

# ***William Brooks Elementary***



# **STUDENT/PARENT HANDBOOK**

# **William Brooks Elementary School**

## **2019-2020**

**Principal – Noel Stedeford**

**3610 Park Dr.  
El Dorado Hills, CA 95762**

**Telephone: (916)933-6618  
Fax: (916)933-3910**

**School Colors: Blue and Red  
Mascot: Bears**

**School Website: <https://wbes-buckeye-ca.schoolloop.com/>**

**District Website: <https://www.buckeyeusd.org/>**

**School Facebook Page:**

**<https://www.facebook.com/williambrookselementary>**

**Staff emails: <https://wbes-buckeye-ca.schoolloop.com/staff>**

**First initial last name@buckeyeusd.org**

**Example: John Smith would be [jsmith@buckeyeusd.org](mailto:jsmith@buckeyeusd.org)**

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# William Brooks Elementary School

3610 Park Drive, El Dorado Hills, California 95762

(530) 677-2875 (916) 933-6618 Fax (916)933-3910

Dear Brooks Families:

Welcome back to another new school year! I am excited to return as the principal of William Brooks Elementary School.

There is an old African proverb, "It takes a village to raise a child." While we no longer live in villages, this still holds true. Educating our children requires that we work together, not for just our single issue(s), but for the greater good which is represented in our children and the school community. Children are our future and the success of that future depends on how well we nurture, love, and care for them.

As your principal, you can expect that I will reach out to you and ask for your support, ideas, and involvement. I encourage you to join our community, where preparing children for the future is our number one priority. I pledge to do my best to ensure that each child is provided with a safe environment where they are supported in reaching their fullest potential. Through collaboration, open communication, and a dedication to continuous improvement, we will continue to make William Brooks a place where children enjoy learning.

This handbook is designed to assist you in becoming familiar with our school and district. A clear understanding of the rules and procedures will encourage a school environment that is positive, safe, and conducive to learning. Please read it and review the appropriate sections with your child. As partners in education, we value the contribution that our volunteers bring to our school. The well-being and privacy of your students is paramount, so please thoroughly read the Volunteer Statement on Confidentiality on the last page of the handbook.

We look forward to working with you in the coming school year. Please feel free to contact me should you have any questions or concerns.

Sincerely,

*Noel Stedeford*

Noel Stedeford , Principal

## Home/School Communication

We believe that productive home-school communication is one of the most important variables in guaranteeing school success. As parents, you can help keep communication open and productive by:

- taking a minute to read the weekly emails that will be sent to your email address. It contains timely information about school programs and events.
- making a commitment to attend Back-to-School Night, Open House, and parent conferences.
- returning correspondence in a timely fashion. You may need to work with your son or daughter to ensure they return notes on time.
- talking with teachers and the administration about positive things happening at school. Calling attention to successful practices is important for reinforcing them.
- discussing questions or concerns about a classroom or teacher with that teacher as soon as they arise. Teachers appreciate honesty and early communication. They also appreciate knowing that parents realize there are two sides to every story.
- discussing concerns **not resolved at the classroom level** with the Principal. Bringing unresolved issues to the attention of the principal will usually result in a satisfactory resolution.



- \*read weekly emails
- \* check Friday folders
- \*read classroom newsletters
- \*always call the teacher first if you have questions or concerns
- \* attend school functions
- \*use the school website

## **Academic Assessments**

Improving student achievement is the key goal of the Buckeye Union School District. To monitor student learning, students are given classroom, district, and state assessments. Assessments are used to recommend student placements in various school programs and to plan how to increase student achievement at the school and across the district. In the spring, all students in grades three through eight take the state-mandated Smarter Balanced Assessment (SBA) in Language Arts and Mathematics, Science (CAST) in 5th and 8th grade only, and Physical Fitness Test (PFT) in 5th and 7th grade only.

## **Anti-Bullying**

Students are not allowed to bully other students or provoke conflicts. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated. Instruction and counseling are provided to promote positive relationships, acceptance and inclusion.

*{Reference: Board Policy 5131.2}*

The district prohibits sexual harassment at school and at school-sponsored or school-related activities. Anyone who engages in sexual harassment will be subject to disciplinary action. Staff will clearly communicate to students that sexual harassment is prohibited and advise students to report any sexual harassment that they experience or observe. The district's sexual harassment policy contains specific steps and assurances. This policy is available in the school office.

*{Reference: Board Policy and Administrative Regulations 5145.7}*

## **Attendance**

Daily school attendance is critical for a student's success. By law, parents are obligated to send their child to school daily. Parents are strongly encouraged to schedule medical appointments during non-school hours. A student's absence from school shall be excused for the following reasons: personal illness, quarantine under the direction of a county or city health officer, medical appointments, attendance at a funeral service for a member of the immediate family or court appearances. Please note that, even though an absence is considered to be excused, for purposes of funding, any absence reduces funding to the school and district.

Upon advanced written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons for absences include but are not limited to: observation of a holiday or ceremony of his/her religion, attendance at religious retreats not to exceed four hours per semester, participation in religious instruction or exercises in accordance with district policy. All other absences are considered unexcused. Whenever possible, a student who is absent for a reason other than illness should attend at least the minimum school day.

When a student who has been absent returns to school, the parent needs to provide a written note or contact the school office to verify the reason for the absence. School absences are monitored carefully throughout the year. If a student is missing more than 10% of the school year at any given time, a physician may be asked to verify further absences for illness. Excessive excused absences and/or tardies may also require notification to the School Attendance Review Board (SARB).

A student absent from school without a valid excuse or tardy in excess of thirty minutes (30) or more on three (3) or more days in one (1) school year is considered truant. Parents will receive written notification in the event their child is truant. Students who continue to have unexcused absences or tardies of thirty minutes (30) or more may also require notification to the School Attendance Review Board (SARB). This is a requirement of the California Education Code 48200.

*{Reference: Board Policy and Administrative Regulation 5113.1}*

Each class period is carefully structured by the teacher. When a student is late, not only is important instruction missed, but also class is disrupted. Students are required to arrive in class on time. **All students arriving late must check into the office before going to class.**

Students who walk, receive rides or ride their bikes to school should arrive no earlier than 8:45 a.m. If a student needs to arrive early, please make arrangements with the Extended Day Program as there is no supervision on campus before 8:45 a.m. Students should be picked up **no later than 3:15 p.m.**

## **Behavior Expectations**

Since discipline is essential to academic progress, the teachers and staff of the Buckeye Union School District work together to encourage productive behavior in a firm, fair, and consistent manner.

Our school discipline plan is based on the premise that teachers are here to teach and the students desire to learn. As a staff we have developed a Positive Behavior Interventions and Supports (PBIS) model. PBIS is a systems approach to preventing and responding to classroom and school discipline problems. PBIS develops school-wide systems that support staff to teach and promote appropriate behavior in all students. By reducing behavioral problems, PBIS creates and maintains safe learning environments where teachers at Brooks can teach and students can learn.

## ***Purpose of PBIS***

- Increase consistent use of positive teaching and reinforcement strategies among all school staff at school-wide, classroom, and individual student levels.
- Reduce use of reactive discipline measures (office discipline, referrals, etc.) in schools for all students.
- Increase data-based decision-making about behavior and academic instruction and reinforcement across all school settings.
- Implement effective comprehensive supports/services/interventions for students with the most intensive behavioral/emotional needs.

### **William Brooks Elementary School-Wide Rules**

**BE RESPONSIBLE  
BE RESPECTFUL  
BE SAFE**

## Brooks Bell Schedule 2020 - 2021

Students are supervised on campus between the hours of 8:45 AM-3:25 PM  
Breakfast is served from 8:30-9:00 AM

Grade	Regular Day	Early Release Wednesdays	Minimum Days
Kindergarten AM	8:00 – 11:30 AM	8:00 – 10:45 AM	8:00-11:30 AM
Kindergarten PM	11:42 – 3:12 PM	11:30-2:15 PM	11:42 – 3:12 PM
Grades 1-5	9:00 – 3:12 PM	9:00 – 2:15 PM	9:00 – 1:07 PM

### Recess Schedules

AM RECESS		PM RECESS	
Grade 1 & 2	10:30 - 10:48 AM	Grade 1 & 2	1:50-2:05 PM
Grade 3	10:50 - 11:08 AM	Grade 3	2:10-2:25 PM
		Grade 4 & 5	1:30-1:45 PM

*\* There is No PM Recess on Early Release Days.*

### Lunch Schedules

GRADE(S)	EATS LUNCH	RECESS
Grade 1	12:00-12:20 PM	12:20-12:40 PM
Grade 2	12:20-12:40 PM	12:00-12:20 PM
Grade 3	12:45-1:05 PM	1:05-1:25 PM
Grade 4	11:15-11:35 AM	11:35-11:55 AM
Grade 5	11:35-11:55 AM	11:15-11:35 AM

### Minimum Day Schedule

(9/28-10/2, 3/4 -3/5 & 6/7)

GRADE(S)	EATS LUNCH
Grade 1 & 2	12:10-12:30 PM
Grade 3	12:35-12:55 PM

## **Bicycles/Scooters/Skateboards**

Any student that chooses to ride their bicycle/scooter/skateboard to school must abide by the following rules:

1. Students shall ride bicycles/scooters/skateboards in a safe manner at all times.
2. Students shall observe all traffic rules and laws.
3. By law, students must wear a helmet.
4. Bicycles/scooters/skateboards are not permitted on campus except for the appropriate storage area.
5. When arriving to or leaving school, bicycles/scooters/skateboards must be walked on campus and across crosswalks until off campus.

Students who violate any of the above rules may be subject to a disciplinary consequence and/or have the bicycle/scooter/skateboard taken away and returned only to a parent.

*{Reference: Board Policy and Administrative Regulations 5142 and 5142.3}*

## **Bus Riders/Bus Fee**

Students may only ride the bus to and from school from their designated bus stop on their assigned bus. This means that students may not change buses, get off at a different bus stop or ride a bus other than their assigned bus.

Students who reside beyond the minimum transportation distances listed below shall be eligible for transportation service to the school of their attendance area:

1. Grades kindergarten - fifth: 2 miles
2. Grades sixth - eighth: 2.8 miles

A bus transportation fee will be charged for students who ride the bus to and from school. The only students exempted from the transportation fee are students who have been directed by the District to attend a school outside their attendance area or who have transportation stipulated in their Individual Educational Program. Families may qualify for free or reduced (50%) transportation rates based on family income as defined by state and federal guidelines. In accordance with district policies, bus riders in grades 1-8 will be dropped off at their designated bus stop, whether or not an adult is present to meet them. Kindergarteners will not be dropped off at the bus stop unless an adult is present or parent has given permission for kindergartener to walk home alone or with a sibling (Kindergartner Walk Slip). For more information on transportation please visit the BUSD [Transportation Webpage](#)

*{Reference: Board Policy and Administrative Regulations 3541 and 3541.2}*

## **Bus Rules: [School Bus Rules](#)**

Bus rules are to be followed whenever a student rides the bus. Parents are asked to review the bus rules with their child and encourage him/her to act safely.

The bus driver has complete authority in operating the bus at all times. If, for any reason, a driver determines that a student's behavior is creating an unsafe situation on the bus, the District has the authority to deny transportation privileges and/or apply additional school disciplinary consequences. Camera mounts may be installed on buses for video surveillance. Video may be used to provide evidence of student misconduct. In all instances of misconduct,

the rider and his/her parent shall be given notice and warning. For more information regarding transportation please reference the BUSD [Transportation Webpage](#)

*{Reference: Board Policy and Administrative Regulation 5131.1}*

## **Cell Phones and Other Personal Devices**

Students may carry cell phones to school. Students may use them only before and after school. Cell phones and other electronic devices must be stored in the student's backpack (including headphones or earbuds) and turned off as soon as the first bell of the day rings and must remain off and in the backpack until the last bell rings (this includes lunch time). The school will not be responsible for any lost, damaged, stolen or confiscated electronic devices. Use of a cell phone or electronic device in the classroom may be permitted on a limited basis when directed by a teacher. If a student is not following this policy, he/she will receive disciplinary consequences and the electronic device will be confiscated and returned only to a parent. Phones are available in the office for emergencies only. (Board Policy 5131)

Cell phone guidelines are as follows:

- Cell phones must be turned off from 9:00- 3:12 which includes lunch.
- Cell phones are to be stored in the student's backpack from **9:00- 3:12**
- Cell phones are not to be used at anytime indoors (such as classrooms, gyms, office or library, etc.)
- Cell phones are not to disrupt school activities. Any phone that makes audible sounds because they have not been turned off is a violation even though the phone may not be visible.
- The school will not be responsible for any lost, damaged or stolen cell phones or other devices.
- Cell phones or other devices will be confiscated when there is a violation in the cell phone policy.
- Cell phones will be returned only to the parent/guardian of the student.
- Students violating the cell phone policy may receive disciplinary action.
- The camera feature on a cell phone may not be used at any time.

## **Classroom and School Visitations**

Parents/guardians and interested members of the community are encouraged to visit the school and observe the educational program. Visits during school hours should be arranged in advance with the teacher or principal. If a conference with the teacher is desired, an appointment should be set with the teacher during non-instructional time. When school is in session, all visitors must go directly to the school office to register (Penal code 627.6) before going into instructional areas. Once registered, they will receive a name badge that must be worn at all times while on campus.

*{Reference Board Policy and Administrative Regulation 1250}*

## **Climate for Learning**

The school staff is committed to providing a safe, orderly and caring learning environment where students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. As a school, we encourage attitudes and behaviors that promote mutual respect and harmonious relations. One of the ways the school promotes conflict resolution is by providing students with opportunities to voice their opinions about school policies and practices. Programs that provide a safe and caring learning environment at William Brooks are: PBIS, PAWS and Student Leadership.

## **Closed Campus**

To ensure student safety and supervision, the Board of Trustees has established a closed campus policy at all district schools. Once a student arrives on the school grounds, they must remain on campus until the end of the school day. If a student leaves school grounds without this permission, a student is considered truant and is subject to disciplinary action.

*{Reference: Board Policy 5112.5 and Education Code 44808.5}*

Parents, guardians or other adults taking students from school before the regular dismissal time must come to the office and sign out the student. Students will not be released to anyone not listed on the student's emergency card. If the adult requesting to check a child out of school is unknown to the office staff, identification will be required.

## **Concerns/Complaints**

The district has adopted a clear set of procedures to address concerns and complaints. Please use the following steps when you have a concern.

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call or email the teacher to explain your concern. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, then please call the school administrator. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
3. If the concern is not satisfactorily addressed with the school administrator, then a meeting should be scheduled with a district representative. The district representative will facilitate resolution based on district complaint procedures set forth in board policy. A copy of this procedure is available in the Human Resources Department at the district office and on the district website under the parent resources tab. [www.buckeyeusd.org](http://www.buckeyeusd.org)

*{Reference: Board Policy and Administrative Regulation 1312.1-4}*

## **Dogs on Campus**

Buckeye Union School District has implemented a "no dogs on campus" rule. Dogs (or other animals) are not allowed on school campuses unless they are certified service animals or are part of a school event or instructional program. In all cases, prior approval of the teacher and school administrator is required to bring any animal on campus.

## **Dress Code**

The Governing Board believes that appropriate dress and grooming contributes to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate, including clothing that provides appropriate sun protection. Students' dress and grooming must not present a health or safety hazard to themselves or others or a distraction that would interfere with the education process. Personal appearance standards for students are defined in the dress code. A student who violates the dress code may be subject to disciplinary action.

*(Board Policy 5132)*

The development of attitudes and behavior patterns in dress and grooming should be a part of each student's total educational experience. School clothing is, in some degree, a reflection of one's attitude about self and school. We try to maintain a professional, friendly atmosphere in which teachers can teach and students can learn. Students are expected to attend school in clean, neat clothing. Dress, hairstyle, or makeup that is distracting in nature or interferes with the study habits of students in the class or school shall not be acceptable. The following guidelines are intended to define appropriate student attire and personal grooming.

- Shoes must be worn at all times. Backless shoes, "heelies", or shoes with wedges or heels higher than 1" are not permitted.
- Hair shall be clean and neatly groomed and may not distract the learning environment.
- Shorts and other appropriate undergarments shall be worn under dresses and blouses for the sake of modesty and while participating in PE or playing on equipment.
- Sunglasses may be worn out to recess unless they are deemed a distraction or a problem of any kind. They must be put away when in the classroom.
- Other articles of apparel which may be considered objectionable or dangerous may be prohibited by the site administration.
- Inappropriate shirts include halter tops, crop tops, spaghetti straps, mesh or see-through sheer tops. Shirts must not expose the midriff or cleavage. Tank top straps must be at least one inch wide.
- Pants should be worn at the waist without "sagging;" no undergarments should be visible.
- Clothing with inappropriate lettering, printing, message patches, and artwork is prohibited. This includes references to drugs, alcohol, satanic themes, sex, and violence.
- Chains of any kind (such as wallet chains), and clothing or jewelry with protrusions that could be considered dangerous or unsafe are not allowed.
- Gang-related attire is strictly prohibited and subject to the interpretation of the administration.
- Hats with brims may be worn but must be removed when inside any building. Hats must be worn with the brim in the front. Hats must be stored while in class.
- Flannel/satin pajama type pants/shorts are not allowed.

Students wearing inappropriate attire or footwear may be sent to the office and will be asked to call their parent or guardian. Students will be given the opportunity to change into appropriate clothing, if available at the school site, or request the parent to bring a change of clothing or footwear. Students will return to class upon meeting dress code standards. If you have any questions regarding dress and grooming, please call the school office.

## **Emergency Card**

Each year parents are requested to fill out an emergency card listing the names and telephone numbers to be used if it is necessary to reach parents or other designated adults during the school day. If the information you have originally turned in changes, please notify the school so that the card can be updated. Emergency cards can be the lifelines for the proper care of your child. **Children cannot be released to individuals not listed on their emergency card, even under emergency conditions.**

Due to the confidentiality of student information, school staff are not allowed to give out any information (phone, address, etc.) to individuals other than those listed on the student's emergency card.

If there has been a parent separation, we cannot withhold information from either parent unless legal documents are on file. Please speak with an office staff member if you need further information in this area.

(Reference Board Policy and Administrative Regulations 5125 and 5125.1)

## **Emergency Procedures**

The school has a well-developed and complete emergency response plan that is coordinated with local agencies. The emergency plan clearly identifies the specific actions for any emergency situation. Students and staff practice monthly emergency procedures such as fire drills, lockdown, and classroom evacuations during the school year and are familiar with how to respond in an emergency situation.

Should an emergency situation arise at school, our emergency phone notification system would be used to send out a message to parents/guardians to advise them of the situation. This phone notification system delivers messages in minutes and is a valuable resource for keeping parents/guardians updated.

There is one role that you as a parent/guardian can do to ensure that firefighters, law enforcement and school officials are able to handle an emergency. **PLEASE DO NOT RUSH TO THE SCHOOL TO PICK UP YOUR CHILD.** An influx of parents will only slow our ability to handle a situation as resources will have to be used to manage parents and guardians, rather than the emergency situation. Emergency plans have been developed with the assistance of other public agencies, and our staff has been trained on these plans with our main goal being to reunite children with their parents/guardians as quickly as possible. Students will not be released except to the care of parents/guardians or to an adult designated on their emergency card.

It is also important that you not try to contact your child via cell phone during an emergency, as it may interfere with our ability to manage students in a safe and orderly manner. We appreciate your support and commitment to work together with school staff and law enforcement to ensure the safety of your students.

{Reference: Board Policy and Administrative Regulation 3516}

## **Extra-Curricular Activities**

There are a variety of opportunities available for students to be involved at William Brooks School. These include Student Leadership, PAWS representatives, parking lot supervisors, GATE activities, Oral Interpretation Team, Cross-Country, Running Club, after-school sports clubs, lunch-time sports, and various clubs and as volunteers for several community service projects.

## **Field Trips**

A field trip permission form is sent home with your child for each field trip. This form must be returned with a parent signature in order for your child to leave on the trip. Permission will not be granted by phone. All students are expected to ride the bus to and from the field trip and may not be released to ride home with his/her parent from the field trip unless a written note is received in advance. **All parents accompanying students on a field trip must be fingerprinted.** Siblings are not allowed to accompany parents chaperoning a field trip.

“Field trips are an enriching part of the instructional program at William Brooks. Since school bus transportation is used, it is necessary for a permission slip, with a parent or guardian’s signature, to be returned to school prior to the field trip. Field trips are funded by individual donation and by the profits we receive from PTA fundraisers. For field trips and other school-sponsored events, parents may only provide transportation for their own child(ren) regardless of whatever parental agreements may exist. All field trip chaperones must have been cleared through the district fingerprinting process prior to the field trip day.”

*{Reference Board Policy/Administrative Regulation 3541.1}*

## **Food Service Program**

Lunches are available for purchase for all students every school day. Menus for school lunches are available online. Students are expected to bring payment for the meals, or have a positive balance on their account. For your convenience, you have the option to pay for multiple lunches online at [www.buckeyecafe.org](http://www.buckeyecafe.org).

Your child(ren) may qualify for free or reduced price meals based on your household size and income. If you complete the application for free/reduced price meals, your application will be reviewed and you will be notified if you qualify.

### ***Forgotten Lunch Procedure***

If a student has forgotten his/her lunch at home, parents may drop the lunch off in the office. Students need to check the office before going to lunch and may pick up his/her lunch then. Please be sure your child’s name is on the lunch.

## **Health and Wellness**

The Buckeye Union School District recognizes the link between health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students.

The Wellness Committee assists with policy development and advises the district on health-related issues, activities, policies, and programs. The district's nutrition education and physical education programs are based on research consistent with the expectations established in the state's curriculum frameworks, and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

The school district encourages school organizations to use healthy food items or non-food items for fundraising purposes and encourages school staff to avoid the use of non-nutritional foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff will encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. {Reference: Board Policy 5030}

## **Homework**

Homework should be an extension or practice of what was learned in school. Students are expected to complete and hand in homework. Homework should be designed so that parents can serve as a resource to their child without diminishing the student's sense of responsibility.

To be effective, homework assignments should not place an undue burden on students and families. Homework should reinforce classroom learning objectives and be related to students' individual needs and abilities.

Homework is defined as school-related work that is an important part of the instructional program. When it is properly implemented, students will:

- Develop regular study habits and the self-discipline necessary for study to be effective and the ability to work independently
- Gain more information than would be possible in the classroom situation alone
- Have more opportunity to develop a personalized, creative approach to projects and other school work
- Learn to budget their time effectively
- Come into contact with out-of-school learning resources.

Recognizing the individual abilities of children, the time it takes to complete homework will vary. Homework should not exceed the recommended amount of time indicated below:

- 1<sup>st</sup> Grade – ½ hour per night
- 2<sup>nd</sup> Grade – ½ hour per night
- 3<sup>rd</sup> Grade – ½ hour per night
- 4<sup>th</sup> Grade – 1 hour per night
- 5<sup>th</sup> Grade – 1 hour per night

In addition to the above time, each child should read 20 minutes each day. Children who don't yet read may use picture books or have books read to them.

{Reference: Board Policy 6154}

### **Illness or Injury**

Parents will be promptly notified of any serious injury or illness that occurs on the school grounds or on the bus. Notification of non-serious injury or illness may be made at the discretion of the school staff or site administrator. It is important that the school knows who to call. Be sure to keep up-to-date information on your child's emergency card, which is on file in the school office. If the accident or injury warrants, the school will call 911 and notify the parents immediately. The school does not have a full-time nurse.

### **Independent Study Contracts**

Students who are going to be out of school for five or more days for reasons other than illness or injury may be eligible for independent study. Independent Study Contracts may be issued up to two times in the school year. The length of an Independent Study Contract is not to exceed ten (10) school days for grades K-3 or 20 school days for grades 4-8 per school year. There is a specific set of district criteria for independent study. The criteria for approval include an acceptable reason for requesting the independent study and evidence that the student will work independently to complete assignments. This program requires a contract signed by the parent, student, teacher and administrator. The contract specifies the amount of work to be completed, the amount of time to be spent each day, when the work will be turned in to the teacher and how the work will be evaluated. An Independent Study Contract must be requested **at least 5 days prior** to a planned absence so that teachers can prepare materials for the student. An Independent Study Contract will not be issued for the first week of school or the last week of school since the contract must be completed **BEFORE** the end of the school year. Independent Study Contract forms are available in the school office.

{Reference: Board Policy and Administrative Regulation 6158}

### **Lost and Found**

The Lost and Found is located in the area across from the kindergarten rooms. Parents should put student names on clothing and other belongings. You are also encouraged to check for lost articles as soon as possible. The school cannot be responsible for any lost belongings. Lost and Found items will be donated to charity on the first Friday of each month. Notice will be in your online parent bulletin that comes out on the last Friday of each month to remind you.

### **Medication at School**

In compliance with the California Education Code 49423, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of the student's parent or legal guardian. These authorizations must be renewed whenever the prescription changes and at the beginning of each school year. *The prescription label on the container is not acceptable as a physician's statement. Over-the-counter medications will be given if prescribed by a physician or dentist.*

**ALL MEDICATION BROUGHT FROM HOME MUST BE IN THE ORIGINAL CONTAINER AND KEPT IN THE SCHOOL OFFICE. THIS INCLUDES NON-PRESCRIPTION MEDICATION. THE SCHOOL CANNOT FURNISH ANY MEDICATION, INCLUDING ASPIRIN.** We require all medications to be stored in the nurse's office and be administered only when the physician's and parent's/guardian's signed permissions are on file. Students are not allowed to have medication in their possession at school, walking to and from school, or on the school bus. This practice provides for the safety of all students on campus. The only exception to this policy is if the student's well-being is in jeopardy unless he/she carries the medication.

If you anticipate a visit to your student's physician or dentist and expect that medication may be prescribed or the dosage changed, please stop by the school office for the appropriate forms.

## **Parent Participation**

The Buckeye Union School District believes in working with parents as partners in a child's education. Parents are strongly encouraged to be actively involved in their child's education. Following are some suggestions for how to participate in your child's education.

- Ensure that your child attends school regularly.
- Talk with your child about what they are learning in school and ensure that homework is completed and turned in on time.
- Involve your child in reading. This could involve reading to your child, having your child read to you or discussing what you and your child are reading together.
- Model the love of reading for your child. If they see you as a reader, they'll want to read too.
- Encourage your child to participate in extracurricular and co-curricular activities.
- Monitor and regulate the television your child watches and video games they play.
- Work with your child at home on learning activities that extend classroom learning.
- Become familiar with your child's grade level standards. [California Content Standards](#)
- Attend parent conferences and school sponsored events.
- Volunteer in your child's classroom or for other school activities.
- Participate in parent groups at your child's school.
- Participate in site and district decision-making groups such as the LCAP Parent Advisory Committee, School Site Council (i.e., Single School and Safety Plans), English Language Advisory Committee (ELAC), District English Language Committee (DELAC), Budget Committee, Wellness Committee, Master Plan, and PTA.

{Reference: Board Policy and Administrative Regulations 1240 and 5020}

## **Parent Teacher Association (PTA)**

The PTA is an exciting and vital organization that works to support the students of William Brooks School. The PTA works to enrich the school experience by providing many of the educational and entertaining assemblies attended by the students.

PTA sponsors several social activities and fundraisers throughout the school year. Fundraisers provide the students of William Brooks with new technology, scholarships for special field trips, educational equipment, music and PE equipment, large playground structures, and building/grounds improvements. Some of the major gifts to the school include Chromebook Carts (each with 35 laptop computers) for the upper grades, sound system for the Multipurpose Room, our marquee, assemblies, and updated library collection.

### ***Parent Volunteers***

Parent volunteers are an integral part of the program at William Brooks. We encourage the participation of parents and community members as volunteers in the classrooms. If you wish to volunteer, please contact your child's teacher or the office. All regular classroom volunteers must be fingerprinted and must sign and return the confidentiality agreement form found at the back of this packet. See the office staff to get the necessary fingerprint forms. After signing in, volunteers will receive a name badge on which they will write their first and last name. This name badge must be worn at all times while on campus.

### ***School Site Council (SSC)***

The School Site Council is composed of parents, school employees (both certificated and classified) and members of the community. The main purpose of the SSC is to act as an advisory group to review school improvement and monitor progress toward meeting school goals in order to provide the best possible program for the students, as well as reviewing the discipline policy, safety plan, technology plan and approve the proposed budget. This is accomplished through reports on progress toward school-wide goals.

### **Personal Property/Prohibited Items**

Personal property having no bearing on studies is a distraction to the learning environment and should be left at home. It is also advisable not to bring large sums of money to school. All objects which in any way might be considered dangerous or disruptive to the learning environment shall not be brought to school. The school is not responsible for housing or theft of confiscated items, nor is it responsible for personal property that is lost, stolen, or damaged. Repeated confiscation may result in administrative consequences.

### ***Prohibited Items***

California Law does not permit the following dangerous items at school:

- Firearms or imitation firearms
- Knives
- Explosive device or substances (including matches, lighters, etc.)
- Alcohol, tobacco and drug related products including vaping are not permitted. The use of tobacco products is prohibited at any time in district-owned or leased buildings, on district property and in district vehicles. Any person who violates the district's policy on tobacco-free schools shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Reference Board Policy and Administrative Regulations 5131.6, 5131.62, and 4020).

### **Report Cards**

The primary purpose of report cards is to clearly communicate a student's areas of strength and areas needing improvement based on the California Content grade level standards. To provide students and parents with specific information on student achievement, students receive standards-based report cards at the end of each trimester. The goal is for students to meet each grade level standard by the end of the school year. Teachers use a variety of common assessments to determine whether a student is meeting standards. The standards for each

grade level are available at the California Department of Education website at [California Content Standards](#)

Students in kindergarten through fifth grade shall receive a standards-based report card which may include narrative comments. Progress reports are given at the first trimester parent conference for all students and serve as an indicator for how a student is progressing. The distribution of report cards and progress reports insures parents have a sense of their child's performance. Parent conferences are held at least once per school year for all students. Parents are encouraged to contact their child's teachers if they have any questions about their child's progress.

## **Special Education**

The district strives to provide an educational program to meet the needs of all children within the district. A student shall be referred for special educational eligibility only after the resources of the general education program have been considered and modified in an attempt to meet the student's needs. If a student is referred to special education, parents will receive a notification of parental safeguards and an explanation of the proposed assessments. Following the completion of the assessments, a written report will be compiled. The results of the assessment will be discussed at an Individual Educational Program (IEP) meeting. At the IEP meeting, the team will determine if the student meets eligibility for special education. If the student meets eligibility, a plan will be developed that will be reviewed at least annually. The district provides special education services, as described in Education Code (56000-56001).

## **Special Services/Programs**

A variety of special resources and programs are provided for students with unique needs. These programs include:

### ***Counseling***

A counselor is available on a limited basis at each site.

### ***English Learners***

Students who are non-native English speakers are assessed annually using the English Language Proficiency Assessments for California (ELPAC) to identify their level of fluency in English. Students who are not fully fluent in English participate in the program for English learners to increase their English fluency and vocabulary. Teachers use specific instructional strategies to help students learn the curriculum while learning English. Parents meet in a District English Advisory Council.

### ***Gifted And Talented Education (GATE)***

The Buckeye Union School District offers GATE (Gifted and Talented Education) identification and supports at all school sites throughout the District. Program opportunities for GATE are site based; however, a fall administration of the OLSAT (Otis Lennon School Ability Test) is provided Districtwide in order to identify qualifying students. For those that qualify, a Differentiated Learning Plan is created and opportunities for enrichment/support in and out of the classroom are provided.

### ***Health Services***

The district will verify that students have complied with legal requirements for health examinations and immunizations before enrolling a student in school. Failure to provide proof of required immunizations will result in the student being excluded from school. The district administers vision, color vision, hearing and scoliosis screening as required by law.

### ***Student Success Team (SST)***

The Student Success Team is a school-site team, which identifies effective strategies to meet the needs of individual students who are not progressing due to academic, social, emotional, behavioral, medical, or other concerns. The Student Success Team process is a collaborative process between the school and the parents on behalf of the student. The Student Success Team meeting will include the parent, the student's teacher, administrator, and other support staff as needed.

### **Suspension or Expulsion – Ed Code 48900-48915**

A pupil shall not be suspended from school or recommended for expulsion unless the principal/designee or the Superintendent/designee determines that the pupil has committed a violation of Ed Code 48900 et seq. A copy is available in the office.

### **Telephone Usage**

The telephone in the office is a business phone. Students may use it only for an emergency call. We do not interrupt instructional teaching time for calls to the classrooms. The office will take messages as needed or transfer calls to teacher's voice mail. All teachers have voice mail and check messages daily.

### **Tobacco, Alcohol, Vape, and Drug Free Zone**

The Governing Board believes that the use of alcohol, tobacco or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious social and legal consequences. Therefore, all schools and district facilities are tobacco, alcohol and drug free sites. The use of any tobacco, alcohol or drug products is prohibited within any district property, facility, or vehicle. This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities that are held at locations other than district property. *{Reference: Board Policy and Administrative Regulations 5131.6, 5131.62, 4020 and 5131.6}*

## DISTRICT ORGANIZATION/GOALS

The Board of Trustees is responsible for adopting a vision for the district and setting district policies and procedures. The Board of Trustees meets on the first and third Wednesday of each month. Meeting locations are announced in the school newsletter and on the district's website. The district website contains a variety of information about the district on its operation. Board agendas are posted at the school office. Board agendas, and minutes can also be found on the district's website ([www.buckeyeusd.org](http://www.buckeyeusd.org)). Parents and community members are encouraged to attend Board meetings. Information on how to give input at Board meetings is available at all Board meetings.

### **Members of the Buckeye Union School District Board of Trustees**

Member	Royce Gough
Member	Brenda Hanson-Smith
Member	Winston Pengry
Member	Kirk Seal
Member	Gloria Silva

### **District Administration**

Superintendent	David Roth Ph.D.
Assistant Superintendent of Business Services	Jackie McHaney
Director of Curriculum & Instruction	Patty Randolph
Director of Student Services	Nicole Schraeder
Director of Facilities	Brian McCahon
Director of Fiscal Services	Jan Blossom
Director of Transportation	Tina Butler
Maintenance Supervisor	Jim Bergeholtz

### ***Vision Statement***

It is the vision of the Buckeye Union School District to provide the highest quality educational program for all students in order that they fulfill their innate potential, become lifelong learners, and contribute to society as responsible citizens.

### ***Mission Statement***

Working together with families, the community, and a highly qualified staff, the Buckeye Union School District ensures that each student masters the knowledge and skills needed to maximize his/her academic and personal success in a global society.

## District Goals and Objectives

2017-2018

2017-2018

### **GOAL #1: STUDENT ACHIEVEMENT – MAXIMIZE THE PERFORMANCE OF EACH STUDENT IN ALL ACADEMIC AREA**

1. Provide financial, instructional, curricular and technical resources to ensure that each student is demonstrating sustained and consistent progress at the highest level possible for that student.
2. Annually, growth in student achievement will occur to meet measurable targets. District will develop list of high performing comparable districts and schools in order to compare with performance of students in Buckeye Union School District.
3. Implement a challenging subject matter curriculum and assessment in each content area aligned to standards. District will begin working with LCF teachers to implement State-adopted standards. District will begin to identify options for updating elementary English-Language Arts curriculum.
4. Implement data driven differentiated instruction and train staff to meet the needs of all levels of learners using research-based programs.
5. Maintain a research-based professional development program that cultivates ongoing learning and professional dialogue to ensure a highly skilled teaching staff.
6. Provide an environment that maximizes learning for all staff and students via: 1) clean, safe and well-maintained facilities; 2) appropriate class sizes based upon research and resources; 3) modern equipment and technology access needed to enhance learning. District will begin implementation of a plan to replace and expand wireless access points across the District.
7. Use technology to help maximize student performance in all academic areas via: 1) the implementation and communication of technology standards/assessments for each grade level; 2) the use of computers to safely and appropriately access information and further learning; 3) integration into all appropriate parts of curriculum. District will continue professional development and collaborative activities aimed at promoting use.

### **2017-2018 Objectives:**

1. The District's average student scaled score on the State's Smarter Balanced Assessment for mathematics and English language arts, will increase by 5 and 7 points, respectively. English Learner progress will improve by 1.5%.
2. Continue transitional activities related to NGSS, including the delivery of two standards aligned scopes that incorporate a hands on activity published by Stemscopecs. Training for the two scopes will occur during the first two I-Days.
1. Examine trends in special education services and supports to maximize the effectiveness and efficiency of services and resources. The District will examine full inclusion models and partner with EDCOE to best coordinate full inclusion program services and supports.
2. Deliver professional development opportunities in the areas of Mathematics and English Language Arts.
3. Explore new school options to meet needs of students and families.

### **GOAL #2: MAINTAIN FISCAL INTEGRITY & ACCOUNTABILITY OF DISTRICT**

1. Develop a balanced budget using state budget standards and board policy that includes criteria for a contingency reserve beyond the 3% requirement.

2. Maintain an appropriate balance between using resources for the greatest good to the greatest number of students while serving our highest/lowest achievement groups.
3. Support the priority of the district goals by focusing expenditures on academic programs, student achievement and effective staff.
4. Increase and/or improve services, in proportion to the increase in funds apportioned under the LCFF, to ensure that English learners, foster children, and socio-economically disadvantaged students, who generate the increased supplemental funds, have targeted resources to promote student learning as outlined in the LCFF.
5. Develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP) to align resources through a comprehensive planning process to State priorities and district goals.
6. Monitor progress on goals to help inform necessary adjustments to funding allocations and processes consistent with the LCFF and LCAP.
7. Develop, adopt and update a two-year Common Core State Standards Spending Plan to support professional development, acquisition of instructional materials and technology to support transition to the Common Core State Standards.
8. Hire and retain a diverse and highly qualified workforce, strengthen their skills through ongoing professional development and collaboration, and evaluate their performance on a regular basis.
9. Pursue revenue sources including grants, donations, partnerships, and support the Buckeye Education Foundation.
10. Explore and implement strategies to control costs in all areas, i.e. special education, nonpublic school placements (NPS), food service, transportation and utilities, including changing methods of program delivery and operations.

**2017-2018 Objectives:**

1. Conduct review of special education transportation program costs.
2. The District, with fundraising support from parents, will replace all Chromebooks that are 4 or more years old in July 2018. Additionally, the District has begun a “Bring Your Own Device” program at Rolling Hills Middle School and is piloting a similar program at Silva Valley this fall.
3. Complete purchase of District Office facility.
4. Complete Valley View facility in order to house grades 7 and 8.
5. Initiate Blue Oak Modernization project.

**GOAL #3: MAXIMIZE USE OF TECHNOLOGY TO ENHANCE THE WORK OF STAFF**

1. Implement and communicate a technology literacy standard for staff and implement a professional development plan to ensure all staff meets this standard.
2. Implement and maintain the use of data management systems so administration and teachers can use data to target teaching programs, interventions, resources, and staff development on the integration of technology in the curriculum.
3. Maintain a current District Technology Plan through an annual review and identify resources needed to meet the plan’s hardware/software standards.

**GOAL #4: STRENGTHEN COMMUNITY RELATIONS AND COMMUNICATIONS**

1. Use public awareness of Buckeye Union School District’s accomplishments through positive/accurate reporting in all forms of media to foster community-wide relationships and support for the District and its goals. The District will establish a practice of periodically communicating through a district newsletter to the community.
2. Develop and maintain a comprehensive plan for community relations.

3. Continue positive connections with parents through parent education programs, PTA/PTSA coordination, School Site Council/Parent Advisory Council, Buckeye Education Foundation, ConnectEd calls/emails, and expanded use of school newsletters and websites.
4. Support open communication and dialogue with constituency groups through district staff and Board visitations to all sites.
5. Continue to use the district website and school websites as vehicles of communication and link to resources for the community.
6. Increase personal communication with parents and students via online access to grades and attendance (eSchoolPLUS).

**2017-2018 Objectives:**

1. Launch new District and school site websites.
2. Each site will deliver parent education opportunity.
3. Continue work with PTAs/PTCs to establish strategic purposes for fundraising. Engage groups around funding Chromebook replacements.
4. Continue to engage all stakeholders about the educational program through the Local Control Accountability planning process.
5. Continue to provide tri-annual newsletter to the Community. Establish social media presence.

**GOAL #5: PROMOTE THE DEVELOPMENT OF EACH STUDENT AS A "WHOLE" PERSON**

1. Continue to improve prevention and intervention strategies for addressing "at risk" behaviors of students, including bullying awareness with both parents and students.
2. Provide training to teachers, parents and students in activities emphasizing exercise and nutrition for the development of healthy lifestyle choices in students.
3. Continue to create, provide and strengthen activities for personal growth, self-esteem, responsible behavior, youth development and citizenship.
4. Build and implement programs to develop lifelong learning habits in students.
5. Encourage and increase the participation rate in extracurricular activities.
6. Develop understanding, acceptance and appreciation of racial, cultural, ethnic, social and religious diversity.

**2017-2018 Objectives:**

1. Support Positive Behavioral Intervention and Supports (PBIS) efforts at Camerado Springs, Brooks Elementary, and Silva Valley Elementary.
2. Continue Love and Logic parent workshops.
3. Complete California Healthy Kids Survey or similar student climate survey.

## DISTRICT SCHOOLS

### **BLUE OAK ELEMENTARY SCHOOL**

2391 Merrychase Drive  
Cameron Park, CA 95682  
530-676-0164  
916-933-5149  
Rachelle Ball, Principal

### **VALLEY VIEW CHARTER MONTESSORI**

1665 Blackstone Parkway  
El Dorado Hills, CA 95762  
530-672-3890  
916-939-9640  
Paul Stewart, Principal  
Bill Frame, Assistant Principal

### **BUCKEYE ELEMENTARY SCHOOL**

4561 Buckeye Rd.  
Shingle Springs, CA 95682  
530-677-2277  
916-933-2333  
Kevin Cadden, Principal

### **OAK MEADOW ELEMENTARY SCHOOL**

7701 Silva Valley Parkway  
El Dorado Hills, CA 95762  
916-933-9746  
530-677-9818  
Tracy Linyard, Principal

### **SILVA VALLEY ELEMENTARY SCHOOL**

3001 Golden Eagle Lane  
El Dorado Hills, CA 95762  
916-933-3767  
530-677-8953  
Brandon Beadle, Principal

### **WILLIAM BROOKS ELEMENTARY**

3610 Park Drive  
El Dorado Hills, CA 95762  
916-933-6618  
530-677-2875  
Amy Theberge, Principal

### **CAMERADO SPRINGS MIDDLE SCHOOL**

2480 Merrychase Drive  
Cameron Park, CA 95682  
530-677-1658  
916-933-0584  
Doug Shupe, Principal  
Melinda Spooner, Assistant Principal

### **ROLLING HILLS MIDDLE SCHOOL**

7141 Silva Valley Parkway  
El Dorado Hills, CA 95762  
916-933-9290  
530-676-2490  
Debra Bowers, Principal  
Jennifer Hansen, Assistant Principal

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### **BUCKEYE UNION SCHOOL DISTRICT**

Robert J. Mathews  
El Dorado Hills, CA 95762  
530-677-2261  
916-985-2183  
David Roth, Superintendent

### **TRANSPORTATION DEPARTMENT**

2480 Merrychase Drive  
Cameron Park, CA 95682  
530-677-2261  
916-985-2183  
Tina Butler, Supervisor

## ACKNOWLEDGEMENT FORMS

Please read the Parent-Student Handbook with your child and discuss the information provided. (The handbook is available on the William Brooks Website which is a link on the District Website at [www.buckeyeusd.org](http://www.buckeyeusd.org))

Once you have read the Handbook, sign the form below and return it to your child's teacher. Thank you for your time and cooperation.

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### Parent-Student Handbook

I have read the Parent-Student Handbook with my child. We understand the information presented in the contents.

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Parent Signature

Date

Student Signature

Date

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### Volunteer Statement on Confidentiality

We value the contributions that parents make in our schools. We welcome volunteers in our classrooms and on our campuses.

There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student's academic progress, a discipline issue or other matters that **must be kept confidential**. Therefore, we ask volunteers to be aware that individual students' information should not be discussed with anyone other than the appropriate school officials.

I have read and understand the volunteer statement regarding confidentiality above.

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Volunteer Printed Name

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Volunteer Signature

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Date