

Alvord Unified School District

**STOKOE ELEMENTARY SCHOOL
PARENT HANDBOOK**

2023-2024
Home of the Starpilots



**All Students Will Realize Their Unlimited
Potential**

Francine Ramirez, Principal
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WELCOME TO THE STOKOE STARPILOT COMMUNITY

Dear Parents and Guardians,

Welcome to Stokoe Elementary School! We are proud of our school and its educational program. We look forward to working with students, parents and community members in educating our children.

Our district's vision is that in Alvord, all students will realize their unlimited potential! We cannot accomplish these goals without you, and we ask for your support in meeting these goals.

It is critical that students attend school each and every day, and that they arrive to school ON TIME. Students should be in their lines when the 8:40 am bell rings. Instruction begins promptly at 8:45 am. **Please remember that when your child is tardy or absent he/she misses out on important instructional time.**

Please arrange vacations, medical and dental appointments after school and around our district's calendar. When your child is out sick, remember to notify the school office or send a note to the teacher.

Please review all information in this document carefully. It contains details related to policies and practices that help us maintain an effective, safe and supportive learning environment to support student learning.

School-home communication is highly encouraged. If you have questions, call the school at 951-358-1640. If you wish to discuss a matter with your child's teacher or principal, please make an appointment.

Please keep this handbook to refer to throughout the school year. We look forward to meeting you and working together to ensure your child's success.

Sincerely,

Francine Ramirez
Principal
(francine.ramirez@alvordschools.org)

Danielle Romain
Assistant Principal
(francine.ramirez@alvordschools.org)



Stokoe Elementary

2022-2023

Daily Schedule

Office Opens	Breakfast Begins/Campus Opens	Instruction Begins	Dismissal	Office Closes
7:45 a.m.	8:15 a.m.	8:45a.m.	3:00 p.m.	3:45 p.m.

Teacher Workday Begins	Teacher Workday Ends
8:15 a.m.	3:45 p.m.

TK & Kindergarten Schedule

SCHOOL BEGINS	AM RECESS	LUNCH	PM RECESS	DISMISSAL
8:45 a.m.	9:45 - 10:00 a.m. (TK/K) 10:05-10:20 a.m. (K)	11:05 -11:40 a.m.	1:20-1:40 p.m.	2:50 p.m.

Schedule Grades 1-5

Morning Bells	
Campus Opens	8:15 a.m.
Line Up Bell Rings	8:40 a.m.
School Begins	8:45 a.m.
A.M. Recess (1 st -3 rd)	10:25 -10:40 a.m.
A.M. Recess (4 th -5 th)	10:45 - 11:00 a.m.

Lunch/Recess Times	
1 st Grade	11:40 a.m.- 12:15 p.m.
2 nd -3 rd Grade	12:15 - 12:50 p.m.
4 th -5 th Grade	12:50 - 1:25 p.m.
P.M Recess (1 st -3 rd)	1:25 - 1:40pm <small>**No PM recess on minimum days</small>

MINIMUM DAY DISMISSAL

Tuesdays: TK/K @ 1:30 p.m. / 1st-5th Grades @ 1:45 p.m.

AUSD Preschool Schedule (M-F)	AM Class 8:20-11:20am	PM Class 12:20-3:20am
Pre-K SEC Schedule (M/W-F)	AM Class 8:45-11:45am	PM Class 12:20-3:20am

IMPORTANT INFORMATION

STUDENT RECORDS

When your child is registered for the school year, you are required to update emergency contact information on Aeries. In case of an emergency, we will always call home first. **It is critical that you maintain up-to-date emergency contact phone numbers on Aeries.** In the event we cannot reach you, the person designated as your emergency contact must be someone, 18 years or older, who can reach the school in a reasonable length of time. Please make any changes in your address or phone number in Aeries. **Remember, we will not release your child to people who are not listed under emergency contacts. Government issued photo identification must be presented by all adults picking up students from the front office.**

It is essential that the contact information in Aeries includes:

1. A home phone number, cell phone number and/or business phone number
2. Emergency contact phone numbers of those you have authorized to pick up and care for your child in your absence. Emergency contacts must be 18 years or older and should be persons who live locally and can come to school quickly in case of emergency.
3. The name, address, and phone number of your child's doctor
4. At least three people the school can contact in case of an emergency

ATTENDANCE AND HEALTH

ATTENDANCE POLICY AND PROCEDURES

All students are expected **by state law**, to attend school every day unless they are ill, attending a funeral or testifying in court. Dental and medical appointments should be scheduled after school or during vacation time. If you cannot schedule these appointments outside of school hours, please be sure to bring a note from the doctor/dentist and bring your child to school before/after appointment time. Students must not only attend school daily but arrive on time. All students should be on campus when the first bell rings at 8:40 a.m. Please send a note or call the office with the reason for absence or tardy the day of or the day after the absence. Students arriving late to school must check into the office.

When a student arrives to school late, he/she disrupts the instruction already in progress and causes an unnecessary distraction to the class. Furthermore, students who arrive late to school often feel embarrassed for showing up late. We ask parents to please do their part to avoid students arriving late to school.

Early Departure: Some parents pick up their children early from school frequently. These are logged and counted in your child's attendance record. Again, this causes a disruption to the educational process. Thanks for doing your part to ensure that your child is in school for the entire school day.

Perfect Attendance: Perfect attendance is when a student is in attendance from the time school day begins until the school day ends. In order for a student to receive a perfect attendance award, the student must be in school every day and all day with zero absences, zero late-arrivals, and zero early dismissals.

Release of Students: Student safety is our priority. **Government issued photo identification is required every time a student is picked up for release from the front office.** This includes early dismissal and pick-ups that occur after dismissal is complete. Students will not be released to any adult without photo identification or to any adult that is not on the student contact list. We appreciate your support in ensuring student safety.

Policies related to attendance will may be adjusted to align with health and safety recommendations during pandemic.

ILLNESS AND CONTAGIOUS DISEASES

Children with a fever, diarrhea, vomiting within the past 24 hours should not be sent to school. In addition, students with fever, chills, cough, shortness of breath, sore throat, muscle/body aches, nausea, congestion/runny nose, headache, fatigue, and/or new loss of taste/smell will not be permitted on campus as long as pandemic protocols remain in effect. Symptoms such as fever may indicate a contagious condition. For the protection of your child, classmates and teachers, he/she should not be in school, but should be kept at home until fully recovered.

If your child has a contagious disease, please notify the school immediately. Following quarantine for a contagious condition, children are to be examined before re-admittance. Your child must have a signed clearance slip to give to the teacher. To provide this clearance, there is a nurse available at STUDENT SERVICES CENTER (10365 Keller Ave) MONDAY through FRIDAY, 7:30 am – 8:30 am. During these hours you may also call the Health Hotline for answers to any health-related questions: 509-5033. The child can be admitted to school only if the contagious period of the disease is past. Head lice is a contagious condition which requires clearance from a school district nurse before a student returns to school.

Policies for daily home screening will align with CDC recommendations for safety during pandemic.

DRUGS AND MEDICATION

If your child needs to take a prescription drug at school, it must be brought to the office. Do not put them in your child's lunch box or backpack. The medicine is kept in the nurse's office and dispensed by the school nurse or secretary. Parents are required to sign an authorization for the school personnel to give the medication and to file signed directions from the doctor about dispensing the medication. These forms are available from the school secretary. If you have any questions regarding this procedure, call the school nurse or secretary at 358-1640. **Non-prescription drugs (including aspirin and cough lozenges) are not allowed at school.**

VISION AND HEARING SCREENING CLINIC

Each year, hearing and vision screening are conducted by the school district which seeks to identify those students who may have either vision or hearing disorders. All students in grades Kindergarten, second and fifth are screened. If problems are detected, the parents are notified. If you are concerned about your child's hearing or vision, please talk to your child's teacher.

INSURANCE

Application forms are available in the school office for a low-cost accident insurance protection policy for your child. The school district does **NOT** provide insurance for children. You may wish to check policies you already have to see if your child is covered.

CAMPUS PROCEDURES

VISITORS

The school office is open Monday through Friday 7:30 a.m. – 4:00 p.m. Being a public school, we maintain a campus that is open to visitors who have a purpose for being on campus and whose presence is in no way disruptive to the instructional program or other school operational procedures. **All visitors on campus must sign-in, wear a visitor's badge and must be on campus for school business per the Education Code and Penal Code 627 et al.** ALL visitors, including parents, must sign in at the front office and present a valid, government issued photo ID. The visitor's badge must be worn the entire time while on campus or participating in a school event. If you wish to visit a classroom, please make an appointment by calling the school or contacting the teacher at least one day in advance.

These procedures have been established to ensure student safety and to minimize disruption to the instructional program. The following may not be taken on campus during visits (too disruptive): radios, tape recorders, electronic devices, any other item making noise. Cell phones should be placed on silent and utilized outside of the classroom.

Any concerns that a parent may have regarding a child other than their own must be brought to the attention of the principal. Parents may not speak to another child regarding a discipline concern or an incident between their own child and another student. By approaching a child on campus, you violate his/her rights to be safe and secure, and open yourself to possible criminal charges of assault. Since parents have no authority over any other parents or children, you must address your concerns through school officials who do have the necessary authority and responsibility for seeing that issues concerning students are properly addressed.

Parents are not permitted in eating areas per California Health code (unless present as a volunteer approved by the teacher or principal in advance). On occasion, there may be special days set aside for parents to join their children for lunch. However, as a general rule, we ask that parents refrain from visiting their children at breakfast, recess or lunch times. Students need to be comfortable and confident at school. This is best accomplished with minimal interruptions in their daily routine.

Policies for visitors will adjust to align with CDC recommendations for safety during pandemic.

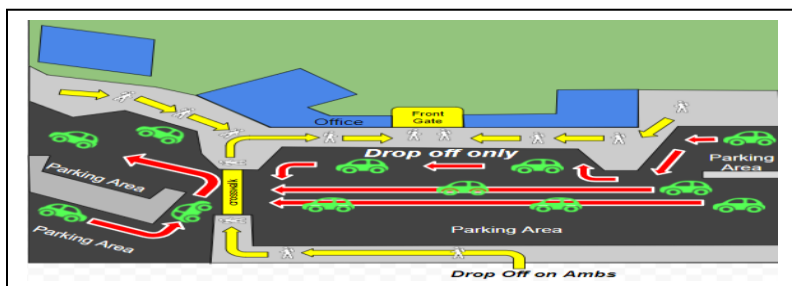
STUDENT ARRIVAL AND DISMISSAL

Student safety is very important. Student behavior to and from school is subject to school behavioral expectations. Students riding the bus must abide by all rules on the bus contract. Continued misbehavior on the bus may result in loss of bus privileges. The following suggestions and rules will help your child be safe.

1. Parents must insist that children go directly to and from school. We encourage parents to never let students travel alone to and from school.
2. Students should arrive at school between 8:15 a.m. and 8:40 a.m.
3. Before school, all students must enter our campus through gate by front office.
4. Upon entering campus, students will proceed to playground or MPR (if eating breakfast). When bell rings at 8:40am, students wait in their classroom line on playground for their teacher to escort them to class.
5. At dismissal, students stay with their teachers until they reach the gate where they are released. Classroom teachers will inform parents which gate they will be dismissing at.
6. Students may not wait in hallways or by other classrooms for siblings or friends. Students who attend Half Time program must report directly to MPR for sign in.
7. **Please pick students up PROMPTLY after school.**
8. **Student use of cell phones is prohibited during dismissal.** (Refer to cell phone section for all protocols related to cell phones.)

PARKING LOT PROCEDURES

1. There is a one-way flow of traffic during arrival and dismissal
2. The only point of entry in the morning is the main gate by the front office.
3. Families may drop students off in the large lane in the front of the school or on Ambs.
4. Students dropped off on Ambs may walk down the ramp and use the crosswalk in our parking lot. No students may walk up or down the hillsides.
5. Parking is available in the lots near the MPR or near the Kinder playgrounds. Parents must park in marked spaces only.
6. **All parking lot curbs are drop off and pick up zones only—drivers must stay in cars so that you do not interrupt the flow of traffic.** Pull completely forward at all curb zones so that we can load/unload as many students as possible. If you would like to walk your child to the gate, you must park in a designated parking area.
7. Students are not to cross the bus lane, parking lot or street except at crosswalks.
8. Parents and students are required to comply with and follow all traffic and safety rules when dropping off and picking up students. Please be courteous of others by not blocking vehicle or pedestrian traffic and by following requests made by staff and traffic helpers. **NO CURB PARKING ALLOWED IN PARKING LOT OR PICK UP AREAS—NO DOUBLE PARKING.**



PLEASE HELP US KEEP ALL STOKOE STUDENTS SAFE BY FOLLOWING THESE RULES. If everyone follows the policies in place, all students will safely enter and exit the school in a timely manner.

Arrival/dismissal and parking lot procedures may be modified to align with CDC recommendations for safety during pandemic.

BICYCLE RIDING RULES

1. **Only students in grades 4 and 5, with a signed bike contract, are allowed to ride a bike to school.**
2. All students are expected to obey all traffic laws, including wearing a bike helmet while riding their bike to and from school.
3. Bicycles must be kept and locked up in the bike rack.
4. All bike riders must walk their bicycle on campus at all times.
5. Students are not allowed to ride doubles, and are not allowed to bring skateboards, skates, rollerblades, and scooters to school.

Failure to follow these rules may result in the loss of bike riding privileges.

ACADEMICS AND LEARNING ENVIRONMENT

CLASSROOM INTERRUPTIONS

At Stokoe Elementary, student achievement is a focus and a priority. Toward that end, we will make every effort to reduce classroom interruptions.

We are asking you to help us by:

- Not calling the office to relay messages to your child.
- **Informing your child before they leave for school in the morning of any plans for after school that they may need to know such as—**
 - Who is picking them up after school?
 - Do they need to go to daycare?
 - What do they do if it rains?
 - Do they have their homework?
- **Making sure lunch is taken care of by—**
 - Seeing that they take their lunch with them to school.
 - Checking if they have enough money for that day.
 - Purchasing extra lunches (by having money in the account) in case of a forgotten lunch or an emergency. Please see lunch personnel if you are interested in this option.

CELL PHONES/ PHONE CALLS

Cell phones are prohibited on school grounds. To protect student privacy and to avoid cyber bullying, students may not bring or use cell phones anywhere on campus. School staff may confiscate cell phones that are heard, seen or used. Parents will be notified and required to pick up confiscated cell phones from front office. Students will be allowed to use the school phone at the discretion of staff in case of special need or emergency only.

REPORTING PUPIL PROGRESS

Individual parent conferences are held once each school year. Conferences provide parents and teachers with an opportunity to discuss each student as an individual and to identify goals for academic progress. Through a free exchange of information and ideas the school becomes more effective in planning and carrying out programs that meet each child's individual needs. Either the teacher or parents may initiate additional conferences. Parents are encouraged to make communication a two-way process. Contact the school and make appointments for conferences whenever you deem it necessary. Report cards and progress reports will each be provided two times a year. In addition, communications from school personnel concerning the behavior, homework, or other personal matters will be sent to you if the need arises.

HOMEWORK

Homework assignments are teacher-planned learning activities which take place outside of the student's regular school hours. Homework should: provide your child additional time to reinforce the skills taught in school, be reasonable and specific, relate to the district's course of study and relate to individual student needs and disabilities.

Homework guidelines are explained to parents during Back-to-School Night and in a written notice from each teacher. Ordinarily, assignments will not exceed one half hour per day for grades TK-3, and not more than three hours per week for grades 4-5. You will be required to check and sign your child's homework folder/planner daily as part of our AVID parent communications program.

We urge you to establish regular "homework times" and a quiet study place for your child. Check to see that assignments are completed, and please contact the teacher if assignments seem to be causing your child problems.

RESTROOM USE

Proper use of restroom facilities is expected from all children at all times. Children should learn to use the restroom during scheduled recess time which includes before school, morning recess, lunch recess and P.E. Parents may contact the teacher if special arrangements need to be made during a time of illness or disability. **Adult use of student restrooms on campus is prohibited at all times. Adult restrooms are located in front office.**

LOST/DAMAGED ITEMS (BOOKS/TEXTBOOKS/COMPUTER EQUIPMENT)

It is a privilege for students to use the Stokoe Library and laptop carts. Students have the opportunity to visit and use as scheduled by their classroom teacher. According to California Education Code, section 48900, parents are liable for the damage or loss of books/materials that have been loaned to their child during any given school year. All lost/damaged books and computer equipment will be charged at the replacement fee for the materials. Parents are liable for paying to replace all lost or damaged textbooks, library books or computer equipment. Replacement or repair fees will be charged, and students will be required to pay before they are allowed to continue using the library or laptop carts.

STUDY TRIPS

Study trips will be coordinated with academic learning and be organized by the classroom teacher with approval from the principal. Students may **not** go on a study trip without a permission slip signed by a parent. If student's behavior and discipline prior to the study trip calls into question the safety of successfulness of a study trip, that student **may** be excluded from participating by the school principal. Parents may be asked to chaperone. However, any student, including siblings, not enrolled in the participating class may **not** participate in study trips.

Policies for study trips will adjust to align with CDC recommendations for safety during pandemic.

CLASS PARTIES/BIRTHDAY CELEBRATIONS

Two parties per year are authorized by Alvord Unified School District Board Policy. While birthday parties for students are enjoyable, it is very difficult to celebrate the birthdays of all students. We strongly encourage parents to have parties for their children somewhere other than school. Invitations to parties may **NOT** be handed out during the school day. One nice way to honor a child's birthday at school is to donate a special book to your child's classroom. It can be read to the entire class and then entered into the classroom reading materials. **Any birthday events held at school must have prior permission by the classroom teacher and only healthy foods may be served. Please see District Wellness Policy for appropriate foods.**

Policies for celebrations will adjust to align with CDC recommendations for safety during pandemic.

BREAKFAST AND LUNCH

Parents are encouraged to provide the best opportunity for their children to learn by sending students to school with sufficient and nutritious food. Studies show that hunger and poor nutrition can have a negative impact on child development, behavior and learning. For this reason, no soda, candy, gum, cupcakes, or "hot Cheetos or Taquis" are permitted. See Wellness Policy.

All students may receive a pre-packaged breakfast for free on a daily basis between the hours of 8:15 -8:40 a.m. Students may receive pre-packaged lunch for free as well.

INCLEMENT WEATHER

During rain or extreme heat (95 degrees), smog or other high risk days, the school will utilize an inclement weather schedule. At this time, physical activity during recess, lunch and PE will be limited, curtailed or moved indoors until the end of the alert. Students may bring water bottles and wear hats, sunscreen or sunglasses during outside activities. Drinking faucets/water refilling stations are available in all outdoor locations.

LOST AND FOUND

Lost clothing is placed a clothes rack accessible to students in the MPR. The clothes rack will be placed in front of the MPR during Flag Ceremony. Other lost items are held in the front office. In order to minimize the number of items lost, please label ALL BELONGINGS on the inside with your child's first and last names. Unclaimed items will be donated at Winter Break and at the conclusion of the school year.

Stokoe Elementary Dress Code Policy

All students in grades T K-5th must comply with the **mandatory** dress code for Stokoe Elementary School. The dress code is vital to insure personal safety, to create a positive learning environment, and to discourage classroom disruptions or distractions. Outward appearances that are radical, unusual and draw specific attention to an individual are disruptive to the learning process and present a disruptive influence to the social interaction between students. All Stokoe staff is responsible for assuring that all students follow the dress code. Changes may be made during the school year.

Modesty should be maintained by both genders at all times

Dress Code Requirements for All Students:

- ✓ Students are expected to be neat and clean. **Modesty must be maintained at all times.**
- ✓ **Shoes** must be worn at all times. Footwear with a substantial sole and an **enclosed toe and enclosed heel are required.** Roller skates/shoes and heels are not permitted.
- ✓ **Skirts and shorts** must reach at least **mid-thigh** in length.
- ✓ **Tops** must have a **2 inch wide strap** and not expose bra straps. Aerobic style clothing, bare midriffs, halter tops, tube tops, strapless tops, net tops, see through clothing, clothing with holes in the shoulders, spaghetti straps, and low cut necklines are not permitted.
- ✓ **Oversized, baggy fitting and low-slung pants or shorts are not allowed.** Pants must be worn at the waist at all times.
- ✓ Jewelry which creates a health and safety hazard is not permitted. (ie Long earrings, hoop earrings) **Facial piercings, other than the ears, are not permitted. Spiked earrings are prohibited.**
- ✓ **Baseball hats (brim forward)**, beanies, berets, and sunglasses may be **worn outside** but are **not to be worn in the classroom or inside any building.**
- ✓ **Gang attire of any kind is not permitted.** This includes clothing with writing promoting or relating to gang activity, bandanas, stocking caps, hair nets and mittens with the fingers cut off.
- ✓ Clothing, jewelry, and personal items (backpacks, gym bags, water bottles, etc.) containing emblems, lettering or pictures promoting gangs, tagging, drugs, alcohol, tobacco, sex, death, mutilation, violence, and/or messages with double meanings are not permitted. **We expect that the clothing reflects positive messages.**
- ✓ Clothing which has been altered in an inappropriate manner (torn, written on or personalized) will not be allowed.
- ✓ Students **may not** wear make-up or have excessive hairdos, emblems or jewelry.
- ✓ **Hairdos** including **extremely unusual styles**, or bleaches, colored hairspray, glitter, or dyes. **Mohawks must be one inch or less.**
- ✓ Chains, including wallet chains are not allowed.
- ✓ Temporary tattoos need to be covered.
- ✓ Pajamas and slippers are not appropriate attire for school.
- ✓ Undergarments must be worn and covered at all times.
- ✓ Students may not change clothes at school (including at Halftime)

Until further notice, use of masks will be mandatory for all students 3 years or older. We will continue to follow and implement all CDC recommendations for safety during the pandemic.

NON-COMPLIANCE FOR DRESS CODE

Final decisions as to whether student dress and grooming is inappropriate shall be made by the principal or designee. The following progressive interventions will be followed:

1. Verbal warning—child may be required to turn shirt inside out or borrow school shirt
2. Notice sent home with student for return with parent signature
3. Phone call home—parent may be expected to bring appropriate clothing
4. Loss of privileges in classroom or recess
5. Referral to office
 - a. Student may be required to change clothes
 - b. An appointment may be scheduled with parent to formulate a compliance plan for the student

School Climate and Behavior Expectations

PLAN FOR A POSITIVE AND SAFE SCHOOL CLIMATE

Our goal at Stokoe Elementary School is to ensure that our students develop their full potential, socially, academically and physically. We are committed to creating an atmosphere for learning and for developing social responsibility. Each student is encouraged to take responsibility for his or her own learning and behavior. We urge parents and guardians to be actively involved in supporting our efforts in learning and discipline. School-wide expectations have been developed to provide a safe and secure learning environment. It is the responsibility of each parent and teacher to instruct the students in proper behavior at school and to be consistent in the enforcement of these rules. The consequences and disciplinary actions have been carefully considered and will be enforced if expectations are not met.

CHARACTER COUNTS

Stokoe students are expected to show outstanding character in all they do. Stokoe has adopted the Character Counts curriculum and students are expected to demonstrate the following traits: **trustworthiness, respect, responsibility, fairness, caring and citizenship**. In addition, we utilize Boys Town curriculum to ensure students develop needed social skills. All of these things are part of our comprehensive Positive Behavior Intervention Supports (PBIS) program. Please join our staff in supporting your child and encouraging them to do the right thing. Remember, our expectation is that all students will be prepared for college and career.

POSITIVE INCENTIVES

One of the ways we encourage students to strive for their best is through positive reinforcement and incentives. It is our goal to motivate and encourage students to strive for excellence and to engage in ongoing improvement by celebrating student achievement and success in a variety of ways.

Our school-wide character incentive program here at Stokoe is the “Caught Being Good” slip given to students when they show one of the character traits. One slip is chosen per grade level each week, and the winning student chooses a prize. In addition, at each monthly Flag Ceremony, a student who best demonstrates these character traits is chosen by their teacher to receive a “Citizen of the Month” award.

We also have a perfect attendance award program here at Stokoe. Classes with perfect attendance are announced each day. Each day that all students are present and on time, teachers color a letter in the “On Time, All the Time” poster. Once each letter is colored, classes receive a popcorn party. Students who have perfect attendance each month will receive a “brag tag” and are invited to participate in “Principal’s Recess”. Students who have perfect attendance for each semester will receive a medal. Finally, if a student has perfect attendance for the entire year, a trophy will be awarded.

Attendance incentives may be suspended during the pandemic to promote health and safety and to minimize spread.

In addition, we recognize students on a monthly basis for academic achievements. Each month during Flag Ceremonies, a student who demonstrates academic excellence is chosen by their teacher to receive a “Student of the Month” or “STEM” award. During Semester Awards ceremonies, student awards are presented for ELA, Math, Improvement and Honor Roll. We also recognize and celebrate student growth and achievement on standardized exams during our annual SBAC Awards ceremony.

PROBLEM SOLVING STRATEGIES

Students are encouraged to be peacemakers by using the following guidelines to solve problems:

- Talk it over....listen
- Ignore it
- Walk away
- Say “I’m sorry” or “Please, stop that”
- Take turns
- Share
- Find something else to do
- Ask for help

School Rules and Behavior Expectations

“Stokoe Starpilots have Character and Creativity”

ALL AREAS OF CAMPUS

1. Follow the directions of all supervising adults on campus
2. Walk quietly in the hallways
3. Use polite and respectful language
4. Toys, cell phones, radio/headsets, electronic equipment etc. are not permitted on campus
5. Money, beyond immediate needs for lunch or other specific school directed activity is not permitted.
6. Property of any kind may not be given, traded or sold on campus
7. Students may not be in any room in the school unless accompanied by an adult acting in a supervisory capacity

PLAYGROUND

Campus Supervisors have the responsibility and authority to discipline students in accordance with school and district guidelines and the California Education Code. **Use of playground equipment will adjust to align with CDC recommendations for safety during pandemic.**

1. Walking is required on blacktop, sidewalks and climbing areas
2. No chase games are permitted anywhere on the playground
3. No play fighting, (wrestling, ultimate fighting, karate, etc.)
4. Play in designated areas only. No climbing on fences
5. Play equipment items or toys may not be brought from home
6. One person at a time going in only one direction on any piece of equipment (swings, slide, monkey bars, etc.)
 - a. Always go UP SLIDE STEPS—never down
 - b. NO JUMPING OFF any equipment—swings, slide, monkey bars, etc.
 - c. NO HANGING UPSIDE DOWN on monkey bars
 - d. SWINGS:
 - i. No holding hands
 - ii. No swinging too high or leaning way back
 - iii. Swing front to back only—not side to side
7. Softball and football (tag football included) may only be played during P.E periods under direct supervision of teacher
8. Throwing rocks or other objects is not allowed
9. Playing in or around restrooms is not permitted
10. Students may eat snacks during morning recess in designated areas only
11. Drinking fountains and restrooms are to be used before the bell rings
12. When the bell rings, students must stop and walk to their assigned place



CAFETERIA

Parents are not permitted in eating areas per California Health Code (unless present as a volunteer approved by the teacher or principal in advance).

1. Remain seated while eating and raise hand to request permission to leave seat/area
2. Be polite and respectful
3. Talk with soft “inside” voice
4. Trading or sharing of food is **NOT** permitted
5. No candy, soda, cupcakes or “hot Cheetos or Taquis” are permitted per District Wellness Policy
6. Each student is responsible for the disposal of his/her trash in an appropriate receptacle. All students must leave their eating area clean, including food, paper and spilled liquids
7. Students are not allowed to leave school during lunch or recess unless authorized through front office



ASSEMBLIES

The purpose of an assembly is to present information or provide a special experience for students. Students are expected to be a good audience.

1. Enter and leave the room in single lines, quietly and orderly
2. Listen to and/or participate in the program
3. Show appreciation by applauding—whistles, boos and other noises are inappropriate and not permitted. Students unable or unwilling to follow assembly expectations may be excluded from the event

Policies for assemblies will adjust to align with CDC recommendations for safety during pandemic.

DISCIPLINE POLICY

CONSEQUENCES/PROGRESSIVE DISCIPLINE

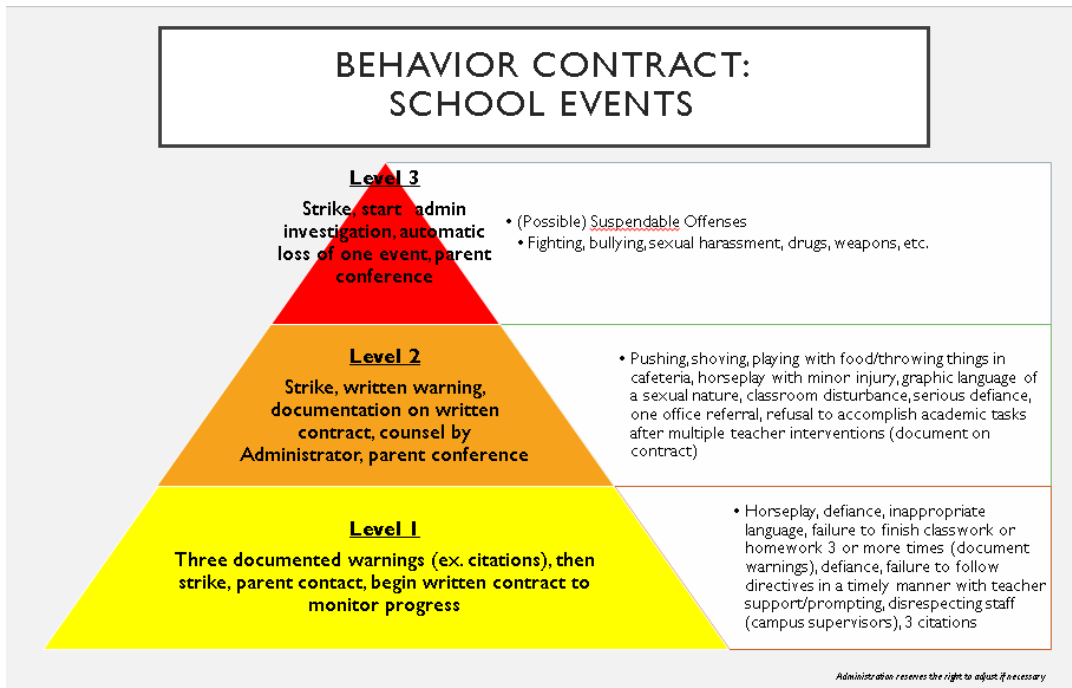
Failure to follow school or classroom rules may result in the following action or actions (not necessarily in this order):

- Warning
- Time Out
- Loss/removal of privilege(s)
- Citation/Discipline referral
- Counseling
- Behavior Contract
- Conference with the principal or assistant principal
- Parent notification/conference with principal or assistant principal
- Restructured Recess periods
- Suspension
- Expulsion
- Police Notification

Some behaviors may warrant an automatic suspension and may require police notification.

BEHAVIOR CONTRACT FOR SCHOOL EVENTS:

Stokoe utilizes a progressive discipline system which includes a behavior contract as needed. The following behavior contract outlines progressive discipline protocols for school events.



THINGS to Keep at HOME

1. Gum
2. Junk food (e.g. Hot Cheetos, Takis, etc)
3. Personal items. These include, but are not limited to:
 - Any toys, including items such as trading cards, yo-yos and marbles
 - Electronic devices, such as Ipods, MP3 players, and handheld video games (Electronic devices will be confiscated and parent will have to pick up in office.)
 - Sports equipment, such as footballs, basketballs, tennis balls, or soccer balls
 - Anything with wheels (skates, skateboards, scooters, and heely shoes)
 - Sharpies and permanent markers
4. Weapons, or simulated weapons, may **never** be brought to school. These include, but are not limited to, squirt guns, air powered guns, knives, pocket knives, explosives, fireworks and all other dangerous objects.

DUE PROCESS

Prior to the decision to suspend a pupil (except under emergency conditions) a conference must be held with the principal/designee. At this time, the pupil will be afforded an opportunity to know what s/he is accused of and to tell his/her side. The parent shall be notified as soon as possible by telephone or other reasonable means of the decision to suspend a pupil. A notice of suspension will be given to the pupil's parent/guardian at the conference.

OFFENSES THAT MAY RESULT IN SUSPENSION AND/OR EXPULSION

Some school offenses are considered serious enough to require a school suspension, even if it is a FIRST offense. Some examples of conduct violations that may result in suspensions include fighting and bringing dangerous objects to school (toy guns, knives (utility and pocket), lighters and matches.) Please encourage your children to talk to an adult (parent, teacher, counselor, administrators) about any problem before it escalates and discuss with them that bringing objects that are considered dangerous to school, even water guns, can lead to a suspension.

California Education Code §48915 on Expulsions

Mandatory Expulsion Recommendation

- Causing serious physical injury to another person, except in self-defense.
- Possession of any knife or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any controlled substance, except for: 1) the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis; and, 2) the possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- Robbery or extortion.
- Assault or battery (as defined in the Penal Code §§240 and 242) upon any school employee.

Mandatory Expulsion Requirement

- Possessing, selling, or otherwise furnishing a firearm, as verified by a school district employee. (Imitation firearm not included.)
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit a sexual assault or committing a sexual battery (both as defined in §48900n).
- Possession of an explosive.

REPLICA FIREARMS

Replica firearms are not allowed on any campus or within the jurisdiction of the Alford Unified School District. Any student who possesses a replica of a firearm or other dangerous object while under the school's jurisdiction is subject to suspension or expulsion. A replica is any reproduction of a firearm so constructed as to appear to a reasonable person to be a firearm. Students who threaten another person with a weapon shall be reported to law enforcement and are subject to arrest under California Penal Code 417.2.

POLICE NOTIFICATION

Appropriate law enforcement officials will be notified under, but not limited to, the following circumstances:

1. When a weapon, including any firearm, knife, explosive or other dangerous object, is taken from a student. This object will be turned over to the authorities.
2. When any student possesses a replica of a firearm or other deadly weapon and the replica is used in a threatening manner toward any other person. Students are subject to arrest under California Penal Code 417.2.
3. When a student possesses, furnishes, or sells drugs, alcohol, controlled substances, or look-alike substances. This contraband will be turned over to the police and a report made.
4. In any case when a student has assaulted, attacked, or menaced a school employee, the employee and the employee's supervisor are required to report the incident to law enforcement. Failure to report is a misdemeanor (Education Code 44014.1).
5. When a principal/designee requests police to conduct or assist in conducting a search.
6. When an illegal article is taken from a student.
7. When a student has caused injury to another student if circumstances warrant such a report, i.e., hate violence, serious injury, attacks, etc.

SEARCH AND SEIZURE

The principal/assistant principal/designee has the authority to conduct searches when reasonable grounds exist to suspect that the student has contraband in his possession or control in violation of a rule, regulation, or statute. The following regulations apply:

Personal Search—a personal search shall be defined as any inspection of a student's desk, purse, pocket, book bag, or similar receptacle used for the student's belongings.

1. The decision to search may be made by the principal/assistant principal/designee whenever there is a reasonable suspicion that a student has violated a rule, regulation, or statute.
2. The school official may request a police officer to conduct or assist in any search.
3. No "strip search" shall be conducted by any school employee including removal or moving clothing to look at underclothing or to observe a private area of a student's body in a search for contraband.

HARRASSMENT

INTENTIONAL HARRASSMENT

Intentional harassment is defined as threats or intimidation directed against a student or group of students that is sufficiently severe or pervasive that it materially disrupts class work, creates disorder, and invades the rights of that student or group of students. Students are subject to suspension and/or expulsion for harassment when other means of correction have failed to bring about proper conduct or if the student's presence causes a continuing danger to physical safety or threaten to disrupt the educational process.

DEFINITION OF SEXUAL HARRASSMENT

California and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to, the following:

- a) Unwanted sexual advances, including propositioning and requests for sexual favors, or repeatedly asking someone out for a date after it is clear that the person is not interested.
- b) Explicitly or implicitly offering employment or academic benefits in exchange for sexual favors.
- c) Making or threatening reprisals after a negative response to sexual advances.
- d) Visual conduct: leering; making sexual gestures; displaying sexually aggressive objects, pictures, cartoons, or posters.

- e) Verbal conduct: Making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another's or one's own body.
- f) Physical conduct: Touching, grabbing, pinching, and pulling other's body or body parts.

BULLYING

Bullying is a serious issue and will not be tolerated. It is important to understand the difference between conflict and bullying so that the school can address both issues appropriately.

DEFINITION AND TYPES OF BULLYING

Bullying is defined as: "When a person is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself."

The following 3 components must co-exist to constitute bullying.

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

There are 9 types of bullying:

1. Verbal bullying including derogatory comments and bad names;
2. Bullying through social exclusion or isolation;
3. Physical bullying such as hitting, kicking, shoving, and spitting;
4. Bullying through lies and false rumors;
5. Having money or other things taken or damaged by students who bully;
6. Being threatened or being forced to do things by students who bully;
7. Racial bullying;
8. Sexual bullying; and,
9. Cyber bullying (via cell phone or Internet).

Due to the serious nature of any and all types of bullying, bullies will receive consequences. *If your student witnesses bullying or is a victim of bullying, please report it immediately to a teacher or administrator.*

CONFLICT VS. BULLYING



What is conflict? "Conflict is a struggle between two or more people who perceive they have incompatible goals or desires. Conflict occurs naturally as we interact with one another. It is a normal part of life that we will not always agree with other people about the things we want, what we think, or what we want to do. Most conflicts arise in the moment because people of the same relative amount of power see the same situation from two different points of view." (schools.nyc.gov)

Here are some examples of conflict among children:

- Children quarrel over who gets to go first
- Children argue about the rules of a game on the playground
- Children call another student names when they don't know how to resolve a problem
- Children argue in class when working in collaborative groups because they don't agree on how to solve the problem

When conflict occurs, it can be hurtful and conflict resolution and problem solving must occur. Further, consequences can be issued but conflict is very different from bullying.

Bullying Vs. Normal Conflict

<ul style="list-style-type: none"> • Bullying 	<ul style="list-style-type: none"> • Normal Conflict
<ul style="list-style-type: none"> • Intentional • Repeated • Feels Proud • Does not stop when asked • Does not feel sorry for actions. • Part of a harmful situation. 	<ul style="list-style-type: none"> • Accidental • Occasional • Feels remorse • Changes behavior when asked • Apologizes and learns a lesson • Part of building relationships
	

By Susan Fitzimonds, Winter 2012

What you can do to support your child in dealing with conflict.

- Encourage your child to set their limits by telling the other child to stop or to leave them alone.
- Encourage your child to tell an adult if they need help to resolve the problem.
- Teach your child how to walk away, find a friend or problem solve the conflict.
- Reach out to your child's teacher or administration for support.

Parent Role in Student Success

FIVE WAYS YOU CAN MAKE A DIFFERENCE THIS YEAR

As a parent, you were your child's first teacher. Even while your child is in school, you still teach important lessons every day. Research shows that when parents and schools work together students do better. Here are some suggestions on ways you can make a difference in your child's education. They don't cost money. They don't require training. All they need is you.

1. **Read to your child every day.** Long after children learn to read for themselves, they love this special time with Mom or Dad. Kids who are read to are the kids who want to read on their own.
2. **Join PTO, ELAC, SSC, ATP or Watch D.O.G.S.** When parents and teachers work together schools improve.
3. **Volunteer.** The more help parents give teachers, the more time teachers can spend with students. Work full-time? There are still ways to help such as ensuring your child does their homework every night. Ask your child's teacher what you can do to help out.
4. **Let your children know school is important.** Ask about their homework. Attend school events. Talk about how you use what you learned in school in your job.
5. **Recognize your child's special gifts.** Each child has special talents. Perhaps the most important thing you can do is to help your child see how he or she is special. That boosts confidence and sets the stage for learning.

Parenting is one of the most important tasks anyone ever performs and the one for which there is the least preparation. We learn to be parents through on-the-job training. In order for parents to raise children with strong values and healthy self-esteem in an increasingly complex world, parent education is of paramount importance. As principals, we have the opportunity to provide research, resources, and support, which will assist parents in dealing with the multiple pressures of child rearing.

Policies for parent volunteers and campus access will adjust to align with CDC recommendations for safety during pandemic.

PARENT INVOLVEMENT

Parents are an integral part of a child's education. Our staff values your involvement. Listed below are some of our parent groups here at Stokoe. However, there are many other ways for you to assist your child. Please refer to our Parent Involvement Policy for more information on becoming involved at Stokoe.

All parent involvement opportunities, events and meetings will adjust to align with CDC recommendations for safety during pandemic. Some events may be held in virtual format only pending pandemic conditions.

VISITING SCHOOL

While parents are always welcome, **per Education Code and Penal Code 627 et al, we require that any person coming on the Stokoe campus check in through the office, present a government issued ID and wear a visitor's badge.** This requirement is intended to maintain a safe, secure and peaceful campus. Please note that classroom visitations must be arranged in advance through the teacher or administrative staff.

While on campus, student privacy and confidentiality must be honored. Parents may not discuss observations regarding students with other adults or with their own child. Any concerns that a parent may have regarding a child other than their own must be brought to the attention of the principal. Parents may not speak to another child regarding a discipline concern or an incident between their own child and another student. By approaching a child on campus, you violate his/her rights to be safe and secure, and open yourself to possible criminal charges of assault. Since parents have not authority over any other parents or children, you must address your concerns through school officials who do have the necessary authority and responsibility for seeing that issues concerning students are properly addressed.

SCHOOL SITE COUNCIL (SSC)

The School Site Council consists of parents and staff that work together to plan and evaluate Stokoe programs which receive special funding. Members on the council and committee are elected. However, the meetings are open and all parents are encouraged to attend and participate.

ENGLISH LANGUAGE LEARNER ADVISORY (ELAC) COMMITTEE

ELAC consists of parents and staff members who meet to discuss the planning and implementation of the English language development programs. The committee advises the principal and staff on community concerns and learns about instructional programs and school procedures. In addition, training opportunities are provided to parents to assist them in furthering their children's education.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is a service organization, which provides hundreds of hours of volunteer work and support of school programs and curriculum, including field trips, to Stokoe on an annual basis. Participating in any way in PTO will be a rewarding experience for both you and your child and will greatly enhance our school culture. You are welcome to attend meetings and strongly encouraged to support this group.

WATCH D.O.G.S (Dads of Great Students)

This is an international father involvement initiative of the National Center for Fathering that organizes fathers and father figures in order to provide positive role models for our students. We have an annual kick-off event each year where we schedule our "dads" for a day of volunteering at Stokoe.

BACK-TO-SCHOOL NIGHT

Back-to-School Night is an evening program held early in the new school year. It is a time set aside for parents to familiarize themselves with their child's classroom, teacher and school. Classrooms are open to show the work that will be undertaken by the students and their teachers during the school year. This is a time to ask questions regarding the program for that grade level. Questions or problems about your child should not be discussed at this time. Parent-Teacher Conferences are scheduled for that purpose.

PARENT-TEACHER CONFERENCE

Conferences are schedule for all students during October. This allows time for the teacher and the parent to discuss the child's progress and review parent/student expectations. The staff of Stokoe welcomes this opportunity to meet with you. A parent or teacher may request additional conferences at any time.

OPEN HOUSE

The springtime Open House is an evening event that is held every year. At this time you will be invited to tour your child's classroom, greet his/her teacher and meet classroom friends. Student's work and/or classroom projects will be displayed. There is no formal program, nor is there an opportunity to conference with the teacher at this event. If needed, please schedule a separate time to meet with the teacher regarding your child's progress.

Special Programs and Services

Stokoe Elementary School seeks to provide a quality and equitable educational program for all students. Some of the special programs and services available but not limited to, based on program criteria, include:

- College and Career Readiness (AVID)
 - STEAM-Tastic Tuesdays
 - Physical Education (PE)
 - Counselor
 - School Psychologist
 - Student Success Team (SST)
 - Resource Specialist Program (RSP)
 - Speech and Language Services
 - Half Time After School Program
 - English Language Learner Program
 - Gifted and Talented Education (GATE)
 - Student Council
 - 100 Mile Club (Running Rockets)
 - Computer Lab
 - Library
 - Choir
- **College and Career Readiness (AVID)**—Stokoe staff is committed to ensuring that every student realizes their unlimited potential and is college and career ready. This begins at TK/K and continues throughout their academic life here at Stokoe. We do this through daily rigor with our academic instruction, providing supplemental instruction as needed, and through our AVID program teaching organization, note-taking and study skills. Every classroom has an “adopted” college or university and our students are exposed to college and career opportunities in a variety of ways. *Site AVID lead: Erica Ferris (amanda.daviss@alvordschools.org)*
 - **PHYSICAL EDUCATION**--All students in grades 1-5 will participate in 100 minutes of Physical Education class each week. Regular water breaks will occur. In cases of inclement weather, (too hot, too windy, or raining) PE instruction will take place indoors. **A medical note is required in order for students to be excused for PE for more than 3 days.** *Site PE Teacher: Matthew Self (matthew.self@alvordschools.org)*
 - **Counselor**--Elementary school counselors are available to provide services to any and all students on our campuses who would like to utilize the services provided. *Counselor: Susan Perez (susan.perez@alvordschools.org)*
 - Current services:
 - Individual counseling for students
 - Group counseling for students
 - Conflict resolution between students
 - Positive Behavioral Interventions
 - Educational groups for students
 - Collaboration with teachers
 - **Half Time After School Program**--Half-Time is a free after school program for elementary school students. Identified students in need of targeted intervention are given priority based on teacher and/or administration recommendation. Following the admission of targeted students, additional students are added to the program on a first-come, first served basis. The program operates Monday through Friday beginning immediately after the end of the regular school day until 6:30pm. The program includes an hour of homework assistance with trained staff, an hour of computer based reading and math intervention/tutorial, a nutritional snack, and an hour of indoor and outdoor activities that are both fun and educational. Some activities offered include: arts & crafts; recreation such as jump rope, hula-hoops, and dance; and a cultural awareness program designed to introduce children to different cultures across the United States and around the world. Half Time applications may be picked up in the front office. *Half Time Advisor: Blanca Veloz (blanca.veloz@alvordschools.org)*
 - **Gifted and Talented Education (GATE)**-- A Gifted and Talented Education program is available to provide unique learning environments and opportunities for pupils who are identified as gifted and talented as measured by tests and demonstrations of intellectual achievement and unique production. Stokoe is committed to providing an appropriate and challenging program to meet the diverse needs of gifted and talented students. Through a differentiated and stimulating learning environment, identified GATE students demonstrate their unique productive talents as they work through challenging situations. For more information please contact site administration.
 - **Student Council**--Student Council provides students with the opportunity to develop and practice leadership skills. It is our goal to develop skilled leaders and to promote community and school involvement. *Staff Advisors: Susan Perez (susan.perez@alvordschools.org)*

- **100 Mile Club (Running Rockets)**--The 100 Mile Club® is a supervised activity that happens every day before school on the grass area near the playground from 7:40-7:55am. Participants not only receive health benefits but can earn rewards and incentives for completing 25, 50, 75 and 100 miles. *Staff Advisors: Michele Morales (michele.morales@alvordschools.org)*
- **Library**--Our school library houses hundreds of books from a variety of genres. Students visit our library with their classroom each week to check out books for research and enjoyment. In addition, students may utilize ebooks from home. *Library Assistant: Charlene Muro (charlene.muro@alvordschools.org)*
- **Choir**—At Stokoe, we value performing arts and are committed to providing students with the opportunity to sing and perform. Students in grades 3rd-5th may participate in Choir with parent permission. Choir practices are held weekly after school. Our Choir performs monthly during Flag Ceremonies, has 2 concerts a year and performs at other district and community events. *Choir Director: Michele Morales (michele.morales@alvordschools.org)*

****All clubs and activities will adjust to align with CDC recommendations for safety during pandemic.**