)***behavior tracking*** to record and address inappropriate behaviors.

Behavior Matrix

The behavior matrix is a detailed description of expected behavior in each setting of the school. For example, in the library it is respectful to use quiet voices. It is responsible to return your books on time. It is safe to push your chair in. The matrix will be posted in classrooms, around the school and sent home.

Teaching Expectations

Throughout the school year, students will be taught how to behave according to the three expectations. Teachers and other staff will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year, and become a regular part of our instructional program.

PBIS Recognition

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. At HW each student will be able to earn Wildcat PAWS for meeting behavior expectations. With these PAWS, students can “buy” prizes from the PAW store which will be open every other Friday during the a.m. recesses. Students will also be able to earn classroom and office incentives, such as being the ball monitor, leading the morning announcements, eating lunch with the teacher, extra computer time, etc.

Classrooms will be able to earn a treat from our cafeteria when they have reached 21 days of perfect attendance and also earn the Golden Trash Can

award for having the cleanest classroom in their wing. The classes can also earn the Golden Spatula award in the cafeteria for showing appropriate cafeteria behavior. The classrooms with the most Golden Spatulas at the end of the month will earn a yummy treat! In addition, we will also have three theme-based PBIS celebrations, one at the end of each trimester, to recognize those students and classes who have displayed positive behaviors.

Behavior Tracking

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, behavior tracking will be implemented. Discipline issues are divided into major and minor infractions.

- Major infractions are issues that result in office time. (for example; fighting, bullying, property damage, repeated defiance/disruption/disrespect) Parents/guardians will always be notified by the Principal, Asst. Principal, or teacher about major infractions.

- Minor infractions are behaviors that are disruptive to the learning environment, but are handled by the teacher or supervising staff member. If a child receives multiple minor infractions for the same behavior it will become a major infraction and the Principal or Asst. Principal will address the behaviors and the parents/guardians will be notified. At this point a meeting may be scheduled to discuss and plan a more effective behavior plan for the student.

Parents/Guardians and PBIS

To be successful, our behavior program needs to be a partnership between home and school. Throughout the school year the PBIS team will send home updates and information about PBIS. We invite your comments, concerns, and ideas to make PBIS work at our school.





Ways you can support PBIS at Helen Wilcox;

- Review behavior expectations with your child
- Use the three expectations at home
- Providing positive reinforcement (rewarding good choices with compliments or quality time) at home
- Sharing comments with or asking questions of PBIS team members
- Be an active member of our school community; volunteer, attend events, join a committee (School Site Council, Parent/Teacher Group)

“Alone we can do so little; together we can do so much.”






****Helen Keller***

Helen Wilcox School's Expectations and Procedures

<u>Area/Rule</u>	<u>Be Respectful</u>	<u>Be Responsible</u>	<u>Be Safe</u>
School Wide 	<ul style="list-style-type: none"> • Use kind words and actions • Wait for your turn • Clean up after self • Follow adult directions the 1st time • Treat others the way you want to be treated 	<ul style="list-style-type: none"> • Follow school rules • Take proper care of all personal belongings and school equipment • Throw trash away in a garbage can • Be on time 	<ul style="list-style-type: none"> • Walk facing forward • Keep hands, feet and objects to self • Get adult help for accidents and spills • Use all equipment and materials appropriately • Food is to be eaten only in the cafeteria & bench area
Playground/ Recess 	<ul style="list-style-type: none"> • Play fairly • Include others • Share equipment • Take turns • Use respectful language • Follow adult directions the 1st time 	<ul style="list-style-type: none"> • Food is kept off the playground • Walk to and from all bathrooms • Freeze at the bell and walk after the whistle • Return equipment to the proper place • Go straight to class 	<ul style="list-style-type: none"> • Play in designated areas • Walk to and from the playground • Be aware of activities and games around you • Keep blue chips, rocks and sand on the ground • Use equipment safely • Go down slides facing forward and sitting on bottom • Stay on the playground– in front of planters and white line
Hallways/ Sidewalks 	<ul style="list-style-type: none"> • Hold the door open for the person behind you • Use quiet voices • Smile and say hello • Keep hands and feet off the walls and doors when walking down hallways 	<ul style="list-style-type: none"> • Stay on sidewalks • Walk directly to your destination 	<ul style="list-style-type: none"> • Stay to the right • Keep hands, feet and other objects to self • Allow others to pass • Walk facing forward • Walk around yellow safety lines
Library/ Computer Lab 	<ul style="list-style-type: none"> • Use quiet voices at all times • Respect the property of the school and others • Use please and thank you • Wait politely for your turn in line • Follow adult directions the 1st time 	<ul style="list-style-type: none"> • Return books on time • Return books and headphones to the proper place • Use books and computers appropriately • Keep food and drinks outside of the Library/Lab • Sit at your assigned computer 	<ul style="list-style-type: none"> • Walk facing forward • Keep hands and feet to yourself • Sit quietly during story time • Push chairs in

Helen Wilcox School's Expectations and Procedures

2018/2019

<u>Area/Rule</u>	<u>Be Respectful</u>	<u>Be Responsible</u>	<u>Be Safe</u>
Bathroom 	<ul style="list-style-type: none"> • Wait your turn • Give others privacy • Use quiet voices • Keep bathrooms neat and clean 	<ul style="list-style-type: none"> • Flush toilet after use • Return to classroom promptly • Use bathrooms in an appropriate and timely manner • Use the bathroom during recess time, lunch and before school • Tell staff if the bathroom has a problem 	<ul style="list-style-type: none"> • Keep feet on the floor • Keep floor clean and dry • Wash hands with soap and water • Put used paper towels in the garbage can • Use toilets appropriately • Keep hands and feet to self
Cafeteria 	<ul style="list-style-type: none"> • Allow anyone to sit next to you • Use quiet voices, kind words and good manners • Clean up the area around you • Follow adult directions the 1st time • Raise your hand if you need anything 	<ul style="list-style-type: none"> • Get all utensils, milk, etc. when first going through the line • Finish your food before asking to check the share basket • Place trash in trash can carefully • Wait to be dismissed by a staff member to throw away trash and line up to leave 	<ul style="list-style-type: none"> • Keep hands, feet and food to self • Sit with feet to the floor, bottom on bench and facing table • Walk at all times • Remain seated while eating
Bus 	<ul style="list-style-type: none"> • Use quiet voices, kind words and good manners • Listen and follow bus driver's directions the 1st time • Respect school property 	<ul style="list-style-type: none"> • Keep control of your belongings • All items stay in your backpack until arriving home • Watch for your bus stop • Gather all belongings before getting off the bus 	<ul style="list-style-type: none"> • Sit facing front • Keep food and drinks in backpack • Remain seated at all times • Keep hands, feet and objects to self and inside the bus • Keep aisles clear
Drop Off / Pick Up Area 	<ul style="list-style-type: none"> • Use quiet voices • Follow adult directions the 1st time • Greet and say goodbye to staff members 	<ul style="list-style-type: none"> • Go directly to designated area and watch for your vehicle (Be Alert) • All items stay in your backpack while waiting to be picked up • Be "grab and go ready" • Arrive on time • Leave on time 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Raise your hand when you see your vehicle • Wait for staff to walk you to your vehicle • Walk on sidewalks and use crosswalks when crossing roads • Walk bikes on campus
Assemblies 	<ul style="list-style-type: none"> • Use good audience manners • Listen to adults and their directions 	<ul style="list-style-type: none"> • Listen attentively • Use applause appropriately • Wait patiently for dismissal signal 	<ul style="list-style-type: none"> • Walk in a single file line • Remain seated with legs crossed

Helen Wilcox Elementary School



5737 Autrey Lane, Oroville, CA 95966
(530) 533-7626

Wildcat's Anti-Bullying Pledge

We, the students of Helen Wilcox School, agree to stand together in support of stamping out bullying behavior.

We believe that everyone at our school should feel safe, secure, and accepted regardless of color, race, gender, religion, nationality, popularity, athletic ability, or intelligence.

Bullying behavior may be seen as pushing, shoving, hitting, kicking, or spitting. It may be name calling, picking on others, making fun of others, laughing at someone, excluding someone, or encouraging another to use bullying behavior. Bullying causes pain and stress to victims and is never justified or excusable as "kids just being kids," "just teasing," or any other rationalization.

By signing this pledge, we the students agree to:

**Be Respectful,
Be Responsible,
and Be Safe!**

I acknowledge that if I know bullying is going on and I don't report it or try to stop it, I am just as guilty as the bully.

(Please sign the sign-off sheet after reading this pledge.)



5737 Autrey Lane, Oroville, CA 95966
(530) 533-7626

Student Dress Code

The following dress code was designed to provide a safe, distraction-free environment where students can concentrate on learning in the classroom and on playing at recess.

In order to avoid violations and possible consequences, please read and follow this dress code:

- No “spaghetti straps.” Straps must be at least 1.5 inches wide.
- No low-cut tops, tube tops, halter tops or backless tops.
- Tank tops may not have oversized arm holes and must fit closely under the arms.
- The midriff or stomach area may not be exposed. Shirts that do not cover your stomach when your hands are raised are not allowed.
- No sheer or “see through” blouses or shirts.
- No short shorts. Shorts must be fingertip length.
- Dresses and skirts must be long enough to reach the fingertips when a student stands with her hands at her sides.
- Under garments may not be exposed at anytime.
- Pants must be worn at the waist and may not “sag” or be worn low enough to expose any underwear. This includes “low rise” pants.
- Clothes and accessories may not have any pictures, symbols, colors, or words referring to drugs, alcohol, tobacco, violence, gangs, or exposed body parts.
- Hats must be worn correctly, not backwards or sideways, and they must be removed when entering a classroom. Hats are not to be used to play “Keep Away” or to hit at someone. Students who do not follow these rules will lose the privilege of wearing a hat to school. Bandanas are not considered hats and may not be worn to school.
- Any style of clothing, accessory hair style, or hair color that creates a distraction and interferes with the education of others will not be allowed. This includes team jerseys that students often wear to school.
- Shoes must be worn at all times. Shoes that are unsafe and not suitable for school activities will not be allowed.
- No dangerous accessories are allowed. This includes items with spikes, heavy chains, and jewelry with sharp edges.
- Clothing must be clean and in good repair.

(Please sign sign-off sheet after reading this Dress Code.)

Helen Wilcox Homework Plan

The purpose for homework is to support and reinforce concepts taught in the classroom. In addition, it is expected that the assigning of homework will help to develop responsible study habits which will help our students become academically successful.

Students will be assigned a minimum amount of homework per night, four days a week. Examples of assignments may include, but are not limited to: reading, study of spelling words, mathematics practice, language arts practice (writing, editing), penmanship, and/or any other thematically-linked assignment. Teachers may also assign periodic special projects which require additional time.

Communication with parents regarding homework assignments and how to best help their child will be handled on an individual basis as determined by the teacher. Some examples may include: Weekly homework packets, daily homework assignments that reinforce classroom concepts, notes and phone calls home and classroom newsletters.

Daily homework time requirements are as follows:

Kindergarten	10 – 15 minutes*
First Grade, through December	10 – 15 minutes*
First Grade, after December	15 minutes*
Second Grade	15 – 20 minutes*
Third Grade	25 – 30 minutes*

*Actual homework time will be determined by each student's abilities and the amount of work completed during class time.

Students who fail to turn in homework will be assigned to Study Hall during the Friday Free Choice time, which is 30 minutes of activities each Friday after lunch. This is an incentive program that allows students to make choices while providing a structured consequence for those who choose to not turn in their homework assignments.

Tips for Parents

- Stay in contact with the classroom teacher.
- Show interest in your child's school work.
- Provide a place and specific time to do homework.
- If the student claims to not have any homework on a particular night, encourage them to study during the required time anyway. Reading is always a great way to spend the study time.
- Read to the student and have them read to you.
- Have the student show you their organizational skills by having them share their backpack's supplies (notebooks, binders, pencils, etc.) nightly.
- Emphasize the care, use and return of books and materials with your child.

HELEN M. WILCOX DISCIPLINE GUIDE

48900	OFFENSE	1ST OFFENSE	2ND OFFENSE	ADD'L OFFENSES	
(a)(1)	Caused, attempted to cause, or threatened to cause PHYSICAL INJURY to another person.				
	Fighting	Warning/Counseling	1 day suspension	2 day suspension	3 day suspension
(2)	Willfully used FORCE or VIOLENCE upon the person of another, except in self defense.				
1.	Abusive, threatening, willfully defiant, or gang-related behavior	1 day suspension and parent conference	3 day suspension and parent conference	5 day suspension and parent conference	5 day suspension, required parent conference and recommendation for alternative placement
2.	Assault and/or battery on a student	5 day suspension and possible transfer to alternative placement or recommendation for expulsion; possible referral to law enforcement			
3.	Assault and/or battery on a school employee	5 day suspension and recommendation for expulsion. Mandatory referral to law enforcement.			
4.	Caused serious physical injury	5 day suspension and recommendation for expulsion. Mandatory referral to law enforcement.			
5.	Assault with a deadly weapon	5 day suspension and recommendation for expulsion. Mandatory referral to law enforcement.			
(b)	Possessed, sold, or otherwise furnished any FIREARM, KNIFE, EXPLOSIVE, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.				
		5 day suspension and recommendation for expulsion. Mandatory referral to law enforcement and/or fire marshal.			
(c)	Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any CONTROLLED SUBSTANCE listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.				
1.	Possession and/or under the influence of any controlled substance; alcoholic beverage, dangerous substance, or intoxicant.	5 day suspension and required parent conference. Recommended referral to law enforcement. Mandatory referral to law enforcement for controlled substance.	5 day suspension and possible recommendation for expulsion. Mandatory referral to law enforcement.	5 day suspension and recommendation for expulsion. Mandatory referral to law enforcement.	
2.	Selling, furnishing or in possession for sale any controlled substance.	5 day suspension and recommendation for expulsion. Mandatory referral to law enforcement.			
(d)	Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.				
		5 day suspension and recommendation for expulsion. Mandatory referral to law enforcement.			
(e)	Committed or attempted to commit ROBBERY or EXTORTION.				
		5 day suspension and recommendation for expulsion. Recommended referral to law enforcement.			
(f)	Caused or attempted to cause DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY.				
		Due to the potential seriousness of this offense, the requirements of California Education Code for this Section, and Penal Code Section 594, any infraction of this rule will result in suspension and may result in recommendation for expulsion (depending on the severity). Recommended referral to law enforcement and/or fire marshal.			
(g)	STOLEN or attempted to steal SCHOOL PROPERTY OF PRIVATE PROPERTY.				
		1 day suspension, restitution and required parent conference. Recommended referral to law enforcement.	2 day suspension, restitution, and required parent conference. Recommended referral to law enforcement.	3 day suspension, restitution, and required parent conference. Recommended referral to law enforcement.	4 days suspension, restitution, and required parent conference. Transfer to alternative placement. Transfer to alternative placement may occur earlier depending on severity.

48900	OFFENSE	1ST OFFENSE	2ND OFFENSE	ADD'L OFFENSES	
(h) Possessed or used tobacco, or any products containing TOBACCO or NICOTINE products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.					
		1 day suspension and required parent conference	3 day suspension and required parent conference	5 day suspension and required parent conference	
(i) Committed an OBSCENE ACT or engaged in HABITUAL PROFANITY or VULGARITY.					
1.	Obscene act or unsanitary act	1 day suspension and required parent conference	2 day suspension and required parent conference	3 day suspension and transfer to alternative program	
2.	Habitual profanity or vulgarity	1 day suspension	2 day suspension and required parent conference	3 day suspension and required parent conference	
(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any DRUG PARAPHERNALIA, as defined in Section 1104.5 of the Health and Safety Code.					
		3 day suspension and required parent conference	5 day suspension and required parent conference. Mandatory referral to law enforcement.	5 day suspension and recommendation for expulsion. Mandatory referral to law enforcement.	
(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.					
1.	Disrupted school activities	Warning/Counseling	1 day suspension	2 day suspension	3 day suspension, etc.
2.	Willful disobedience and/or defiance of authority	Warning/Counseling	1 day suspension	2 day suspension	3 day suspension, etc.
3.	Bullying and/or Intimidating	Warning/Counseling	1 day suspension	2 day suspension	3 day suspension, etc.
4.	Profanity	Warning/Counseling	1 day suspension	2 day suspension	3 day suspension, etc.
5.	Slurs (racial, ethnic, sexual, religious, handicapped, etc.)	Warning/Counseling	1 day suspension	2 day suspension	3 day suspension, etc.
6.	Possession and/or unauthorized use of electronic devices such as laser pointers, palm pilots, cell phones	Warning/Counseling	1 day suspension	2 day suspension	3 day suspension, etc.
7.	Violation of district/school regulations regarding computer use	Warning/Counseling	1 day suspension	2 day suspension	3 day suspension, etc.
8.	False Fire or Emergency Alarm	1 day suspension and required parent conference. Mandatory referral to fire marshal.	3 day suspension and required parent conference. Mandatory referral to fire marshal.	5 day suspension and transfer to alternative placement. Mandatory referral to fire marshal.	
(l) Knowingly RECEIVED STOLEN school or private PROPERTY.					
		1 day suspension, restitution and required parent conference. Recommended referral to law enforcement.	2 day suspension, restitution, and required parent conference. Recommended referral to law enforcement.	3 day suspension, transfer to alternative placement, restitution. Recommended referral to law enforcement.	
(m) Possessed an IMITATION FIREARM...so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.					
		5 day suspension and recommendation for expulsion. Mandatory referral to law enforcement and/or fire marshal.			

48900	OFFENSE	1ST OFFENSE	2ND OFFENSE	ADD'L OFFENSES	
(n) Committed or attempted to commit SEXUAL ASSAULT or a sexual BATTERY as defined by the Penal Code.					
	Due to the potential seriousness of this offense and the requirements of this section of the California Education Code, any infraction of this rule will result in suspension and a recommendation for expulsion. Mandatory referral to law enforcement.				
(o) HARASSED, threatened, or intimidated a pupil who is A COMPLAINING WITNESS or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.					
	Due to the potential seriousness of this offense and the requirements of this section of the California Education Code, any infraction of this rule will result in suspension and a recommendation for expulsion. Mandatory referral to law enforcement.				
(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.					
	Due to the potential seriousness of this offense and the requirements of this section of the California Education Code, any infraction of this rule will result in suspension and a recommendation for expulsion. Mandatory referral to law enforcement.				
(q) Engaged in, or attempted to engage in, HAZING as defined in Section 32050.					
	Due to the potential seriousness of this offense and the requirements of this section of the California Education Code, any infraction of this rule will result in suspension and a recommendation for expulsion. Mandatory referral to law enforcement.				
(s) A pupil who AIDS or ABETS, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person. (May be suspended, but not expelled.)					
	1 day suspension and parent conference	3 day suspension and parent conference	5 day suspension and parent conference	5 day suspension, required parent conference and recommendation for alternative placement	
48900.2 SEXUAL HARASSMENT as defined in Section 212.5 (A pupil or pupils enrolled in any of grades 4-12, inclusive.)					
	Warning/Counseling/ Parent Conference	1 day suspension and parent conference	2 -3 day suspension and parent conference	3-5 day suspension, recommendation for expulsion, parent conference	
48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of, HATE VIOLENCE as defined in subdivision (e) of Section 233. (A pupil or pupils enrolled in any of grades 4-12, inclusive.)					
	1 day suspension and parent conference	3 day suspension and parent conference	5 day suspension and parent conference	5 day suspension, required parent conference and recommendation for alternative placement	
48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile education environment. (A pupil or pupils enrolled in any of grades 4-12, inclusive.)					
	1 day suspension and parent conference	3 day suspension and parent conference	5 day suspension and parent conference	5 day suspension, required parent conference and recommendation for alternative placement	

SCHOOL AND OFFICE PROCEDURES

Attendance

California Law has established that full-time education is compulsory until a student graduates from high school or becomes 18 years old. Regular attendance and promptness are essential to successful work.

Absences

Parents/Guardians must notify Helen Wilcox School of all absences. Please call the school attendance clerk on the morning of the absence at (530) 533-7626, extension 212. If you are unable to notify the school by phone, please send an email bmaldona@palermoschools.org or a note to school with your child on the day he/she returns stating the following:

- Child's teacher and/or room number
- Child's first and last name
- Date of absence
- Reason for absence
- Your first and last name and relationship to child

Policies & Valid Excuses:

- If your child is sick, or if your child is sick for three or more consecutive days a doctor's note is needed. If your child has accumulated 10 or more sick days throughout the school year, a doctor's note must be given thereafter.
- If your child had a doctor's appointment, please send a doctor's note.
- If there is a death in the immediate family, your child is allowed one day in state, and three days out of state.
- Head lice is no longer excused.
- 3 unexcused tardies over 30 minutes are counted towards truancy. And each one after is counted towards truancy.

Independent Study Contracts

Independent Study Contracts are available if your child is going to miss NO LESS than five consecutive school days for an educational trip. Independent Study contracts will not be approved during STAR testing. You may request an independent study contract from the attendance clerk. This request should be made at least **two weeks** in advance of your trip. This enables the office time to prepare the contract, the teacher time to prepare the work, and the contract to be signed by all parties before your trip. Upon your return, the completed contract, including all work, should be returned to your child's teacher. A successfully prepared and completed contract will allow your child to keep up with the school work and their absences will be excused for a duration of the contract.

Tardies

All tardy students must check in with the office before going to class. A student is considered tardy if not in their seat when the bell rings promptly at 8:25.

Registration

All children new to the Palermo School District are required to provide the following when registering:

- *Immunization Records
- *Proof of Age-Original Birth Certificate
- *Physical-The State of California physical exam requirement for first grade
- *Dental screening
- *Proof of residency: rental payment receipt, utility statement or mortgage statement

Inter-District Transfer

The parent of a child who lives outside the Palermo Union School District may request that his/her child attend Helen Wilcox. Approval is based on the following conditions:

- *District of residence gives written approval
- *The Palermo Union School District's approved ration of students-to-teachers is not exceeded.

*Space is available at the school requested

*Parent provides transportation to and from school

Revocation of the inter-district may be necessary if enrollment in the grade exceeds space available during the school year, because of unsatisfactory attendance, scholarship, or citizenship.

You must initiate your request at your home district. Inter-district transfer forms must be completed annually.

Medical Appointments/Early Checkouts

Medical appointments should be scheduled so that they do not interfere with instruction time. Students who find it necessary to leave school for a medical appointment are encouraged to return to school after the appointment has been completed.

Please send a note with your child on the day he/she is to be checked out early. Please come to the office to sign your child out, the office will call the classroom to have your child released. Please give yourself plenty of time to sign your child out and have him/her called from the classroom.

Parents/Guardians are reminded that students must be signed out by an adult (18+). Please remember that students will only be released to the parent, legal guardian or persons indicated on the Student Emergency Card.

Helen Wilcox's policy is to check identification of all persons checking children out of school. Please understand that this is for the safety of your child.

Lost and Found

Any articles found on the school grounds should be turned in to the "lost and found." Very small items (jewelry, glasses, etc) or money should be turned in to the office. In order to insure that lost articles are returned to their owner, please put your child's name on all items. At every intersession remaining lost items will be donated to a local shelter.

Lunch Procedures

All children have a 30 minute supervised lunch period. Generally, children spend about 15 minutes of this time eating lunch and 15 minutes playing.

Children may bring a lunch from home or purchase a school lunch. **Sodas and fast food are not allowed.** Glass containers are also not allowed at school.

Free Meal Program

All enrolled students of Palermo Union School District are eligible to receive a healthy breakfast and lunch at school at no charge to your household. No further action is required of you. Your child(ren) will be able to participate in these meal program without paying a fee or submit an application.

Class Parties/Birthday Recognition /Birthday Packets

Following our Nutrition policy, we would prefer the suggestions below instead of cupcakes, cookies or punch.

We do realize that some parents would like to have their child's birthday recognized. (THIS IS NOT MANDATORY).

Listed below are some suggestions that parents have used:

*A book donated in your child's name to be read to the class, with the child's name inscribed on the inside cover.

*A classroom game, puzzle, etc.

*Individual party favors, such as pencils, erasers, etc.

*Consult with your child's teacher for other ideas.

* If you decide to bring in a treat to share with the class, items **must be store bought and will be held in the office until after lunch.**

*We strongly discourage balloons at school. Balloons cause a great deal of distraction on campus and cannot go home on the bus.

Cafeteria is offering; Class Birthday Party Packets. Parent/Guardian are able to order a class birthday through the kitchen that would include Happy Birthday cake, drink, and a souvenir for each student in the class, plus birthday person would also receive a card that can be personalized from the person who ordered the party, all for \$1.50 per student. Parties would have to be ordered at least a week before, and paid for in advance.

Animals on Campus

Please do not bring animals on campus without prior approval from the principal. This includes after school pick up.

Progress Reports

Progress reports are sent out once a trimester. The dates are as follows:

9/22/17 first trimester **(FRIDAY)**

1/12/18 mid second trimester **(FRIDAY)**

4/13/18 mid third trimester **(FRIDAY)**

Report Cards

Report cards are sent home on the Friday following the close of each trimester. The first trimester's report card will be given to you during the fall parent conference. Parent conference week is November 13, 2017 through November 17, 2017.

The dates are as follows:

Second trimester report cards will go home on 3/9/2018

Third trimester report cards will go home on 6/14/2018

HEALTH SCREENINGS (Cal. Educ. Code 49452-49457)

According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime. The CUSD School Nurses will be screening for Type II Diabetes risk factors during scoliosis screenings for 7th grade girls and 8th grade boys. The screening will include: measurement of height and weight, body mass index calculation, and assessment for acanthosis nigricans (Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms). If your child has identifiable risk factors for Type II Diabetes, the school nurse will notify you by mail. Please send a written note to your child's school nurse prior to the screening date if you do not wish for your child to participate in the Type II diabetes screening process.

Illness

Please do not send your child to school ill. If your child is running a fever or has other signs of illness, please do not send him/her to school. A child must be **"fever free" for 24 hours**. When a parent/guardian has doubts as to a child's fitness to attend school, the family physician should be contacted or bring your child in to visit Ms. Nikki in the health aide office.

A child will be sent home automatically with the following:

*Temperature of 100 degrees or higher

*Vomiting

*Diarrhea

*Any questionable injury or trauma

*Any evidence (even if questionable) of communicable disease (chicken pox, impetigo, head lice, or "pink eye")

Medication

Medical treatment is the responsibility of the parent/guardian and an authorized health care provider. An authorized health care provider is an individual who is licensed by the State of California to prescribe medication. Medications, both prescription and over the counter, may be given at school when it is deemed absolutely necessary by the authorized health care provider that the medication be given during school hours. The parent/guardian is urged, with the help of your child's authorized health care provider, to work out a schedule of giving medication at home whenever possible. California Education Code, Section 49423 allows school personnel to assist in carrying out an authorized health care provider's written orders. Designated non-medical school personnel may be administering your child's medication. They will be trained and supervised by the credentialed district nurse. Medication will be safely stored and locked or refrigerated, if required.

IF MEDICATION IS TO BE ADMINISTERED AT SCHOOL, ALL OF THE FOLLOWING CONDITIONS MUST BE MET:

1. A written statement signed by the licensed authorized health care provider/dentist specifying the reason for the medication, name, dosage, time, route, side effect; and specific instructions for emergency treatment must be on file at school.
2. A signed request from the parent/guardian must be on file at school.
3. Medication must be delivered to school by the parent/guardian or other responsible adult.
4. Medication must be in your child's original, labeled pharmacy container written in English.
5. All liquid medication must be accompanied by an appropriate measuring device.
6. Any tablets requiring partial doses ($\frac{1}{2}$ or $\frac{1}{4}$) must be sent to school already cut.
7. A separate form is required for each medication. Whenever there is a change in medication, dose, time, or route, the parent/guardian and authorized health care provider must complete a new form. This authorization must be renewed each year.

Reporting Injuries

Students who injure themselves or become ill during recess or lunch should report to the health office. During class time minor injuries such as cuts and scrapes should be attended to in the classroom. Students feeling ill should inform their teacher and may be sent to the health office. Parents will be notified when a child has a fever, a head or face injury, vomits, or conditions related to a history of medical problems.

It is the policy of Helen Wilcox to inform parents any time their child received an injury other than an apparent minor injury during the school day. Parents will be notified of any head injuries. Many times children hurt themselves during the school day and do not report their injury to a teacher. Parents are asked to call the office and advise us as to the nature and extent of the injury.

Community Involvement

Volunteers

Parents are encouraged to volunteer whenever possible. Parent volunteers help the classroom teacher in a variety of ways. When volunteering on campus please "sign in" in the office and wear the provided volunteer badge. Volunteers must be at least 18 years of age. Siblings are not allowed on campus with volunteers. Please do not sign out until you are actually leaving campus. In an emergency, we must know who is on campus at the time of the emergency; signing out before defeats the purpose. All volunteers must fill out the volunteer application form. **PLEASE FILL OUT AND RETURN PARENT VOLUNTEER APPLICATION FORM TO THE OFFICE. Please plan early as it takes at least two weeks to process. Please be aware all ON GOING volunteers will need to be finger printed. PUSD will pay for the finger printing process.**

Classroom Visitations

You are welcome at Helen Wilcox Elementary School. Our procedures for classroom visitations, which coincide with the Palermo Union School District's Board Policy, are as follows:

- *Visitations must be arranged in advance with the office and/or teacher
- *All visitors must register in the school office and wear a visitor's sticker prior to going to the classroom.
- *Visit should last no more than 30 minutes unless prior arrangements have been made.
- *The frequency of visitations to any classroom shall not be disruptive to the classroom learning environment.
- *Parent-teacher conferences are held before or after school

School Site Council

The School Site Council (SSC) is a representative group at the school site made up of the principal, teachers, staff member, and parents. The purpose of the SSC is to plan, implement, and assess school-wide priority for Helen Wilcox. As a group, the SSC establishes and approves the Single School Plan and budget, assists in the development of the Single School Plan, and monitors and evaluates the effectiveness of the plan on an on-going basis.

PTG

Our Parent Teacher Group (PTG) serves as a type of forum where parents, teachers, administrators, and other concerned adults may discuss ways to promote quality education, strive to expand the arts, encourage community involvement, and work for a healthy environment and safe neighborhoods. Ongoing activities include fundraising events, end of year carnival, assemblies, Accelerated Reader prizes, Red Ribbon Week Celebration, Dr. Seuss Celebration and CAT-6 testing incentives. Please call the office at 533-7626 if you are interested in helping in the PTG.

Emergency Information

You can count on our caring professionals to provide a safe and secure environment for your children every day and during an emergency.

Our emergency plan is reinforced through drills with students and at regular meetings with our employees.

In most emergency situations, public safety and emergency management personnel will provide guidance to administrators on the appropriate response to the emergency.

During a High Security Alert, the following actions shall be taken.

1. The Superintendent/designee shall communicate with all staff that a "High Security Alert" is in effect.
2. All staff will go to assigned posts to ensure maximum supervision of student movement and to visually monitor the campus and surrounding area.
3. All visitor access shall be restricted to the office area
4. A "High Security Alert" notice will be posted outside each classroom door and office window informing all visitors to go directly to the office.
5. The district's "High Security Alert" communications system will be activated.
6. The district office staff will post information on the website (www.palermoschools.org)
7. The Superintendent/designee shall communicate with all staff if a Lockdown is in effect.

During a High Security Alert the Superintendent/designee shall determine which of the following actions will be taken.

1. All school building doors locked.
2. All windows covered.
3. All students inside.
4. Any student movement outside will be under adult supervision.

5. An “emergency” phone message will be made to parents/guardians by the District Office.

School Staff and students will remain under Security Alert until further instructions are given by the principal or designee.

What can parents do during an emergency?

In order to provide your children with a safe and secure environment during an emergency situation, we need your help. You can assist us in maintaining an organized and secure site...

1. Please do not immediately drive or walk to the school to get your children.
We need the time to re-organize and institute our procedures prior to receiving requests to release students.
2. When you arrive on campus plan on parking off campus as the parking lots will be closed to all but district and emergency vehicles.
3. Refrain from immediately calling the school as our phone may or may not be working and we need to have open lines available to get emergency assistance, if necessary.
4. PLEASE GO TO www.palermoschools.org to view up to date emergency information.

Definition of Terms

For offences not included in this page, the principal or designate will use one or more of the following disciplinary measures, depending on the nature of the offense; 1) Conference with the student; (2) Parent conference; (3) Notify the parent by letter, home visit; (4) Detention; (5) Suspension; (6) Expulsion; (7) Refer to a community agency.

Alternative Means of Correction- Consequences may be on school suspension, privileges revoked, after school detention, parent conference, warnings, community service or off campus suspension.

Defiance is refusal to follow the specific direction of a school staff member. Indicator of defiance may be verbal, action or non-action, student's refusal to follow directions.

Disruption is when a pupil has 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 (education 48900 K code).

Explanation of 1-day suspension means either: 1) remainder of the school day if it occurs prior to noon, or 2) the remainder of the school day plus the next day if it occurs after 12:00 noon.

A student suspended or expelled from the Palermo School District may not be on any campus of School District or attend any District sponsored activity such as after school games, special events, dances, etc., while under the suspension or expulsion. Parents will be notified of all suspensions/expulsions.

Assault is a violent attack, either physical or verbal; an unlawful threat or unsuccessful attempt to do physical harm to another, causing a present fear of immediate harm.

Battery is the illegal beating or touching of another person either directly or with an object.

Brandishing is the act of waving, shaking, or exhibiting in a menacing, challenging, or exultant way.

Extortion is the act of getting money from someone by violence or threats.

Hazing- to initiate or discipline (fellow students) by forcing to do ridiculous, humiliating, or painful things.

Helen Wilcox Elementary



5737 Autrey Lane, Oroville, CA 95966
(530) 533-7626

Sign-Off Sheet (Return this to the office.)

Student's Name (Print) _____ Teacher's Name _____

My signatures signify that I have read and understand the information in the Handbook. It also indicates that I, as a Helen Wilcox student, will follow the rules and will encourage others to follow the rules, as well.

Anti-Bullying Pledge

Student Signature

Dress Code

Student Signature

Homework Policy

Student Signature

Discipline Guide

Student Signature

As a parent/guardian, my signatures signify that I have read and understand the information in the Discipline Packet. It also indicates that I will support and encourage my child to follow the rules.

Anti-Bullying Pledge

Parent Signature

Dress Code

Parent Signature

Homework Policy

Parent Signature

Discipline Guide

Parent Signature