

# Birch Lane Student/Parent Handbook



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[www.djUSD.k12.ca.us/BirchLane](http://www.djUSD.k12.ca.us/BirchLane)

Jim Knight- Principal

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## ATTENDANCE

It is important that students attend school every day, that they arrive at school on time and are well fed and rested. However, sick children belong at home. A child should be kept home for 24 hours after an elevated temperature has returned to normal. Please contact the office, by 8:45 am, if your child will be absent or more than 20 minutes late at **(530)757-5395** or e-mail: [vysoriano@djUSD.net](mailto:vysoriano@djUSD.net). Please include: your child's name, teacher's name, reason for absence or tardy (If tardy, does the student need a school lunch?), your name and relationship to the student.

**MORNING PLAYGROUND SUPERVISION** is provided from 8:10 - 8:30 am on each school day. To protect the safety of your child we ask that **no children arrive before 8:10**. Morning kindergarten students may go directly to their classroom upon arrival at school. Students in grades 1-6 may be on the playground until the bell rings at 8:27 a.m., signaling time to go to class.

**Students who are tardy (arriving after 8:30 AM,) must check in at the office.**

## AFTER SCHOOL PLANS

Plans need to be firmly in place so students know where to go and how they will get there. Students are expected to leave for home or their place of designated childcare as soon as they are dismissed each day. Free after school care is available through ACCESS for primary students who have a sibling in intermediate grades. You must register with ACCESS for the child care. **There is no supervision for students on the playground after school. Parents may directly supervise students on the South side of the play ground but students may not use the main play structure, ball wall, or the area North of the primary play structure.** If families are waiting for intermediate students to dismiss please wait on the play ground or sit at the tables near the bike racks, and not on the campus in front of or near class rooms that are still in session.

## DRESS CODE

DJUSD RECOGNIZES THAT THE RESPONSIBILITY FOR THE DRESS AND GROOMING OF A STUDENT RESTS PRIMARILY WITH STUDENTS AND THEIR PARENTS OR GUARDIANS.

The District's goal is to promote student safety and to create a respectful community that is welcoming to all students. The District Dress Code policy applies to all schools in the district.

Allowable Dress and Grooming:

- Students must wear clothing which includes a shirt with pants, skirt, dress, or the equivalent
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments; however, waistbands and bra straps may show
- Fabric covering all private parts must not be transparent
- Footwear must be worn at all times, and must not limit student participation in school activities
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff (hoodies must allow the student's face and ears to be visible to staff)
- Clothing must be suitable for all scheduled classroom activities including physical education (PE), science labs, wood shop, and other activities where unique hazards exist
- Specialized courses may require specialized attire, such as sports uniforms or safety gear

Non-Allowable Dress and Grooming:

- Clothing may not depict, advertise, advocate the use of alcohol, tobacco, marijuana, or other controlled substances
- Clothing may not depict violence, obscenities, pornography, nudity, or sexual acts
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups
- Clothing must not threaten the health or safety of any other student or staff member

Generally, students who do not follow the dress code will be referred to the school office to correct the issue, which may include changing into PE clothes, wearing a t-shirt provided by the school, or being sent home to change. Every effort will be made by school staff to avoid embarrassing or shaming the student. All corrective actions will be reported to the parent/guardian.

## **INTRODUCTION TO THE STANDARDS OF STUDENT BEHAVIORS**

### **Philosophy and Purpose**

DJUSD is committed to ensuring that school is a safe learning environment for every student. Beyond academics, school can be a place where students learn valuable life skills that will serve them well as adults and serve our society in beneficial ways. To that end, DJUSD takes a comprehensive approach to matters involving rights, responsibilities, discipline, and restoration.

There are two purposes for standards of student behavior in a school discipline plan: to promote learning and growth for students as they develop self-discipline, and to provide a caring and respectful environment for all.

In this context, teachers and administrators are legally considered “parent/guardians on location.” This defines the relationship between school staff and their students. Students are young people and it is expected that their behavior will sometimes test boundaries of school rules; therefore, it is age-appropriate for young people to behave in ways that are inappropriate for the school environment. We also recognize that all behaviors serve a function and have complex origins.

This is an ongoing process that requires communication and support between students, staff, families, and the larger community.

### **Break in relationships**

School staff regard all students as their responsibility to teach, guide, and support. Thus, just as in a home with parents/guardians, all students at school deserve to be treated consistently with care, hope, and positive attitudes. Our goal in responding to harms to others or the community, including breaches of rules or policies, is to have students understand the effects and impacts of their actions, to be accountable for those actions, and to take the opportunity to make things as right as they can be. Clear and appropriate consequences are part of this effort by school staff to educate and to encourage positive, productive student behavior.

The rights of all students are part of this philosophy. All students deserve to be psychologically and physically safe at school. These rights also mean that students who are accused of wrongdoing have a right to be heard, treated respectfully, and to understand the process as the school staff determine the appropriate response.

### **Rights and Responsibilities**

The rights inherent in a democratic society are maintained only if each individual understands and assumes responsibility for his or her own behavior. Students have both rights and responsibilities.

#### **Student Rights**

- To be safe
- To be respected and treated with compassion regardless of actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity,

gender expression, or genetic information, or based on his/her association with a person or group with one or more of these actual or perceived characteristics

- To be respected and treated with compassion regardless of actual or perceived wrongdoing
- To express opinions, ideas and feelings, without infringing on the rights of others
- To be heard
- To have their person and property respected (including during a search)
- To be informed of school rules and procedures and what is expected of them as students
- To have confidentiality
- To be academically supported and challenged
- To be treated in a restorative way
- To learn and grow from incidents of conflict or harm

### **Students Responsibilities**

- To take advantage of the academic opportunities offered
- To strive for high achievement
- To support and participate in school activities
- To be knowledgeable regarding student rights and responsibilities
- To attend school regularly and punctually
- To be knowledgeable of school rules and follow them
- To respect private and school property
- To be considerate and non-disruptive in all spaces on campus and on buses
- To be dressed in compliance with the District dress code
- To be considerate to students, teachers, and staff
- To be respectful of all students, and staff regardless of actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
- To keep language and gestures respectful and free of profanity or obscenities
- To not use/possess alcohol, tobacco, or drugs on school campuses or school events
- To take responsibility for harm done and work to repair it to the extent possible

### **Procedures**

At the beginning of the school year the principal or designee meets with students to review and discuss the importance of a positive school climate, the positive purposes of school discipline and restorative practices, and the importance of respectful and caring behavior. This may be accomplished through school assembly, visits to individual classrooms, and the school's student handbook. The presentation includes an understanding of the school district's restorative principles, the values of respecting each individual's dignity, and of supporting healthy relationships. Students are provided examples of behaviors that support the school community's goals and those that are non-supportive. The categories of disrespectful behaviors or offenses outlined in the attached table provide examples of which behaviors undermine a strong, respectful community.

## **DJUSD MISSION**

The mission of Davis Joint Unified School District, a leading center of educational innovation, is to ignite a love of learning and equip each student with the knowledge, skills, character, and well-being to thrive and contribute to an evolving and increasingly-connected world, through a system characterized by:

- Optimal conditions and environments for all students to learn
- A team of talented, resourceful, and caring staff
- Transforming teaching, learning, and operations in our continuing pursuit of excellence
- Resourceful, transparent, and responsible fiscal planning, and
- A diverse and inclusive culture

Adopted by the Board of Education March 6, 2014

## **WE ALL BELONG: SAFE AND WELCOMING SCHOOLS FOR ALL**

On February 2, 2017, the Davis School Board approved a resolution providing a clear and transparent statement that DJUSD shall be a place where all students, employees and families feel welcome and safe regardless of their immigration status, race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression.

Specifically, the resolution addresses procedures for responding to federal immigration enforcement action as well as policy changes around data collection on student enrollment. The resolution marked an important, first step to begin the process of examining current policies and procedures, educating school employees, and working closely with community partners to ensure that all students and families, including those that are undocumented or marginalized, are able to receive education in a safe and supportive environment. For more information, see the [We All Belong](#) page on the DJUSD website.

## **Gender Identity and Expression**

California law and District policy require that all programs, activities and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe and non-stigmatizing learning environment for all students and to ensure that every student has equal access to all school programs, facilities and activities.

State law requires that all students shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with their gender identity, irrespective of the gender listed on the student's records.

School site administration shall coordinate with the District's Student Support Services Department whenever a student requests or the administration identifies a need to accommodate a student's gender identity and/or gender expression. For more information, see [LGBTQIA Supports](#) on the DJUSD website.

## ATTENDANCE

The success and wellness of all students in DJUSD is important to us. Students are better able to thrive mentally, socially and emotionally when consistently attending and engaging in the daily learning opportunities provided at school.

***Studies have shown that 83% of students who are chronically absent in Kindergarten and first grade cannot read at grade level by the third grade.*** This statistic illustrates how important and powerful consistent attendance is for all students. It is DJUSD's goal to offer student engagement and learning that promotes academic achievement. This can only be successful if students attend school daily and take full advantage of educational opportunities.

Attendance also has a direct effect on the budget of the district. The State of California funds roughly \$42.92 per student, per day and therefore, the higher the attendance rate, the more funding the district receives. If student attendance increases, there will be increased revenue for employee compensation and improved educational opportunities.

Below are some of the reasons that qualify as an **excused** absence for the State of California. For a more comprehensive list of reasons, please see [Attendance and Engagement](#) on the DJUSD website.

- Student illness and/or medical, dental, optometry or chiropractic appointments
- Attending the funeral services of a member of the student's immediate family (one day if the service is in California and three days if the service is out of state)
- Observance of a holiday or ceremony of his or her religion, attendance at religious retreats
- Serving as a member of a precinct board of an election

Spending time with a member of the student's immediate family, who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position.

**Having an absence excused allows a student to make up missing work but does not provide funding to the district.** The only way the district receives attendance funding is for the student to be in class or a sanctioned school activity, to be receiving home or hospital services as requested by a licensed physician, or to participate in short-term independent study. Short-term independent study is available for students who know in advance that they will be absent for five or more school days and enables the student to stay current with coursework provided by their classroom teachers. For more information, see [Short Term Independent Study](#) and [Attendance and Engagement](#) on the DJUSD website.

## STUDENT PROTESTS AND DISTURBANCES / EXPRESSIONS OF FREE SPEECH ON CAMPUS

Knowing there are widely held and differing opinions in our Davis community around controversial topics, DJUSD recognizes the rights of students to express their views in exercise of their First Amendment rights. In the case of on-campus student protests or expressions of free speech on campus, expectations for student behavior will be maintained in order to ensure safety. We also encourage families to discuss with students their views about controversial events.

Generally, normal instruction will continue during any voluntary, organized activity on campus and students who choose to participate in planned, on-campus activities are expected to return to class following such events.

Students who leave class to participate in off-campus or other unauthorized activities will be considered "unexcused." An initial unexcused absence will result in a phone call notification of the absence to the parent/guardian. Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board Policy and Administrative Regulations (See Board Policy 5131.4 and Administrative Regulation 5131.4).

## SAFETY:

**Getting to and From School:** Traffic patterns around Birch Lane are difficult due to the narrow street and on-street parking on both sides. Staff, parents, neighbors and the City of Davis Traffic and Safety Commission have designed a plan that creates a safer environment for everyone traveling to and from Birch Lane. There is a **Safe Routes Placard** next to the bike racks, please use it to find the safest route for your family.

### Traveling to Birch Lane by car:

Turn onto Birch Lane from Pole Line Road; it will keep your child safely out of traffic

Use cross walks if you have to cross the street

**For the safety of children please do not use the parking lot to drop off or pick up children.**

**Observe the 3-minute white curb; do not leave your vehicle. Violators may be ticketed.**

Wait in line to pick up your child. DO NOT DOUBLE PARK.

Consider the Baywood Lane entrance for drop-off and pick-up

### Traveling to Birch Lane by bike:

Always wear a bike helmet, properly fastened

Observe the "rules of the road"

Always lock your bicycle or scooter (**scooters must be able to be locked at the bike rack or they are not allowed on campus**), with your own lock, in the bike racks

Do not leave your bicycle on campus over night; vandalism happens

Bikes or scooters on campus may only be ridden in bike lanes. Bikes and scooters may enter the campus from the Baywood entrance or the bike lanes on the north or south sides of the school.

Bicycles or scooters cannot be ridden on school sidewalks at any time.

## MEDICATION

If your child needs to take prescription medication at school it must be brought to the office by a parent. **Do not send medicines to school with your child.** All medications, including over the counter products, must be accompanied by the DJUSD Request for Admission of Medication form, signed by the parent/guardian and doctor.

## Breakfast, 2nd Chance Breakfast, and Lunch

The district makes daily breakfast and hot lunches available to students whose families choose to purchase them. The cost for elementary school lunches is \$3.25, milk included. Free and reduced-price lunches are available to qualified students; families are encouraged to apply, even if your student rarely orders a school lunch. Information regarding this program can be found on the district website, [www.djUSD.net](http://www.djUSD.net), and is also available in the school office. If you prepay for your student's lunches you are strongly encouraged to monitor the balance on the account at [www.Myschoolbucks.com](http://www.Myschoolbucks.com). We offer **2nd Chance Breakfast**, which will offer the same items as before school breakfast **but during morning recess time**. Students may purchase breakfast as they would during our regular breakfast time.

Students who bring lunches from home may buy milk for 35¢. For nutritional and health reasons students are not allowed to bring soft drinks to school or to trade food with their friends. Refrigerators and microwaves are not available for storing or heating lunches.

All students are expected to eat lunch. Crackers and milk are available for students without lunch. Weather permitting, students eat outside at the lunch tables. In cold or wet weather lunches are eaten inside. Adults are on duty during the lunch period to supervise and assist students.

**Recess:** Students may bring a healthy snack to eat at recess. Snacks are to be eaten in designated eating areas and should not be taken onto the blacktop. Nut products must be carefully contained or wrapped, and care taken to protect students with food allergies. Hands should be washed before and after eating to prevent the spread disease and food allergens.

**Food Allergies:** We have designated lunch tables for students with nut/food allergies. In classrooms, **no food should be brought in unless it has been approved by the classroom teacher** prior to the day of delivery. Many classes are completely food free. We ask that care be taken to curb the spread of food items and the spread of oils or other particles that may cause food allergy reactions. All food will be consumed in designated areas. We ask that whenever possible an alternative to food be incorporated into celebrations on campus.

**Dismissal Times:** Primary students (1st-3rd) are excused at 2:35 PM except Wednesdays. We welcome families picking up students but we ask that all students be supervised while on campus and that families wait in an area that does not disturb intermediate classrooms that are still learning. The playground area is still in use for students until 3:05. **If you are waiting to pick up an intermediate student, please stay on the primary side of the playground (the main play structure and ball wall are used by intermediate students until 3:05), and we ask that you directly supervise your child!** There is no supervision on the playground from 2:35-3:05 PM. We also request you avoid the areas between class rooms while waiting. Primary students using the library after dismissal must be accompanied by a parent/guardian. Intermediate students are dismissed at 3:05 PM except Wednesdays. Students are expected to have left campus by 3:20 unless they are on school business.

**Wednesday is an early dismissal day and ALL 1st-6th grade STUDENTS are dismissed at 1:30 PM. Please make sure arrangements are made to pick up your student EVERY Wednesday.**

**Parent Conferences:** Parent conferences are scheduled twice a year. The November conferences are for all students, the March conferences will be scheduled depending on the needs of the student. Families may request a parent/teacher progress meeting.

**Teacher Requests: DJUSD schools do not accept teacher requests.** Our teachers and principal create class lists based upon a variety of elements to create balanced and positive learning environments. If there is a concern **during the school year** that precipitates a conversation about a change of placement the following steps must be taken before we will consider a change: 1-The family and the teacher must meet and discuss the concerns and solutions. 2-If there is still concern, a meeting with the family, teacher, and administration will be held. 3-All avenues to resolve the concern will be attempted and reviewed. 4-If steps 1-3 have not created a resolution to the issue a change of placement may be considered.

**New Student Enrollment: When students are enrolled into a classroom there will be a 30 day period in which the teacher/principal can move student to another classroom that may be better suited for the student. This does not happen often, but is necessary at times.**

**School Site Council:** The Birch Lane School Site Council will hold elections for open positions in September and begin meeting in October. SSC meetings are held the first Monday of the month.

**PTA:** The Birch Lane PTA is made up of parents and teachers of children who attend Birch Lane Elementary School in Davis, CA. We are committed to providing support that enriches the educational experience of all children at our school. Birch Lane PTA is on Facebook. To connect with Birch Lane PTA, sign up for Facebook today. The Birch Lane PTA website is: <http://www.birchlanepta.org/>

The Birch Lane PTA meets the first Wednesday of each month and we encourage you to join our PTA and support the wonderful activities that make Birch Lane unique.

**Montessori Parent Advisory Committee (MPAC):** The Montessori Parent Advisory Committee (MPAC) is made up of parent/guardians, teachers, and administrators who support Montessori education in many ways. MPAC meets on the 3rd Tuesday of every month to organize social and fundraising activities for the Birch Lane Montessori community, as well as to promote and advocate for the Montessori program within the Davis Joint Unified School District. We provide an open forum for Davis parents dedicated to providing Montessori classrooms embedded within Davis' traditional public schools.

To connect with Birch Lane MPAC, sign up for Facebook today.

The Montessori Parent Advisory Committee's website is: <http://www.birchlanemontessori.org/mpac.html>

## **BEHAVIOR INTERVENTIONS**

DJUSD is committed to ensuring that school is a safe learning environment for every student. Beyond academics, school can be a place where students learn valuable life skills that will serve them well as adults and serve our society in beneficial ways. To that end, DJUSD takes a comprehensive approach to matters involving rights, responsibilities, discipline, and restoration.

School staff regard all students as their responsibility to teach, guide, and support. Thus, just as in a home with parents/guardians, all students at school deserve to be treated consistently with care, hope, and positive attitudes. Our goal in responding to harms to others or the community, including breaches of rules or policies, is to have students understand the effects and impacts of their actions, to be accountable for those actions, and to take the opportunity to make things as right as they can be. Clear and appropriate consequences are part of this effort by school staff to educate and to encourage positive, productive student behavior.

DJUSD does not allow corporal punishment at our district under any circumstances. Physical restraint may be used only to prevent imminent serious bodily injury to the student or others.

If the school site administrator determines a violation of education code has occurred, a suspension may be delivered. If the parent/guardian does not agree with the suspension, they may file an appeal. Specific information about the appeal process can be found on the suspension form.

## **COMPLAINT PROCESS**

When a parent or student has a complaint they are encouraged to talk to the school employee directly involved in the situation. If the issue cannot be resolved there, then the principal will intervene and strive to resolve the issue to the satisfaction of the parent and student. When parent or student complaints cannot be resolved at the site level, the Student Support Services Department conducts an investigation and provides a formal written response. Similarly, when there is complaint regarding a compliance issue, the department investigates and responds to items related to Americans with Disabilities Act, Williams Act, ACLU and Office of Civil Rights, or any other compliance agency.

## **NONDISCRIMINATION AND BULLYING PREVENTION**

Davis Joint Unified School District is committed to making the schools free from unlawful discrimination and providing equal opportunities for all individuals in education. The District prohibits discriminatory practices whose purpose or effect has a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment. The District promotes programs that ensure that discriminatory practices are eliminated in all district activities, and if a student benefits or receives school accommodations in their coursework, they may also benefit from similar accommodations in extra-curricular or co-curricular activities.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

In addition, the District strives to ensure that every student experiences a safe and welcoming school environment, free from bullying. When students do experience or witness bullying, schools offer a variety of supports, such as counseling, check-ins, social skills groups, and other programs or services. This is to ensure that students feel safe at school and understand what to do whenever confronted with bullying behavior. Interventions may be offered to the target, aggressor, or bystander.

## **Title IX**

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. If you have questions or a complaint related to sex discrimination, contact the Department of Student Services.



## SEXUAL HARRASSMENT

The District is committed to maintaining a safe school environment that is free from harassment and discrimination. Sexual harassment or sexual violence of students at a school-sponsored or school-related activity is prohibited. In addition, the District prohibits retaliatory behavior or action against any person, who reports, files a complaint or, testifies about, or otherwise supports a complaint or respondent in alleging sexual harassment.

According to California Educational Code, sexual harassment means: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of these conditions:

- Submitting to the harassment is explicitly or implicitly made a condition of an individual's academic status or progress
- Submitting to, or rejecting, the conduct impacts academic decisions affecting the individual
- The harassment has a negative impact upon the individual's academic performance, or creates an intimidating, hostile, or offensive educational environment
- Submitting to, or rejecting, the conduct impacts decisions affecting the individual regarding benefits and services, honors, programs, or activities made available by the educational institution

The District strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or the Director of Student Support Services.

**Uniform Complaint:** We are committed to following state and federal laws and regulations. You may file a complaint under the Uniform Complaint Procedures if you believe the district has violated a state or federal law or if one of our programs is discriminatory. The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying in district programs or activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, national origin, gender, sex, sexual orientation, mental or physical disability, religion, or age), or failure to comply with state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education programs, or complaints involving the implementation of the Local Control Funding Formula. (5 CCR 4610)

If you have a concern or complaint, **your first step (informal complaint) is to discuss your concern with the staff member or site principal.** If the matter is not resolved informally, you have the right to file a written Uniform complaint with the Principal. The principal will investigate and provide you a written response. If you disagree with the resolution of a Uniform Complaint, you may appeal to the Department of Education or seek civil law remedies.

Copies of Uniform Complaint Policy are available at all school sites, at the customer service desk at the district office, or on the Student Support Services webpage found at [www.djUSD.net](http://www.djUSD.net).

Board Policy 1312.3 and 1312.1; 5

### **Williams Uniform Complaint**

Our district is committed to ensure that the Williams Act is supported. This includes supplying sufficient textbooks or instructional materials. In addition, school facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or miss-assignments.

A complaint alleging any condition(s) specified above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, not to exceed 10 working days.

Copies of Williams Uniform Complaint Policy are available at all school sites, at the customer service desk at the district office, or on the Student Support Services webpage found at [www.djUSD.net](http://www.djUSD.net).

Education Code 35186; 5 CCR 4680

## Tobacco

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. The products prohibited include any product containing tobacco or nicotine, including, but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

This prohibition applies to all employees, students and visitors at any school sponsored instructional program, activity or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or ground shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

## Free or Low Cost Meals

Free or low cost meals are available for eligible students. For more information, see [Student Nutrition Services](#) on the DJUSD website.

## School Messenger

Throughout the school year messages will be sent from school via school messenger. We have the ability to send voice, e-mail, and text messages. Your on-line information will be embedded into the system. This system is also the means for us to communicate during a crisis situation such as a lockdown or evacuation.

**Evacuation site:** In the event we must evacuate the school, **Chestnut Park** will be our primary evacuation site, with Davis

Cemetery as the back-up. At either site we will separate the students by grade level. If it is determined we need to excuse students from the park we ask that you sign your student out with the appropriate grade level representative.

## Attendance Letters:

Our district uses an automated letter to notify families of attendance and truancy concerns. We know that many families take vacations or personal days during the school year, and we support extra-curricular activities as they provide for some balance and wonderful experiences outside of classroom learning. **However, excused absences are clearly defined by our district and a family trip may not be an excused absence. This may generate an attendance letter.** The letters are mailed twice a month and are very formal. If you receive an attendance letter and are concerned that it is not warranted, feel free to contact Mr. Knight via e-mail or phone to discuss your situation.

**PBIS:** Positive Behavior Interventions and Supports is a school-wide framework that supports improving student academic and behavior outcomes by ensuring that all students have access to the most effective instructional and behavioral practices. Our work encompasses creating Common Language, Common Experience, and Common Values.

Our Kelso's Choices Program is an example of one piece in this framework and Kelso's Choices information is Many staff members are trained in Restorative Practices and we will continue our ongoing training and implementation. Restorative practices are another source of improving academic and behavioral success but Progressive Discipline is used if repeated efforts to change behavior have failed, thus, a Progressive Discipline Model is used as needed in regards to support the education code.

**Students will be held responsible for their actions and how those actions may affect other people.** The standards of student behavior are available at each school site or the Student Support Services webpage found at [www.djUSD.net](http://www.djUSD.net). We do not allow corporal punishment at our district, but if it is necessary to protect others, physical restraint may be used.

If the school site administrator determines a violation of education code has occurred, a suspension may be delivered. If the parent/guardian does not agree with the suspension, they may file an appeal. Specific information about the appeal process can be found on the suspension form.

If your student is suspended, you may be required to go to your student's class during the school day to monitor their behavior.

Ed. Code §§ 35291, 48900, 48900.1, 49001

# BIRCH LANE SCHOOL RULES

## The Three Foundational Expectations for all Students and Staff:

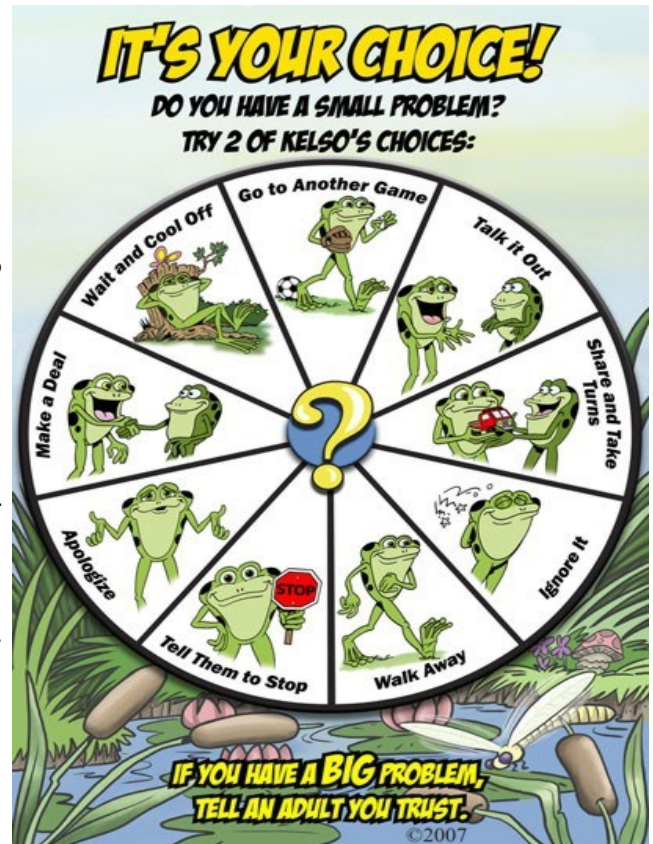
1. Be **responsible** for your own behavior
2. **Respect** the feelings and property of others
3. Be **Safe** at all times, make the safe choice

## Expectations for behavior are posted on campus and explicitly taught to all students. However, below are some specific expectations:

1. While eating breakfast or lunch:
  - a. Use polite table manners
  - b. Keep food and drink in the eating area
  - c. Soft drinks are not allowed
  - d. Eat your own food
  - e. Remain seated until excused by an adult
  - f. Use proper trash and recycling bins when excused
  - g. Wash hands before and after eating to reduce the spread of disease and food allergens
2. Any medication brought to school must be accompanied by a completed DJUSD Request for Admission of Medication form.
3. Toys may be brought to school only with the permission of the classroom teacher and must remain in the classroom.
4. The following are not allowed at school:
  - a. Matches, caps, knives, slingshots, guns or other potentially dangerous items
  - b. Radios, tape/CD players/recorders, electronic games
  - c. Bats, hardballs
  - d. Electronic devices that beep or disrupt the learning environment.
  - e. Skateboards, skates, rollerblades
5. Use the bathrooms and drinking fountains only for their intended purposes.
6. On the playground:
  - a. Body contact sports and activities are not allowed
  - b. "Play" fighting/shooting/wrestling is not allowed
  - c. All games are open within grade levels and students may enter any game in progress at an appropriate time
7. Walk quietly on the sidewalks and in the arboretum. Running is allowed only on the playground.
8. Students' dress may not distract from the tasks of the school day.
9. Use appropriate language at all times.
10. Students are allowed to have cell phones on campus but they can only be used with the permission of the teacher or principal. They should not be used during class time or recess and should be. Students who abuse this privilege will need to turn their cell phone in to the office before school and collect it after school or may lose the privilege to use a cell while at school.
11. Effectively using Kelso's Choices will support a positive environment

Students in grades K-3 are taught to use Kelso's Choices to peacefully resolve small conflicts among themselves. The Kelso program teaches nine strategies (referred to as Kelso's Choices) that students can use when they encounter a "small problem" – a situation that is not "scary or dangerous." If students can't resolve the problem after trying two of Kelso's choices, they are taught to seek help from an adult. Students also learn how to differentiate between a small problem and a big problem and that big problems should always be reported to an adult.

Practicing Kelso's Choices helps students to develop confidence in their ability to solve problems peacefully and promotes a safer, more positive school environment. When students use Kelso's Choices effectively, teachers can spend more time teaching and less time mediating. By reinforcing the Kelso program at home, you can help improve the school learning environment while also building your child's conflict resolution skills. Please refer to the website below for further information on the Kelso program and other services provided by your school counselor.



## Ways to Reinforce Kelso's Choices at Home

Ask your K-3rd grade child which Kelso choice they used today. Were they able to solve the problem? What else could they have done? What will they do the next time? How did they feel?

Help your child identify big vs. small problems. If they've already tried to solve a small problem using one of Kelso's choices and weren't successful, ask if you can help brainstorm some possible solutions. Avoid rushing in with a solution to your child's problem—the goal is to teach them to be problem solvers.

Build your child's feelings vocabulary. Practice listening to the feelings behind your child's message. Then, to show that you were listening and care about what they are telling you, clarify the feelings behind their words. For example, "You're feeling left out because..." or "It sounds like you're feeling..."

Offer incentives for using Kelso's Choices. Create a chart for your child to check off each time one of Kelso's choices is used (refer to website below for Kelso chart). At the end of the week, talk about which choices they used most often and why. Which ones were the hardest for them to use?

Post Kelso's wheel on the wall and track strategies used. Have family members put a sticker on the wheel each time they use one of Kelso's choices to solve a problem. Kids love to point out when their parents are using Kelso's choices—as well as when they aren't!

Use "I-messages" to let your child know how their behavior is affecting you. Rather than focusing on the negative behavior and assigning blame, an I-message helps the other person to see the impact of their behavior on others, making them more likely to want to respond positively. For example, say "I feel frustrated when you forget to take out the trash and I would like you to do it without being reminded" rather than "You never take out the trash when you're supposed to - you're so lazy!"

Susie Carrell, School Counselor

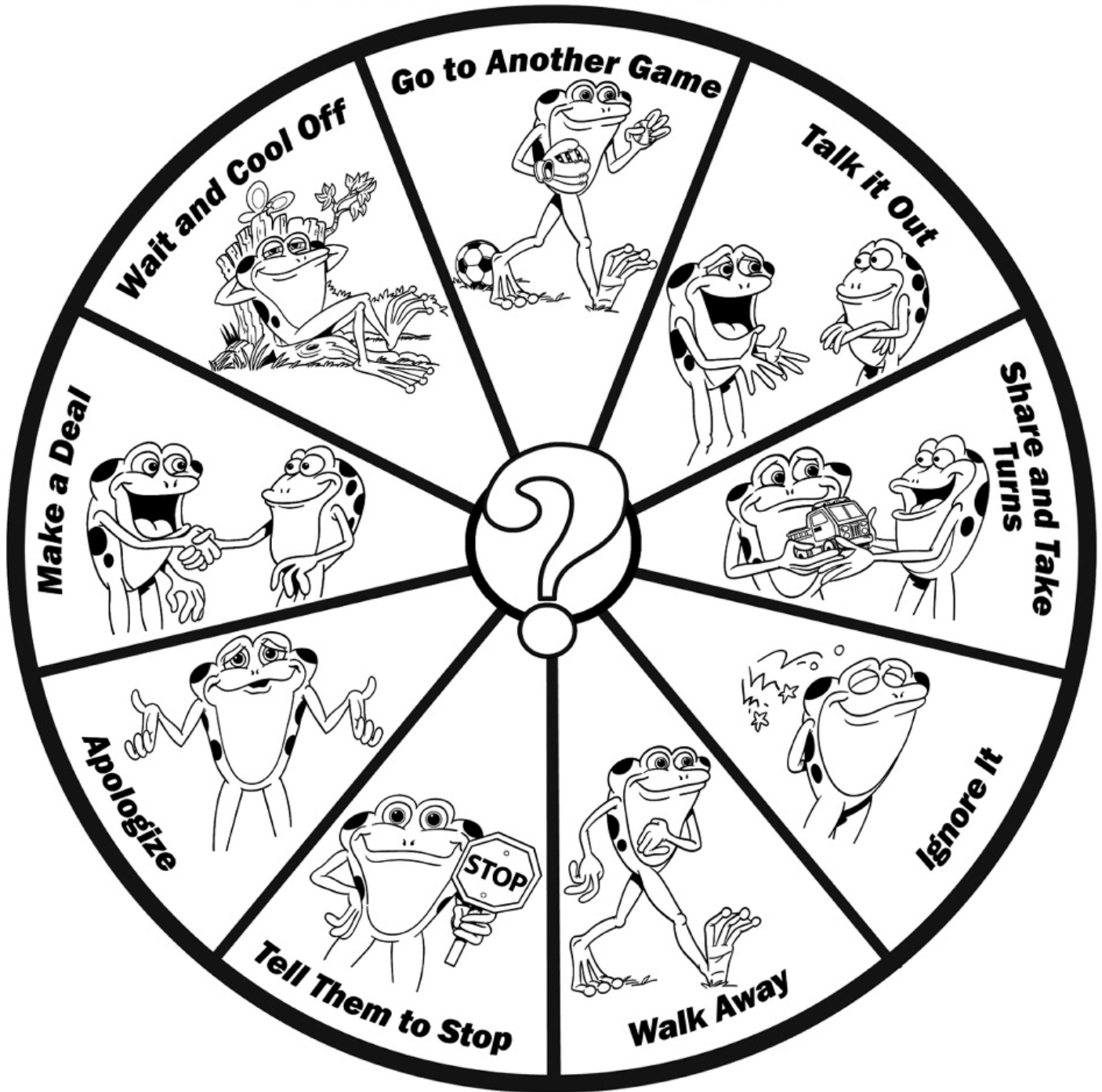
<http://teacherweb.com/CA/BirchLane/SchoolCounselor/apt5.aspx>



# IT'S YOUR CHOICE!

DO YOU HAVE A SMALL PROBLEM?

TRY 2 OF KELSO'S CHOICES:



**IF YOU HAVE A BIG PROBLEM,  
TELL AN ADULT YOU TRUST.**

# BIRCH LANE ELEMENTARY SCHOOL

## 2018-2019 Event Calendar

Wednesday, Aug. 29	First Day of School, 1:30 Dismissal
Monday, Sept. 3	Labor Day (No School)
Wednesday, Sept. 5	Back to School Picnic, 5-7 PM and PTA Meeting, 7-8 PM
Tuesday, Sept. 11	Back to School Night (K-6)
Tuesday, Sept. 18	MPAC Meeting 7pm
Wednesday, Sept. 19	Family Fun Dinner at Dos Coyotes (South), 5-9 PM
Thursday, Sept. 27	Picture Day
Wednesday, Oct. 3	PTA Meeting, 7-8 PM
Friday, Oct. 5	PTA Family Movie Night
Saturday, Oct. 13	PTA Garden Work Day F. F. N. at Sudwerk Dock Store, 4-8 PM
Tuesday, Oct. 16	MPAC Meeting 7pm
Wednesday, Oct. 24	PTA Scarecrow Auction, Breakfast, & Show**
Thursday, Nov. 1	Picture Retake Day
Monday, Nov. 5	Elementary Teacher Workday (No School for K-6)
Wednesday, Nov. 7	PTA Meeting, 7-8 PM
November 9-16	Fall Book Fair**
Monday, Nov. 12	Veterans' Day Observed (District Holiday, No School)
November 13-16	Fall Conference Week: 1:30 dismissal
Tuesday, Nov. 13	MPAC Meeting 7pm
November 19-23	Thanksgiving Break (No School)
Tuesday, Dec. 18	MPAC Meeting 7pm
December 24-January 4	Winter Break (No School)
Wednesday, Jan. 9	PTA Meeting, 7-8 PM
Tuesday, Jan. 15	MPAC Meeting 7pm
Thursday, Jan. 17	PTA Science Night, 6-8 PM
Monday, Jan. 21	Martin Luther King Jr. Birthday (District Holiday, No School)
January 28-February 1	Outdoor Education, Sly Park, 6th Grade Students
February is...	Love a Picture Book Month
Tuesday, Feb. 5	Kindergarten Information Night, 7:00 PM
Wednesday, Feb. 6	PTA Meeting, 7-8 PM
Thursday, Feb. 7	Montessori Information Night, 7:00 PM
Monday, Feb. 11	Lincoln's Birthday (District Holiday, No School)
Wednesday, Feb. 13	Kindergarten Registration for 2019-2020
Monday, Feb. 18	Presidents' Day (District Holiday, No School)
Tuesday, Feb. 19	MPAC Meeting 7pm
TBD	PTA Birch-Chella Spring Auction & Music-Fest**
Wednesday, Mar. 6	Picture Book Family Night
Wednesday, Mar. 13	PTA Meeting, 7-8 PM
March 18-22	Spring Conference Week & Book Fair**: 1:30 dismissal
Tuesday, Mar. 19	MPAC Meeting 7pm
March 25-29	Spring Break (No School)
Friday, Apr. 5	3 <sup>rd</sup> Grade Battle of the Books
Wednesday, Apr. 3	Open House (6:30) & Ice Cream Social** (6:00)
Wednesday, Apr. 10	PTA Meeting, 7-8 PM
Tuesday, Apr. 16	MPAC Meeting 7pm
Thursday, Apr. 25	Intermediate (Grades 4-6) Battle of the Books
Wednesday, May 1	PTA Meeting, 7-8 PM
Friday, May 3	PTA Ready, Set, Read Day**
May 6-10	Staff Appreciation Week**
May 15-17	BOGO Book Fair**
Tuesday, May 21	MPAC Meeting 7pm
Saturday, May 4	PTA Spring Carnival and Raffle**
Monday, May 27	Memorial Day (No School)
Wednesday, June 5	Intermediate Grades Play Day**
Wednesday, June 5	Last PTA Meeting of school year, 7-8 PTA
Thursday, June 13	Last Day of School, 12:30 dismissal

Look for information about monthly PTA Family Fun Dinners; dates and restaurants TBD.

\*\*Dependent upon parent volunteers

**BIRCH LANE ELEMENTARY SCHOOL****Daily Schedule****2018-2019***STUDENTS ARRIVING PRIOR TO 8:10 A.M. MUST WAIT AT BIKE RACKS OR LUNCH TABLES.*

<b>BELLS</b>		
8:10	a.m.	8:10 Students may arrive on the campus
8:15	a.m.	AM Traditional Kindergarten Begins
8:27	a.m.	8:27 First bell rings - students go to class
8:30	a.m.	8:30 Classes begin in grades 1-6, and Montessori K
10:00	a.m.	Recess (15 minutes) Grades 1, 2 & 3
10:25	a.m.	10:18 <i>line-up bell</i> Recess (20 minutes) Grades 4, 5 & 6 10:45 <i>line-up bell</i>
11:35	a.m.	Dismissal for Morning Kindergarten Classes
11:50	a.m.	PM Kindergarten Begins Dismissal for Morning Montessori Kindergarten Classes
11:27	a.m.	12:10 Lunch – Grades 1 & 2 <i>line-up bell</i>
11:50	p.m.	Lunch - Grades 3 and 2-3 multi-age 12:33 <i>line-up bell</i>
12:00	p.m.	Lunch – Montessori K/1 1st Grade 12:42 <i>No bell– Montessori 1st return to class</i>
12:20	p.m.	Lunch - Grades 4-6th, ( <u>Rainy Day lunch 12:35</u> ) 1:03 <i>line-up bell</i>
1:40	p.m.*	Recess – (10 minutes) Grades 1, 2, 3, 3-4 multi age
2:35	p.m.*	1:48 <i>line-up bell</i> Dismissal for students in grades 1, 2, 3
3:05	p.m.*	Dismissal for students in grades 4, 5, 6
3:10	p.m.	Dismissal for PM Kindergarten students
<b>**1:30 p.m.</b>		<b>Wednesday dismissal for grades 1-6</b>
<b>**8:15-11:35</b>		<b>Wednesday Schedule AM and PM Kindergarten</b>