

**JOHN D. SLOAT
ELEMENTARY
PARENT HANDBOOK**
Sacramento City Unified School District
2020-2021



EVERY CHILD SUCCESSFUL

**7525 Candlewood Way
Sacramento, CA. 95822**

OFFICE PHONE NUMBER

(916) 433-5051

(916) 433-5272 fax

OFFICE HOURS

7:00 AM -3:30 PM

VISITOR INFORMATION:

All parents and visitors are required to check in at the office prior to visiting the classroom or picking up a student during the school day. All parents visiting the classroom must have scheduled their visit with the classroom teacher in advance. Visitors must have authorization from the principal and district to volunteer or observe for more than 5 minutes in the classroom. This procedure is required for the safety and welfare of our students. Regularly assigned classroom volunteers will sign in at the office and record their hours on the volunteer record-keeping sheet. Visitors are required to follow our dress code and maintain standards of ethical behavior or will be asked to leave and may be asked to refrain from coming onto campus. Language, tone of voice, and volume should be appropriate for the learning environment both during the school day, and all school events. Adults are asked to be courteous during dismissal time and respect the safety of students by;

- Driving carefully in the parking lot and pick up loop.
- Turning music down in their cars.
- As always, pets are not allowed on campus unless authorized by the principal for educational purposes or for service.
- SMOKING IS NOT ALLOWED ON SCHOOL GROUNDS.

Gates around our perimeter are locked during school hours except 30 min. before dismissal so students may walk home.

BEFORE SCHOOL DROP OFF AND AFTER SCHOOL PICK UP PROCEDURES:

Because of the limited space on our parking lot, students should be dropped off at and picked up from the front loop located on Candlewood Way. Thank you for following this procedure and refraining from entering the parking lot and double parking or turning around in the parking lot. Please do not park in the loop!

BREAKFAST AND LUNCH PROGRAMS:

Students enrolled at John Sloat Elementary School qualify for free breakfast & lunch Program. Breakfast will be served to any child enrolled at John Sloat Elementary School in the cafeteria from 7:30am – 8:00am. Students will receive the cold lunch (cereal) option if they arrive later than 7:50. If your child has a food allergy or special diet, you will need to inform the office and pick up a “Request for Food Substitutions” form to be completed by a physician. Students who eat our school lunch are not allowed to bring snacks in addition to the lunch provided unless otherwise authorized by the principal. This includes chips & sodas. Large bags of chips are not allowed, only snack size or serving size in a zip top bag. Candy on campus is prohibited unless authorized by a staff member. Bottled water is allowed. Students may not remove food from the cafeteria. Adults who wish to purchase breakfast or lunch for a non-enrolled person may do so for a fee.

ATTENDANCE:

Attendance is crucial to your child’s success. Tardies, early dismissals, or unexcused absences will be closely monitored and you will be asked to meet with district officials regarding excessive attendance issues. You are required to call in an absence to the office, or you may report an absence through e-mail on our district website before 9:00 am. We will contact you via telephone if your child is absent through our automated system the morning of your child’s absence. Please be sure your most current telephone numbers are recorded in the front office. Absences need to be “cleared” within 2 weeks

for reporting purposes. Any absences not cleared become “Locked”. Please make every effort to bring your child to school on time and schedule any appointments after school hours.

STUDENT EMERGENCY CONTACT INFORMATION:

It is important that we have updated emergency information for each child. When your number changes, inform the office of these changes. If staff is unable to reach a parent, the next authorized contact listed will be called. Separated parents may submit their own list of emergency contacts. Both parents will be contacted first in the case of an emergency. All custody paperwork should be submitted to be kept on file if necessary.

QUESTIONS OR CONCERNS

Protocol for addressing questions or concerns regarding your child should be handled by, first contacting your child’s classroom teacher. The classroom teacher is responsible for assisting parents and families in answering questions and supporting students. If a meeting with the teacher has taken place and a problem has not been resolved or question has not been answered, your next step is to contact the principal for assistance.

EARLY DISMISSALS:

Early dismissals should only be used for an emergency or when there is an appointment that absolutely cannot be made after school hours. Parents must report to the office when picking up a child. Children will be sent to the office when the parent arrives. If you are sending someone to pick up your child, we must have this request in writing, and the person **must** be on your child’s emergency card. Only authorized individuals listed as an emergency contact will be able to pick up your child. They must present a valid photo ID for verification upon pick up.

STUDENT MEDICATION/ILLNESS/INJURY:

Medication may be administered to students & medical needs addressed at school providing that a parent meets with the office manager to provide the following:

1. We have the doctor’s written request on file. Please obtain these district forms to take to your doctor and return to the office.
2. Parents sign a form, “Administration of Medication” available in the office. Students **MAY NOT** keep medication in their possession. It must be locked up in our nurses office at all times. Medication must be brought to our office by an adult in the original prescription container with the student’s name and expiration date clearly marked.

Students who have a minor injury at school that requires ice or a band aid will be helped and given an “ouch note” to bring home to inform families. Students with a major injury including a nose bleed, head injury, or injury requiring medical assistance, will automatically receive a phone call home. Parents are asked to pick up students immediately in a serious situation. 911 will be contacted when necessary for immediate emergency.

In the event that a student has been found to have an illness which is communicable, parents will be asked to pick up their child and obtain a clearance letter from their doctor in order to return. A letter will be sent home with students of the class to make families aware to keep an eye out for individual symptoms of their child. SCUSD and the

California Department of Communicable Diseases policies have changed. Students which have been found with lice are not removed from school, but parents are contacted for students to be treated.

STANDARDS BASED REPORT CARDS:

We will use a Standards Based report card for grades K-6. This report card will reflect your child's performance and progress in the California Content Standards in English – Language Arts, Mathematics, and other subjects. Your child's report card will be sent home with your child and at the end of each trimester (3 times per year) for your review.

PARENT / TEACHER CONFERENCES:

Parent-teacher communication and teamwork is essential for your child to be successful at school. Parents must agree to meet with the teacher during parent teacher conferences in the fall and spring and when necessary to discuss the progress of the student. Parents may be asked to attend a Student Study Team meeting if their child is struggling or in need of additional help. Parents are also able to request a Student Study Team meeting if they are concerned about their child's progress. Please speak with your child's teacher about your request. We will also be inviting parents to join us for academic family nights where we will give parents ideas for helping their child at home. We ask that all families participate in these evenings.

JOHN SLOAT DRESS CODE:

Students are expected to wear clothing which is appropriate for school and does not distract from learning. The following guidelines shall apply to all regular school activities:

- Shoes must be worn at all times. Sandals must have heel straps. Thongs, or backless shoes are not acceptable.
- Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drugs, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudice or gang related apparel.
- Hats, caps and other head coverings shall not be worn indoors. Hoods on shirts are not allowed to be worn at any time.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off the shoulder or low cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring except for during appropriate days during Spirit Week.
- No spaghetti strap tank tops or undershirts are allowed. All straps must be of 3 child finger thickness or more. Skirts and shorts must be at least fingertip length. Wearing tights or leggings under short skirts or shorts is not acceptable.

Questionable dress will be handled on an individual basis by school staff members. School staff members will contact parents by telephone requesting that the appropriate dress be brought to school so that the student can change clothes. When the parent is not available, clean & appropriate clothing from the school will be given for the student to wear & return the next day.

VOLUNTEER FORMS..... WE LOVE VOLUNTEERS!

If you are interested in volunteering in the classroom, at a school sponsored event, or classroom field trip, please submit a volunteer form at the beginning of the school year so you may be cleared with our Safety and Security department for volunteering. Adults who would like to volunteer with students who will be unsupervised at any time need to be fingerprinted, complete and pass a TB test, and fill out the Sex Offender Clearance form before volunteering. Please see the front office for this paperwork.

VOLUNTEER OPPORTUNITES

There are many volunteer opportunities for parents at our school. Please speak to your child's teacher about how to help in the classroom. In addition to classroom events, we always need help for Harvest Festival, Read & Feed, Spring BBQ, Talent Show, Career Day, Play Day, Staff, & Teacher Appreciation Week, and with our school garden. Please contact the front office if you are interested in participating in any of these events. Parents & family members are also welcome to walk with the staff and students of our school every Thursday and Friday mornings from 8:00 - 8:10 on our track. As a safety measure, all adults must be cleared as volunteers if they are remaining more than 5 minutes in the classroom in the presence of students. Finally, we ask that all volunteers working in the classrooms do not bring their own children as it becomes a distraction.

COMMUNITY RESOURCES/SPANISH SPEAKING SUPPORT:

John Sloat has a variety of resources for families beyond the school day. Elizabeth Torres is a Spanish speaking staff member who is available to assist families with translating. Please contact her via e-mail at Elizabeth-Torres@scusd.edu or at (916)433-5051. Elizabeth is on site Tuesday mornings. We also provide our families resources through our Student Support Services. The resources that are available to help parents and families in our community include; health services, housing, and counseling. Please contact (916)433-5051 and ask for Pam Cajucom if you are interested in becoming connected with any of these resources.

AFTER SCHOOL PROGRAM

John Sloat Elementary has partnered with Target Excellence to offer an outstanding after school program for students K-6. This program is available by application through the front office. Questions regarding enrollment in the program can be addressed through the program coordinator David Johnson at david.johnson@targetexcellence.org, or at (916)600-1868.

ELAC & SSC:

ELAC (English Learner Advisory Committee) and SSC (School Site Council) meetings are for parents to become involved at our school. Please consider attending these very important meetings and participating in your child's school and the decisions that are made. Dates and times are listed in the front office.

DISCIPLINE:

John Sloat has a discipline policy that follows the district code of conduct. When working with students, our first goal is to help solve discipline issues with the Restorative Justice

Practices. The consequences for misbehavior will be determined based on the infraction. Parents will be contacted directly by the classroom teacher or principal for infractions that are persistent or beyond our ability to restore justice with an appropriate consequence at school. A behavior plan may be necessary that will require frequent parent-teacher communication.

COMMUNICATION:

Please check your child's backpack daily! Monthly newsletters from our office will be sent home for parents to read. Please be sure to read them to find out about events at our school and activities you can help volunteer for. The principal and staff may use the telephone fan out system to call and leave a message for parents when necessary. Be sure we have your correct telephone number in our system so that you can receive these messages.

Please visit our website on the Sacramento City Unified School District page for updates as well as visit and "like" our page on Facebook to follow important news and events for our school at John D. Sloat Elementary School. The principal will also use "remind.com" to text families any pertinent information. The code can be obtained in the main office.

Concerns which you would like addressed to your child should first be addressed by contacting your child's classroom teacher. If you continue to have concerns, please contact our parent advisor to assist you.

CELL PHONES/ELECTRONICS:

Students shall be permitted to use cell phones before and after school hours only. All cell phones should be turned off during school hours. Staff will be asked to take cell phones which are on and out during school hours and will be given to students at the end of the day. Other electronics should not be brought to school unless otherwise authorized or for educational purposes. If a persistent issue occurs with cell phones, parents will be requested to meet with the teacher and cell phones may need to be checked into the teacher and checked out daily.

EMERGENCY PROCEDURES:

Safety drills including lock down, fire, & drop and cover (earthquake) are done throughout the year. Precautionary lock downs and fire drills may occur throughout the school year. In the event there is an actual *verified* emergency, a note will be sent home or emergency call made. If our school needs to evacuate off campus for any reason, parents will be informed and our off site re-unification location when appropriate is at Mark Hopkins Elementary School located at 2221 Matson Drive Sacramento, CA 95822. **The importance of us having your updated phone information cannot be stressed enough.**

BULLYING:

Our school and district take bullying very seriously. Students are trained on how to identify and handle a bully. If you believe your child is being affected by bullying, please contact your child's classroom teacher immediately. Our staff is trained on how to handle situations regarding bullying, and you can report any bullying through our district reporting forms and the situation will be handled promptly.

Additional guidelines and information are located in the Sacramento City Unified School District Annual Parent and Student Rights Notification and Standards of Behavior handbook. Please request a copy from our front office if you do not have one.

Revised- 10/2020