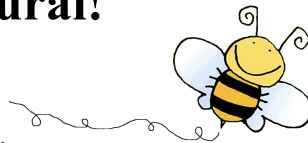




**New Joseph Bonnheim  
Community Charter School**

# **SCHOLAR & FAMILY HANDBOOK 2021-2022**

**Where Learning Is Natural!**



Christie Wells-Artman, Principal  
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Joe Sanchez, Plant Manager

FAX: (916) 277-6484  
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Welcome to New Joseph Bonnheim Community Charter School!

The New Joseph Bonnheim team extends a warm welcome to all of our scholars, parents, family, and community partnerships. NJB is an excellent neighborhood charter school that is centered on agriculture and science, and on the very community it serves. With a dedicated and caring team of highly qualified teachers, support staff, wonderful children, involved and supportive parents, and partnerships, our mission is to develop responsible, respectful, and proactive citizens to become caretakers of our community, our state, our country, and our planet.

We are deeply committed in all aspects of our scholars' learning by providing a quality education using the Highly Effective Teaching model, LIFESKILLS and Leader In Me, to promote positive relationships, and implementing the Common Core State Standards. At NJB, scholars are fully engaged in their thinking and demonstrate mastery of learning effectively. Our goal is to guide children to become fully participating citizens by giving them a strong academic education in a nurturing environment that recognizes diversity, promotes healthy choices, positive mindset, and embraces community involvement.

Our scholars receive a challenging and rigorous academic curriculum that is thematic and based in science and agriculture. Our project based learning and inquiry is supported with enrichment activities, hands-on and real-life experiences, community resources, and active parent participation and involvement. Parent and community partnerships are encouraged and continue to provide vital assistance to our educational program.

In addition to instruction in the core curriculum and units of study in science, scholars are provided learning opportunities in our community garden, library, art and music, sports, technology, and various after school and enrichment programs. NJB also has smaller class sizes to support learning and every grade level has a bi-lingual teacher.

To further optimize our scholars' learning and development of staff, this year we are utilizing a year-round calendar designed to support a high level of on-going professional development without interfering with the instructional day.

Our school's Steering Committee, PTA, and other site committees are very active and highly committed to supporting and improving the educational program and school environment through its involvement with the school and its many planned school and family activities.

New Joseph Bonnheim Community Charter is a wonderful neighborhood school establishing a tradition of curious intellectual learners, high scholar achievement and academic success for all scholars, and outstanding parent and community involvement. We believe in our scholars and their educational success is our priority!

Communication and positive relationships are critical aspects of bringing a school community together under a common vision for scholars. Therefore, you will receive a monthly Parent Newsletter in the Monday Folder titled *The NJB Buzz*, and a weekly phone message every Sunday evening. You are encouraged to "like" us on Facebook and to sign up for our E-mail blast on our website a [www.newjosephbonnheim.scusd.edu](http://www.newjosephbonnheim.scusd.edu) for regular updates from the school and the PTA. Teachers will send home regular communication, and we are all accessible by email if you have a question or want to set up a time to talk. Please keep this Scholar & Family Handbook in an easy-to-find location throughout the year, as it is another vital communication tool. It contains important information about our special programs, our policies and procedures, and our expectations for scholar behavior and safety. This document is available on our school website and we will always have additional copies in the front office as well. Please sign and return the "NJB Scholars & Family Handbook Agreement Form" after your family has had a chance to review and discuss the information. Thank you!

In Partnership for Excellence,

Christie Wells-Artman, Principal NJB

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**Welcome to:**

New Joseph Bonnheim  
Community Charter School  
7300 Marin Avenue  
Sacramento, CA 95820  
(916) 277-6294 FAX (916) 277-6484



## Guidelines for Success

**“Always bear in mind that your own resolution to succeed is more important than any other one thing.”**

*- Abraham Lincoln*

Success comes from within; you have to want it to get it. There are no obstacles to success that cannot be overcome if we choose to persevere, to work hard, and to make our own success happen. At New Joseph Bonnheim, we believe that all our scholars are capable of greatness, personal and professional! Our scholars will learn, practice, and understand these five Lifelong Guidelines that will develop them to be caring and responsible citizens in the 21<sup>st</sup> Century.

**Trustworthiness**---To act in a manner that makes one worthy of trust and confidence

**Truthfulness**---To be honest about things and feelings with oneself and others

**Active Listening**---To listen with the intention of understanding what the speaker intends to communicate

**No Put-Downs**---To never use words, actions, and/or body language that degrades, humiliates, or dishonors others

**Personal Best**---To do one's best given the circumstances and available resources

We will utilize the Lifelong Guidelines and LIFESKILLS through the practice of the 7 Habits in the Leader In Me program.

HABIT ONE – BE PROACTIVE

HABIT TWO – BEGIN WITH THE END IN MIND

HABIT THREE – PUT FIRST THINGS FIRST

HABIT FOUR – SEEK TO UNDERSTAND, THEN BE UNDERSTOOD

HABIT FIVE – THINK “WIN/WIN”

HABIT SIX – SYNERGIZE

HABIT SEVEN – SHARPEN THE SAW

## Choose Success!

### LIFESKILLS and the Leader In Me 7 Habits



By following the LIFESKILLS for success each child should reach their fullest capacity and be successful in life and in school.

**Caring**---To feel and show concern for others

**Common Sense**---To use good judgment

**Cooperation**---To work together towards a common goal or purpose

**Creativity**---To generate ideas; To create something original or redesign through imaginative skill

**Courage**---To act according to one's beliefs despite fear of adverse consequences

**Curiosity**---To experience the desire to investigate and seek understanding of one's world

**Effort**---To do your best, always!

**Flexibility**---To be willing to alter plans when necessary

**Friendship**---To make and keep a friend through mutual trust and caring

**Initiative**---To do something, of one's own free will, because it needs to be done

**Integrity**---To act according to a sense of what's right and wrong

**Organization**---To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use

**Patience**---To wait calmly for someone or something

**Perseverance**---To keep at it

**Pride**---To gain satisfaction from doing one's personal best

**Problem Solving**---To create solutions to difficult situations and everyday problems

**Resourcefulness**---To respond to challenges and opportunities in innovative and creative ways

**Responsibility**---To respond when appropriate; To be accountable for one's actions

**Sense of Humor**---To laugh and be playful without harming others

7 Happy Habits for Scholars, Franklin Covey, Leader In Me

<b>Habit 1</b>	<b>Be Proactive---“You’re in charge”</b> <ol style="list-style-type: none"> <li>1. Develop motivation; take pride in work.</li> <li>2. Act responsibly toward self, family, school, community, nation, and the world.</li> <li>3. Show initiative and entrepreneurialism.</li> <li>4. Use unique talents and abilities to their full potential.</li> <li>5. Think about choices; be accountable and responsible for actions and results, and understand that choices affect others.</li> </ol>
<b>Habit 2</b>	<b>Begin With The End In Mind---“Have a plan”</b> <ol style="list-style-type: none"> <li>1. Use critical thinking to organize information.</li> <li>2. Develop the intrapersonal skills of self-confidence and self-management.</li> <li>3. Use creative and entrepreneurial thinking to solve problems,</li> <li>4. Develop the ability to set goals and follow through.</li> <li>5. Develop strong oral and written communication skills.</li> </ol>
<b>Habit 3</b>	<b>Put Things First---“Work first, then play”</b> <ol style="list-style-type: none"> <li>1. Demonstrate time-management skills.</li> <li>2. Cultivate a strong work ethic, flexibility, and adaptability.</li> <li>3. Develop intrapersonal skills of self-management.</li> <li>4. Be accountable and responsible for actions and results.</li> <li>5. Begin to cultivate analytical skills.</li> </ol>
<b>Habit 4</b>	<b>Think Win, Win---“Everyone can win”</b> <ol style="list-style-type: none"> <li>1. Use unique talents and abilities to the fullest; value others’ talents and abilities.</li> <li>2. Develop flexibility and adaptability.</li> <li>3. Be open-minded and nonjudgmental when considering the views of others.</li> <li>4. Demonstrate attentive listening skills.</li> <li>5. Cultivate a spirit of cooperation to live in an interdependent community and world</li> </ol>
<b>Habit 5</b>	<b>Seek First to Understand, Then Be Understood---“Listen, before you talk”</b> <ol style="list-style-type: none"> <li>1. Demonstrate attentive listening skills to build and maintain healthy relationships.</li> <li>2. Cultivate good social and communication skills.</li> <li>3. Show compassion toward others, share, and put others first.</li> <li>4. Appreciate different relationships.</li> <li>5. Learn to relate to people who are alike as well as different, and work effectively in group settings.</li> </ol>
<b>Habit 6</b>	<b>Synergize---“Together is better”</b> <ol style="list-style-type: none"> <li>1. Express and present information and ideas clearly in oral, visual, and written forms.</li> <li>2. Use unique talents and abilities to the fullest; value others’ talents and abilities.</li> <li>3. Cultivate the ability to inspire, motivate, and draw out the best in others.</li> <li>4. Communicate and work as a team in a multicultural and interdependent world.</li> <li>5. Show initiative and entrepreneurialism.</li> </ol>
<b>Habit 7</b>	<b>Sharpen the Saw---“Balance feels best”</b> <ol style="list-style-type: none"> <li>1. Demonstrate healthy ways to express needs, wants, and feelings.</li> <li>2. Develop strong intrapersonal skills, self-reliance, self-confidence, and self-discipline.</li> <li>3. Demonstrate characteristics of a responsible friend and family member.</li> <li>4. Recognize relationship between personal behavior and individual well-being.</li> <li>5. Strive to be healthy for life.</li> </ol>

The following ethical standards of New Joseph Bonnheim Community Charter School are expected to be upheld, and adhered to by staff, scholars, and parents of the school community.



## Ethical Standards of New Joseph Bonnheim Community Charter School

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### I. Vision Statement

"Our NJB vision is to create a quality education program through a variety of learning intelligences to prepare scholars for the 21st Century."

1. Improve academic and social outcomes through ethical practices.
2. Create a school culture that emits social and educational responsibility and involves parents, scholars and staff.
3. Foster communication and positive relationships between school personnel, scholars, parents and community.
4. All persons will take personal responsibility and accountability for their actions and the actions of others.
5. Have a school climate in which every scholar, parent, and teacher is willing to help one's neighbor, respectful of all people around them, and is willing to be the light in the darkness.

### II. Mission Statement

Our mission is to develop responsible, respectful, and proactive citizens to become caretakers of our community, our state, our country, and our planet. This begins with our concept for the New Joseph Bonnheim (NJB) being centered on agriculture and on the very community it serves.

To succeed in accomplishing our mission, we will abide by our NJB Standards, utilizing the Five B's, implementing a positive character education program, and creating a scholar- centered learning environment.

### III. Standards

1. **Commitment---** We will uphold a commitment to high academic and social expectations for all scholars. We will encourage a positive school climate and a strong sense of community. We will create an environment of trust and respect.

2. **Duty**---We will work diligently with school personnel, parents and scholars to reinforce our vision. We will report improper conduct with procedural fairness and due process.
3. **Equity**---We will strive for fairness and equity. We will consider the rights and needs of all parties affected.
4. **Integrity**---We will remind those facing an ethical decision about the impact of its outcome, while at the same time provide them with the courage and support to make difficult decisions. We will uphold confidentiality.
5. **Ethical Responsibility**---We will model appropriate ethical behavior(s) that will have an impact in the lives of others. We will abide by policies, procedures and school rules.
6. **Respect**---We will recognize and acknowledge the worth of our school community members and remember to value them through what we say and do. We will maintain appropriate relationship with staff, scholars and parents/guardians.

#### IV. NJB: Our 5 B's

1. Be Safe,
2. Be Productive
3. Be Attentive, Listen and Follow Staff Directions
4. Be Respectful and Responsible to everyone and Their Property
5. Be Kind to Other People



### Please Mark These Dates on Your Calendar

**HOLIDAYS and OFF-TRACK Dates  
(NO SCHOOL)**

Holiday/Off Track	Date:
School Starts	Monday, August 9, 2021
Labor Day Holiday	Monday, September 6, 2021
Minimum Days (Parent/scholar conference)	October 22-29 (see schedule below)
<b>Off-Track</b>	November 11 to 28, 2021
Veterans Holiday	Thursday, November 11, 2021
Thanksgiving Holiday	Thursday, November 25, 2021
Winter Break	December 18 to January 4, 2022
MLK Jr. Holiday	Monday, January 17, 2022
Lincoln's Holiday	Monday, February 7, 2022
Presidents Day Holiday	Monday, February 12, 2022
Minimum Days (Parent/scholar conference)	February 24 to March 4(see schedule below)
<b>Off Track</b>	April 16 to May 1, 2022
Memorial Day Holiday	Monday, May 30, 2022
Last school Day	Thursday, June 9 2022



## MINIMUM DAYS

### Please watch newsletter for dates!

On minimum days scholars in grades 1-3 are dismissed at 12:45. Scholars in grades 4-6 are dismissed at 12:53. The kindergarten schedule remains the same.



## General Information

**Office Hours:** 8:00 a.m. - 3:30 p.m.

### *Regular Instructional School Hours: Mondays, Tuesdays, Wednesdays, and Fridays*

Kindergarten:	Primary Grades 1-3	Intermediate Grades 4-6
<ul style="list-style-type: none"><li>8:15 Class begins</li><li>11:40 Lunch served in cafeteria</li><li>12:00 Class ends (Parents Pick-up)</li></ul>	<ul style="list-style-type: none"><li>8:15 Class Begins</li><li>11:30-12:10 recess/lunch</li><li>2:17 Class ends</li></ul>	<ul style="list-style-type: none"><li>8:15 Class Begins</li><li>11:55-12:35 recess/lunch</li><li>2:22 Class ends</li></ul>

### *Early Release School Hours: Thursdays only*

Kindergarten:	Primary Grades 1-3	Intermediate Grades 4-6
<ul style="list-style-type: none"><li>8:15 Class begins</li><li>11:40 Lunch served in cafeteria</li><li>12:00 Class ends (Parents Pick-up)</li></ul>	<ul style="list-style-type: none"><li>8:15 Class Begins</li><li>11:30-12:10 recess/lunch</li><li>1:17 Class ends</li></ul>	<ul style="list-style-type: none"><li>8:15 Class Begins</li><li>11:55-12:35 recess/lunch</li><li>1:22 Class ends</li></ul>

### *Minimum Day Hours:*

Kindergarten:	Grades 1-3:	Grades 4-6:
Remains The Same as regular schedule.	<ul style="list-style-type: none"><li>8:15 Class Begins</li><li>11:30-12:10 recess/lunch</li><li>12:45 Class ends</li></ul>	<ul style="list-style-type: none"><li>8:15 Class Begins</li><li>11:55-12:35 recess/lunch</li><li>12:53 Class ends</li></ul>



## Arrival and Departure Guidelines

- Scholars are NOT to arrive at school until 30 minutes before the start of school. (7:45 a.m.)** There is no supervision on the yard until that time and the school cannot be responsible for their safety.
- All scholars who eat breakfast at 7:45 a.m. at the school must stay in the cafeteria until 8:00 a.m.
- The front office is not to be used as an entrance by scholars. They are to walk around the school and enter the cafeteria through the back doors.
- Scholars are to leave the campus immediately after school unless they are in a classroom for tutoring or participating in a **supervised** after school program.

- Scholars loitering on campus prior to or after the above times will be referred to the office.
  - If necessary CPS and/or law enforcement agencies will be called if the problem becomes persistent.
- Building relationships is important to us in serving our scholars and families. NJB will work diligently with parents to find a solution to support families before the former is called upon.

The school has a responsibility to hold scholars to strict account for their behavior and conduct on the way to and from school, in the classroom and during recess.

**Parking:**

- **Please do not drop your scholars off in the staff parking areas located on the north and south sides of the campus. These areas are designated for teachers, staff and delivery trucks only.**
- Children may be dropped off, and picked up, along the curb in front of the school. This privilege may be changed based on parent adherence to the rules.
- **Please follow the directions of the traffic and crossing guards. They are there for the safety of all children.**

**Closed Campus:**

In the interest of scholar safety and supervision, the Board of Education establishes a “closed campus” throughout the District. Once scholars arrive on the school grounds, they must remain until the end of the school day unless they have proper written authorization from a parent/guardian. **Without this permission scholars will be classified as truant and subject to disciplinary action.**



**Skateboards, Scooters, Skate-shoes, Bikes, Hoverboards and Rollerblades**

The aforementioned are not allowed on school grounds, during, or after school, or at any school function. A first violation of this rule will result in removal of the equipment and require a parent to pick it up. A second violation will result in the item being taken from the scholar until June. It is law that scholars wear helmets when riding anything with wheels. Bikes and scooters must be walked on campus. Skateboards must be carried safely underarm. **Skate-shoes and Rollerblades are prohibited.**



**Emergency Cards**

**Every scholar is required to have a complete and up-to-date emergency card on file in the front office.** Any changes in phone numbers and addresses must be recorded on the emergency card. The card is critically important in the event of an emergency. Scholars will not be released to anyone not authorized on the emergency card. **Scholars without an up-to-date emergency card on file will not be allowed to participate in field trips until an up-to-date card is on file.**

## TOYS AND OTHER OBJECTS

The following items are not allowed on campus and will be confiscated and returned to parents after conference/meeting. Fidget Spinners, Pokemon Cards, LEGOS, bouncy balls, and other toys unless approved by Principal Artman prior.



### Cell Phones, Electronic Equipment & Personal Items



**The school will not be responsible for lost, damaged or stolen electronic equipment or personal items brought to school from home.** While cell phones may be brought to school they **may NOT interfere with the instructional process.** Cell phones and other electronic devices are to remain off and out of sight (in backpacks) at all times while on campus. Scholars may use cell phones only when instructed by a school authority in the event of a dire emergency. Scholars caught using a phone, or any electronic equipment will have them confiscated and a parent will be required to pick them up in the front office. The second offense will result in the item(s) being taken for the remainder of the year.



## Attendance and Absences

Regular school attendance is a key factor in school success. Scholars are expected to be in school every day unless it is **absolutely necessary** that they be absent.

**Please note that even excused absences are not reimbursed by the state. Each day a child is absent reduces the funding base which provides staff, resources, and programs for your scholar.**

Please call the attendance line at (916) 277- 6294 to report an absence each day your child is absent. If a call is not made the scholar must bring a note upon their return to school. The note must include the scholars first and last name, the date, reason for absence and parent or guardian signature.

**PLEASE NOTE THAT AN ABSENCE MAY STILL BE CONSIDERED UNEXCUSED EVEN THOUGH A PARENT CALL IS MADE.**

**NOTE: Teachers are not obligated to provide homework for unexcused absences.**

### **Excused Absences:**

- Verified illness of scholar.
- Quarantine of scholar under direction of health officer.
- Personal medical or dental appointment.
- Attending funeral service of parent, sibling, grandparent, or any relative living in the immediate household of the child. (limited to 1 day in the state and 3 days out of state)
- Exclusion due to incomplete immunization. Parents/Guardians have 10 days to provide evidence of immunization. After 10 days scholar is excluded from school and recorded as absent for no more than 5 days.

**Unexcused Absences:**

- Vacations
- Oversleeping
- Babysitting or taking care of other family members
- Personal reasons (missed bus, court...)
- Waiting for service or repair people
- Attending a sporting event
- Shopping
- Going to a concert

**Truancy:**

**If a scholar has 3 or more unexcused absences or 3 tardies of 30 minutes or more, he/she is considered truant.**

SCUSD's truancy program includes a partnership with the District Attorney, Sacramento Police, Juvenile Probation, City of Sacramento and several judges.

The process involves letters sent home, a school site SART meeting and a district level SARB (Scholar Attendance Review Board) hearing. It is our goal to make sure every scholar has the opportunity to receive a quality education: therefore, we will do everything possible, prior to a hearing, to improve attendance. However, if attendance concerns continue the District is prepared to implement the SARB process to the fullest extent.

**Tardies and Early Dismissal**

Scholars arriving 30 minutes or more past the start of school must stop by the office for a tardy slip before going to class. Scholars are considered truant if they are tardy in excess of 30 minutes for three or more days. Scholars less than 30 minutes tardy must check into the office for a pass before proceeding to class.

If scholars arrive to school late after a doctor's appointment, a note from the doctor or clinic is required for admittance and not count as truant.

Scholars are not allowed to leave school early unless they are picked up by a parent/guardian, or other person designated on the emergency card. **Parents/guardians are required to come to the front office to sign a scholar out.**

***Identification may be checked before a scholar is released to anyone the front office staff may not recognize.***

The office staff will call for the scholar to come to the office to meet the parent/guardian. **In order to ensure the safety of our scholars and staff no one, other than office staff, is allowed to go directly to the classroom without signing in at the office first.** All visitors will be issued a badge that identifies them as a guest at our school. Please be sure to sign out when leaving the campus.

## Uniforms and Dress Code

### Uniforms

New Joseph Bonnheim is a proud uniform school. A survey was conducted in the spring of 2015 and parents overwhelmingly supported the uniform policy. Scholars are expected to wear khaki slacks, skirts, jumpers, shorts (that must extend to the tips of the fingers when the scholar is standing) and **solid** burgundy **shirts or blouses**. Shirts, blouses and pants may not have any writing on them unless they are NJB school spirit shirts. Pants must fit properly and may not sag. Scholars out of uniform will be required to call home for a change or will be loaned a loaner shirt.

Uniforms will be worn on Monday-Thursday and NJB spirit or college shirt on Friday.

### Dress Code

**All scholars**, must abide by the following dress code:

- ☐ No baseball caps allowed indoors. They may be worn outside for protection from the sun, but must be worn with the bill forward only.
- ☐ No solid color red
- ☐ No doo rags
- ☐ No headbands
- ☐ No beanies allowed indoors
- ☐ No bandanas
- ☐ No pajamas
- ☐ No sagging pants
- ☐ No short shorts or skirts
- ☐ No bare midriffs
- ☐ No low-cut, see through, halter, tank, tube, backless or spaghetti strapped tops
- ☐ **No clothing with slogans or pictures of any kind**
- ☐ No bare feet, flip-flops, open toe shoes, or slippers
- ☐ No wallet chains
- ☐ No facial piercings (ears only)
- ☐ No spiked jewelry
- ☐ No removable dental caps or crowns

**Any staff member may hold a scholar accountable for adherence to the dress code.**



### Medication and Health Matters

We do not have a full-time nurse on staff. Pain relievers and any other over-the-counter medications may not be dispensed to scholars. The school is only equipped to treat minor injuries with ice and band-aides. Parents/guardians will be called for more serious injuries and illnesses. If parents cannot be reached then emergency card will be used for additional contacts.

Scholars are not allowed to possess any type of medication. Education Code 49423 states: “Notwithstanding the provisions of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician may be assisted by a school nurse or other designated school personnel if the school district receives:

1. A written statement from such physician detailing the method, amount, and time schedule by which medication is to be taken.
  2. A written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the manner set forth in the physician’s statement.”
- Forms are available in the office for the signature of the parent and physician if the child must have medication during the school day.
  - Medication is kept in a secure area and dispensed per the physician’s instruction.
  - The dosage on the medicine container must match the dosage on the doctor’s orders.
  - If the dosage is changed a new set of doctor’s instructions must be provided.

***Due to the pandemic of Covid-19 we will be adhering to the district policies for the safety of our children and staff.***



## The Office

The office is a very busy place. Scholars must have an “Office Pass” from their teacher to come to the office, emergencies excepted. **Please make all after school arrangements with your child prior to the start of school. Telephone use in the office is limited to emergency calls only.** In addition, teachers will not be disturbed during instructional time for phone calls, except in the case of dire emergencies.

All visitors must check into the office, sign log-in book, and visibly wear a visitor’s pass at all times. All visitors must enter the office, using the front door and an only school personnel are to enter behind the office gates unless invited by office staff.



## Homework and After School Policies

Scholars often forget their homework or other items at school and expect to be allowed access to the classroom after hours. Unless the teacher is still in the classroom, please do not expect access to the classroom to be provided by custodial or any other staff members. The only person allowed to provide access to a classroom when the teacher is not present is the principal. If the principal is available access may be provided. Scholars are expected to take personal responsibility and learn to accept logical consequences of their actions. Homework counts for 10% of their grade and builds on the skills they have learned that day.



## Lost and Found

Lost and found clothing, and other large items, are kept on a rack outside the cafeteria. Smaller items, such as keys, glasses, or jewelry are kept in the front office. Unclaimed items will be donated to the PTA clothes closet on the last day of every month. Labeling your child's jackets sweaters and sweatshirts will help identify their clothing should it become lost. Please check on through out the month.



## Study Trips

Study trips are "being there" experiences that children will always remember. They, however, require teachers to invest time to complete an inordinate amount of paper work and to create a positive educational field experience. In order to make sure that all safety and district requirements are met for each field trip the following protocols must be strictly adhered to:

- ALL field trip paperwork must be submitted to the front office no later than a week and a day prior to the scheduled date.
- ALL permission slips must be turned in with complete and current parent contact information by the deadline stated on the permission slip. **NO late additions to the trip roster will be allowed.**
- All chaperones must have cleared the volunteer screening process, which includes evidence of tuberculosis screening. The paperwork for this screening is included in the first day packet. See the volunteer section of this handbook for further information about volunteers.
- Parents may not just "show up" at the field trip destination, unless prior arrangements were made. Scholars are under the direct care and supervision of the school staff and designated chaperones.
- Field trips are a privilege and as such scholars with poor behavior may be excluded from trips. Our goal is to have every child attend their class/school trip.
- Parents may be called to pick a child up from an overnight trip if the child's behavior is cause for removal.
- Scholars with missing emergency cards will be excluded from field trips.
- Scholars who owe library/text book or cafeteria money may be excluded from end-of-year field trips until all accounts are brought into balance.
- Lunch is usually provided, but your child may bring a healthy and nutritious lunch.
- Safety is our primary concern for all field trips. Consequently, field trip guidelines will be strictly adhered to.



## Volunteers

Volunteers are the backbone of an effective and thriving school and we need your support at NJB. However, there are a lot of legal requirements that must be met in order to begin volunteering at a school site. The requirements are in place to insure the safety of every child. **The following items must be on file with the school before any volunteer project can be started:**

- A current and completed volunteer registration form. This must be completed each school year.
- Copy of a recent TB test or chest x-ray form/card indicating a negative result. TB tests are “good” for 4 years. Please contact your health care provider for TB tests.
- A completed and cleared Volunteer Sex Offender Check Authorization Form (SOC-1) or a completed and cleared Volunteer Fingerprinting and Criminal Background Check Authorization Form (BC-1). The sex offender form must be completed each school year. There is no charge for this clearance. There is a charge for fingerprinting and the results are good for the duration of “uninterrupted” volunteering in the district. Call 643-7449 for more information.

There are 3 levels of volunteers in SCUSD.

**Level 1:** Off-campus volunteers with no direct contact with scholars. The only requirement for a Level 1 volunteer is the registration form.

**Level 2:** Volunteers under the direct supervision of certificated personnel. The requirements for Level 2 volunteers are: Volunteer registration form, Sex offender clearance, TB Test.

**Level 3:** Volunteers not under direct supervision, with possible unsupervised contact with scholars. The requirements for Level 3 volunteers are: Volunteer registration form, fingerprinting and criminal records clearance, TB Testing, Automobile use form if transporting scholars.



## Incentives and Awards

At NJB, we love to celebrate every child who demonstrates the following;

**LIFESKILLS and 7 Habits:** Each month teachers nominate scholars for exemplary academics, attendance and citizenship. These scholars have their pictures posted in the cafeteria, and receive a special certificate. ***Please note that all of the above incentives are subject to funding availability and may be revised accordingly.***



## Textbooks and Library Books

SCUSD has a policy regarding the care of library and textbooks. Please take careful note of the requirements, and consequences for damage or loss of these costly and necessary resources.

1. Textbooks are provided for use by scholars and remain the property of the Sacramento City Unified School District. Scholars are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)



2. Each scholar is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Scholars or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904)
3. Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.
4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, scholars may complete service hours in lieu of cash payment for damaged or lost textbooks.
5. When materials are damaged but still usable the scholar will be charged as follows:

Damages	Cost
Torn pages, ink or pencil marks	\$1.00 per page
Damaged cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold or mildew or obscenities – drawn or written)	Full cost of the book
Missing bar codes	\$5.00

6. All textbooks must be returned by scholars at the end of every school year. If not, the district may withhold the scholar's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904). **The scholar may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)**
7. The aforementioned consequences also holds true for unpaid lunch balances.  
**Please do not wait until the last minute to respond to school communications about unpaid debts. Be proactive so as to avoid having your child be held accountable for parental responsibilities.**



### Junk Food, Gum and Other Food Items

NJB is a gum-free zone. **Scholars are not to be chewing gum at any time on campus. In addition, candy, soda, chips and sunflower seeds are not allowed.** Please do not send these items to school with your child. Sugary foods can interfere with a child's ability to learn and function in a classroom. Recent legislation bans the sale of soda and candy to scholars at elementary schools.

No food is allowed on the yard. Food is not to be traded, exchanged, sold, extorted, or bullied from other scholars.



### Recess

Common sense is the best rule to follow on the playground.

- **Play-fighting is not allowed at all, in that it usually ends up in a fight.**

- Scholars are to remain on the playground area, in sight of yard duty adults, when outside. Off limit areas include: behind the classrooms, the parking lot, beyond the red lines, in the hallways, and on the baseball diamonds.
- Playing in the restrooms, walkways, and classrooms is prohibited and may result in disciplinary action for defiance.
- Absolutely no chasing, warrior, super hero, or games that involve tagging or any physical contact are allowed on the yard.

**PERSONAL ITEMS:**

**Scholars may not bring personal toys, balls, etc. to school. The school will not be responsible for any lost, damaged, or stolen personal items brought from home.**

## **Positive Discipline**

The foundation of our schoolwide discipline plan is respect for all, and personal responsibility. Respect is a mutual process. This means that scholars will be shown respect and scholars will respect the authority of teachers, administrators, and **all staff members**. Respectful behavior is a matter of common sense: doing what you know is right, even when no one is looking, and treating others as you would expect to be treated. Failure to show respect for others is the root of behavior violations and will be treated seriously. In addition, scholars are expected to take personal responsibility for their actions. Please note that there are 16 cameras around the school to help support safety and security for all scholars, staff, and visitors to our campus.

All NJB rules and expectations are centered on the 5 B's.

- Be Safe
- Be Productive
- Be Attentive, Listen and Follow Staff Directions
- Be Respectful and Responsible to everyone and Their Property
- Be Kind to Other People



Please note that every attempt is made to resolve issues at the local level, in the classroom or on the yard. Only serious issues are referred to the principal for resolution. Parents are strongly encouraged to contact the scholar's teacher with any questions you may have about a disciplinary action. If you feel it was not resolved appropriately you may make an appointment to discuss the issue with the principal.

**Parents are never allowed to speak with any other scholar about a disciplinary action involving more than one scholar.**

## **Bullying**

NJB is a bully free zone! Bullying is the most common behavior that creates a hostile and unsafe environment for scholars and staff members. Scholars have a right to not be hurt, physical and emotionally, and the right to learn in a safe environment. Everyone has an ethical responsibility to address bullying.

**“A person is bullied when he or she is exposed, repeatedly over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.”**

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

### **Bullying includes, but is not limited to:**

- Verbal bullying including derogatory comments and bad names.
- Social exclusion or isolation.
- Hitting, kicking, shoving, and spitting.
- Lies and false rumors.
- Taking money or other things or damaging other scholars' property.
- Threatening or forcing scholars to do inappropriate things.
- Racial bullying
- Sexual bullying
- Cyber bullying (via cell phone or Internet)

Bullying is against California Educational Code and is a suspendable offense.  
Bullying has a negative impact on scholar learning.

There is **no excuse** for bullying and it will be appropriately addressed with at NJB.

## **Profanity and Inappropriate Gestures**

Children are exposed to profane language, gestures, and behavior on a daily basis. Television, video games, movies and music lyrics are filled with sexually explicit and racially charged language. While that may be considered appropriate for mainstream pop culture it is totally unacceptable on the NJB school campus. Therefore; such language and gestures will be taken seriously and addressed accordingly.

- ***The first offense will result in the scholar having to call their parent and repeat the exact words they were heard using, or describe the gesture they displayed.***
- ***The second offense will result in an in-house suspension.***
- ***The third offense will result in a 1 day formal suspension.***
- ***The fourth, and any subsequent offenses, will result in a minimum of 3 days suspension up to a maximum of 5 days.***
- ***After 10 days of suspension scholars will be placed on a behavior contract and may be taken to a behavior review hearing for possible alternative school placement.***

New Joseph Bonnheim celebrates the rich diversity of our community and views this diversity as a strength of our community. It is therefore expected that all community members treat each other with the respect and dignity we all deserve.

### **Discipline and Confidentiality**

All disciplinary and educational information about each child is strictly confidential. Staff will not discuss a scholar's progress or actions with anyone other than the legal guardians. Please do not ask about another child's academic progress, behavior, or disciplinary record.

If your child is involved in an incident with other scholars that results in disciplinary action, staff will only discuss the actions taken with your child. As you would not want your child discussed with another parent, other parents do not want their child discussed with anyone else either.

The principal is happy to facilitate a meeting with families of scholars that may be having conflict with each other, **as long as both parties are willing to meet.**

**Parents and guardians are never to approach another child and question them about an incident at school.** If you have an issue that needs to be handled please ask the principal to facilitate that process.

Remember, our goal is to help our scholars develop personal responsibility, peaceful problem solving skills, and other behaviors that will help them to be successful in society and in their careers.

It is expected that all parents and staff members will act as positive role models for all children on campus

### **Processes and Procedures for Disciplinary Actions**

All school rules and policies are based on California State Law and SCUSD policy. The rules and policies apply equally to all scholars and are based on the fundamental need to ensure scholar safety and maintain an environment where all scholars can learn. The following behavior matrix comes directly from the districts Standards of Behavior booklet. In addition to the schoolwide discipline plan, each teacher has classrooms rules and procedures that scholars are expected to follow. The classroom rules will be discussed in class.

### **NJB Behavior Policy and Expectations**

New Joseph Bonnheim Community Charter is determined to provide the safest of school environments to nurture and develop our scholars. The following section will explain the scholar expectations, procedures, and consequences.

## 1.1. Positive School Climate

Our goal at NJB is to maintain a positive, safe, and welcoming learning environment. Our discipline policy contributes to the academic atmosphere and scholar achievement by emphasizing the importance of regular attendance, promptness, academic work, respect for others, and good conduct. Scholars will be learning about character traits through our 7-Habits, Lifelong Guidelines (LG) and LIFESKILLS (LS) components of the charter. (See Appendix A)

**Comment [1]:** Add LIM or Habit language?

## 2.1. Guiding Principles

1. Teachers and Staff will embrace and build relationships to nurture growth and understanding in every child and parent.
2. Scholars are expected to engage actively in their own learning by keeping their power\* and applying the Lifelong Guidelines and LIFESKILLS. "NJB believes in building up its Scholars as Leaders. The school follows Leader in Me program and principles schoolwide to help facilitate and grow Scholar leadership roles."
3. Scholars have the right to be treated fairly, respectfully, and consistently.
4. Scholars will follow all procedures and rules/expectations established by the school.
5. Scholars will accept responsibility and consequences for the choices they make.

**Comment [2]:** also add something like "NJB believes in building up its Scholars as Leaders. The school follows Leader in Me program and principles schoolwide to help facilitate and grow Scholar leadership roles."

**Comment [3R2]:**

**Comment [4R2]:**

## 3.1. School Wide Guiding Principles of Rules and Behavior Expectations

Under the NJB Five B's scholars will know how to be safe, respectful, and be responsible at all times.

BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
· Choose actions that are safe that don't hurt yourself or others.	· Use kind words and actions. · Be thoughtful and considerate of others.	· Know the rules and understand your responsibility.
· Ask for adult help when needed.	· Be fair, take turns, and share	· Make good decisions knowing the consequences of your choices.
· Be aware of your actions and how it might affect others.	· Clean up after yourself. · Put yourself in the other person's place.	· Accept responsibility for your actions.
· Strive to be positive.	· Pay attention to what others say to you. Be a good listener.	· Help others make appropriate choices.
· Use LG's and LS's to guide in your decisions.	· Respect other's property and personal space. · Use LG's and LS's to guide in your decisions.	· Apply all these ideas even when no one is watching. · Use LG's and LS's to guide in your decisions.

#### 4.1. Office, Classroom, Cafeteria and Assembly Guiding Principles and Behavior Expectations

Scholars will be expected to model and rules and procedures at all times. All NJB staff members will ensure and positively redirect scholars to correctly follow if expectations are not met.

SCHOOL AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Office	<ul style="list-style-type: none"> <li>· Always have a pass</li> <li>· Always walk with a peer</li> </ul>	<ul style="list-style-type: none"> <li>· Keep hands to self</li> <li>· Walk quietly without talking through the front office entrance</li> <li>· Stand in front of the lower counter and wait for office staff</li> </ul>	<ul style="list-style-type: none"> <li>· Follow all directions given by office staff</li> <li>· Help others to remember and follow LG's and LS's and behavior expectations Classroom</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>· Follow all directions given by teachers</li> <li>· Keep your hands and feet to yourself</li> <li>· Use classroom equipment and supplies appropriately</li> <li>· Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>· Use active listening*</li> <li>· Raise your hand when you have a question or comment</li> <li>· Work collaboratively with other scholars</li> <li>· Use inside voices</li> <li>· Respect others and their belongings</li> <li>· Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>· Work on assigned tasks</li> <li>· Keep your power*</li> <li>· Be an active participant</li> <li>· Work to problem-solve</li> <li>· Use LG and LS</li> <li>· Clean up after yourself</li> <li>· Make good choices</li> <li>· Be productive</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>· Walk in a straight, quiet line</li> <li>· Get your food one at a time</li> <li>· Walk to your table, sit and eat quietly</li> <li>· Raise your hands and get permission to leave the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>· "Please and thank you" are expected</li> <li>· Use soft, inside voices</li> <li>· Eat your own food</li> <li>· Clean area before dismissal</li> </ul>	<ul style="list-style-type: none"> <li>· Help others to remember and follow LG's and LS's and behavior expectations Assembly</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>· Sit in designated area with your class at all times</li> <li>· Wait for your teacher's direction</li> </ul>	<ul style="list-style-type: none"> <li>· Enter quietly</li> <li>· Be an active listener and participant</li> </ul>	<ul style="list-style-type: none"> <li>· Help others to remember and follow LG's and LS's and behavior expectations</li> </ul>

	to enter and exit quietly		
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#### 5.1. Playground, Hallway and Restroom Guiding Principles and Behavior Expectations

SCHOOL AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Hallway	<ul style="list-style-type: none"> <li>· Carry a hall pass</li> <li>· Stay on walkways</li> <li>· Walk, don't run</li> <li>· Report strangers or adults without badges to the closest staff member</li> </ul>	<ul style="list-style-type: none"> <li>· Keep hands to self</li> <li>· Face forward</li> <li>· Walk quietly</li> </ul>	<ul style="list-style-type: none"> <li>· Stay on Target</li> <li>· Keep your power</li> <li>· Walk quietly to where you're supposed to go</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>· Wait your turn</li> <li>· Use toilet quickly</li> <li>· Wash hands with soap</li> </ul>	<ul style="list-style-type: none"> <li>· Walk quietly in the hallways</li> <li>· Leave restroom clean (throw away trash, flush toilet)</li> </ul>	<ul style="list-style-type: none"> <li>· Use the restroom appropriately</li> <li>· Do not play around in the restroom</li> </ul>
Playground	<ul style="list-style-type: none"> <li>· Be within sight at all times</li> <li>· Stay on school grounds</li> <li>· Be aware of games and activities around you</li> <li>· Walk around ongoing games</li> <li>· Use equipment appropriately</li> <li>· Watch out for bystanders</li> <li>· Ask permission to leave playground</li> </ul>	<ul style="list-style-type: none"> <li>· Keep hands to self</li> <li>· Play fair</li> <li>· Take turns</li> <li>· Share equipment</li> <li>· Include everyone</li> <li>· Follow game rules</li> <li>· Ask permission before chasing or playing tag</li> <li>· If there is a conflict, work to problem solve</li> <li>· Throw away all trash</li> <li>· Use initiative to pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>· Help others to remember and follow LG's and LS's and behavior expectations</li> <li>· Work problems out or get help from an adult</li> <li>· Use playground equipment properly</li> <li>· Let a staff member know if there are any injuries</li> <li>· Help injured scholar to the office when needed</li> <li>· Use restroom and drink water before recess is over</li> </ul>

	<ul style="list-style-type: none"> <li>· No sitting or standing on top of monkey bars</li> <li>· One scholar at a time across the monkey bars</li> <li>· Down the slide feet first</li> <li>· Keep shoes on at all times</li> <li>· Report strangers or adults without badges to the closest staff member</li> </ul>		
<b>Playground &amp; PE Equipment</b>	<ul style="list-style-type: none"> <li>· Kick soccer balls on the field only</li> <li>· Play basketball on the black top only</li> <li>· Kicking balls against the wall ball is not allowed</li> <li>· Place balls carefully in the cart/tub when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>· Play fair</li> <li>· Share equipment</li> <li>· Include everyone</li> <li>· Follow game rules</li> </ul>	<ul style="list-style-type: none"> <li>· Walk equipment back to the cart at the sound of the bell</li> <li>· Ask for adult help when needed</li> </ul>
<b>Bell</b>	<ul style="list-style-type: none"> <li>· Stop playing and immediately “freeze”</li> <li>· Return equipment</li> <li>· Walk to your class line</li> </ul>	<ul style="list-style-type: none"> <li>· Keep hands and feet to self</li> <li>· Stand quietly in assigned space in class line</li> <li>· Wait quietly for your teacher</li> </ul>	<ul style="list-style-type: none"> <li>· Take your personal belongings (coats, etc.)</li> </ul>
<b>Rainy Days</b>	<ul style="list-style-type: none"> <li>· Stay in cafeteria</li> <li>· Ask permission to leave cafeteria</li> <li>· Wait until dismissed by an adult</li> </ul>	<ul style="list-style-type: none"> <li>· Keep hands and feet to self</li> <li>· Stand quietly in assigned space in class line</li> <li>· Wait quietly to be dismissed</li> </ul>	<ul style="list-style-type: none"> <li>· Help others to remember and follow LG’s and LS’s and behavior expectations</li> </ul>

### 6.1. Progressive Consequences

The following Progressive Consequences shall occur when school wide guiding principles of rules and behavior expectations are not followed. (Be Safe, Be Respectful, Be Responsible)



A referral will be filled out thoroughly and reviewed by Principal with scholar, staff member who filled out referral, and if necessary the parent. Follow up will include corrective action and steps to make sure scholar is on track successfully. (See Referral Form on next page)

BEHAVIOR	CONSEQUENCE
<p>Examples of unacceptable behavior but not limited to the following:</p> <ul style="list-style-type: none"> <li>· Infractions of any school rules</li> <li>· Disruption of class</li> <li>· Rough play</li> <li>· Disrespect to adult/scholar</li> <li>· Pushing, shoving, and hitting</li> <li>· Harassment</li> <li>· Obscenity</li> <li>· Cheating</li> <li>· Racial or Ethnic slurs</li> <li>· Destruction of property</li> <li>· Lying to adults</li> <li>· Leaving campus without permission</li> <li>· Unsafe or threatening acts</li> <li>· Stealing</li> <li>· Name calling and/or Put-downs</li> </ul>	<p>Depending on severity of behavior, one or more may occur:</p> <p><b>1st Incident:</b> Acknowledge or Contact Scholar (verbal, gesture, touch) (using positive target talk)</p> <p><b>2nd Incident:</b></p> <ul style="list-style-type: none"> <li>· Verbal warning</li> <li>· Loss of time from recess/problem solve time</li> <li>· Special task</li> <li>· Loss of Privileges</li> </ul> <p><b>3rd Incident:</b></p> <ul style="list-style-type: none"> <li>· Loss of recess/problem solve time</li> <li>· Phone call home</li> <li>· Time-out in another class</li> <li>· Phone call notifying Parent(s)/Guardian(s)</li> </ul> <p><b>4th Incident:</b> (Student is removed from current environment and sent to office/Principal)</p> <ul style="list-style-type: none"> <li>· Referral to Principal</li> <li>· Phone call home by Principal</li> <li>· Referral signed by Parent and returned to School</li> <li>· Incident is documented for Scholar File</li> <li>· Note sent home to Parent(s)/Guardian(s)</li> </ul> <p>AND/OR</p> <ul style="list-style-type: none"> <li>· Parent-Teacher Conference</li> <li>· Teacher-Scholar Contract</li> <li>· In-School Suspension in effect until parent teacher conference is held</li> <li>· Parent-Teacher -Principal Conference</li> <li>· Out-of-School Suspension</li> </ul> <p>--- 1-5 days</p>

\*\*\*These are progressive consequences, which will be followed in most cases. However, depending on the severity of the offences a child may be referred directly to the office for disciplinary action.

#### Uniform Complaint Procedure

*If you feel that complaints are not handled by the school you may file a uniform complaint with the district. Languages included. <https://www.scusd.edu/document/uniform-complaint-procedures>*

**What is a UCP complaint?**

A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement alleging a violation of federal or state laws governing certain educational programs.

**What agencies are subject to the UCP?**

The UCP covers alleged violations by local educational agencies (LEAs) (school districts, county offices of education, and charter schools) and local public or private agencies which receive direct or indirect funding from the State to provide specific school programs, activities, or related services.

**What educational programs and services are covered by the UCP?**

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt From Licensing

**New Joseph Bonnheim Referral Form**

<b>Scholar Name:</b>		<b>Date:</b>																				
<b>Referring Staff Member:</b>		<b>Grade:</b>																				
<b>Location:</b>		<b>Time:</b>																				
<b>Minor Incident/Behavior</b>	<b>Major Incident/Behavior</b>	<b>Decision/Consequence</b>																				
<small>*Referral will be completed and copy given to classroom teacher/administrator</small> <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Disruption <input type="checkbox"/> Property misuse <input type="checkbox"/> Incomplete assignment <input type="checkbox"/> Failure to follow direction <input type="checkbox"/> Teasing <input type="checkbox"/> Name calling <input type="checkbox"/> Late to class <input type="checkbox"/> Other _____	<small>*Referral will be completed and copy given to site administrator</small> <input type="checkbox"/> Stealing <input type="checkbox"/> Fighting <input type="checkbox"/> Abusive language <input type="checkbox"/> Overt defiance <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Possession of dangerous object <input type="checkbox"/> Threat <input type="checkbox"/> Possession of Illegal Substance <input type="checkbox"/> Other _____	<input type="checkbox"/> Loss of Privilege _____ <input type="checkbox"/> Time in Office _____ <input type="checkbox"/> Conference <input type="checkbox"/> Parent Contact (Phone/Person) _____ <input type="checkbox"/> Suspension _____ <input type="checkbox"/> Counselor <input type="checkbox"/> Other _____																				
<b>Response To Intervention</b>																						
<b>What Rule did you break/not follow?</b>  																						
<b>Why did you choose to make a poor choice instead of a good choice?</b>  																						
<b>What Lifelong Guideline was not in use? (circle one)</b> Trustworthiness    Truthfulness    Active Listening    No Put Downs    Personal Best																						
<b>Explain how you could have used LIFESKILLS or 7-habits to avoid this problem:</b>  																						
<b>LIFESKILLS to use to solve further incidents from occurring:</b> <table border="1" style="width: 100%;"> <tr> <td><input type="checkbox"/> Caring</td> <td><input type="checkbox"/> Friendship</td> <td><input type="checkbox"/> Sense of Humor</td> <td><input type="checkbox"/> Courage</td> <td><input type="checkbox"/> Cooperation</td> </tr> <tr> <td><input type="checkbox"/> Flexibility</td> <td><input type="checkbox"/> Patience</td> <td><input type="checkbox"/> Responsibility</td> <td><input type="checkbox"/> Initiative</td> <td><input type="checkbox"/> Problem Solving</td> </tr> <tr> <td><input type="checkbox"/> Effort</td> <td><input type="checkbox"/> Resourcefulness</td> <td><input type="checkbox"/> Organization</td> <td><input type="checkbox"/> Common Sense</td> <td><input type="checkbox"/> Curiosity</td> </tr> <tr> <td><input type="checkbox"/> Creativity</td> <td><input type="checkbox"/> Pride</td> <td><input type="checkbox"/> Satisfaction</td> <td><input type="checkbox"/> Perseverance</td> <td><input type="checkbox"/> Integrity</td> </tr> </table>			<input type="checkbox"/> Caring	<input type="checkbox"/> Friendship	<input type="checkbox"/> Sense of Humor	<input type="checkbox"/> Courage	<input type="checkbox"/> Cooperation	<input type="checkbox"/> Flexibility	<input type="checkbox"/> Patience	<input type="checkbox"/> Responsibility	<input type="checkbox"/> Initiative	<input type="checkbox"/> Problem Solving	<input type="checkbox"/> Effort	<input type="checkbox"/> Resourcefulness	<input type="checkbox"/> Organization	<input type="checkbox"/> Common Sense	<input type="checkbox"/> Curiosity	<input type="checkbox"/> Creativity	<input type="checkbox"/> Pride	<input type="checkbox"/> Satisfaction	<input type="checkbox"/> Perseverance	<input type="checkbox"/> Integrity
<input type="checkbox"/> Caring	<input type="checkbox"/> Friendship	<input type="checkbox"/> Sense of Humor	<input type="checkbox"/> Courage	<input type="checkbox"/> Cooperation																		
<input type="checkbox"/> Flexibility	<input type="checkbox"/> Patience	<input type="checkbox"/> Responsibility	<input type="checkbox"/> Initiative	<input type="checkbox"/> Problem Solving																		
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<input type="checkbox"/> Creativity	<input type="checkbox"/> Pride	<input type="checkbox"/> Satisfaction	<input type="checkbox"/> Perseverance	<input type="checkbox"/> Integrity																		
<b>Scholar Signature:</b>		<b>Date:</b>																				
<b>Decision Makers Signature:</b>		<b>Date:</b>																				

### 7.1. Behavior Exempted From Progressive Consequences

When there is an incident needing immediate attention, administrators will be notified, and the child sent directly to the office for disciplinary action. It is understood by scholars, staff, and parents that some behaviors could result in skipping the steps above in the Progressive Consequences.

### 8.1. Post-Suspension Follow Up

After returning from a Suspension, scholars will transition back into the classroom and resume “normal” classroom participation.

1. Post-Suspension conference between Parent(s), Scholar and Principal will take place.
2. Tasks will be assigned to the scholar to assist him/her into transitioning responsibly back into the classroom / school culture.
3. Conference with Parent(s), Teacher and Principal to determine full reinstatement.

## Discipline Matrix

The following list identifies the sections of the California Education Code that governs scholar behavior and the consequences in the district Standards of behavior that may be applied. Most violations allow for a range of disciplinary action. Some consequences may occur simultaneously.

A scholar may be disciplined for the following acts that are related to school activity or school attendance occurring at any district school, or within any other school district, including, but not limited to, any of the following:

- ☐ While on school grounds.
- ☐ While going to or coming from school.
- ☐ During the lunch period whether on or off campus.
- ☐ During, going to, or coming from a school sponsored activity.

**Suspended scholars are not permitted on or near any Sacramento City Unified School District campus, nor are they allowed to participate in any school activities during the period of suspension. Repeated incidences, suspensions, and the behaviors below will be put in Infinite Campus as an incident for the Scholar's record.**

<b>Mandatory Expulsion [E.C. 48915(c)]</b>	<b>Alternative to Suspension</b>	<b>Shall Suspend</b>	<b>Shall Expel</b>	<b>Contact Law Enforcement</b>
c1 Sale, possession or furnishing of a firearm.	no	yes 5 days	yes	yes
c2 Brandishing a knife at another person.	no	yes 5 days	yes	yes
c3 Selling a controlled substance.	no	yes 5 days	yes	yes
c4 Sexual assault or sexual battery.	no	yes 5 days	yes	yes
c5 Possession of Explosives.	no	yes 5 days	yes	yes

<b>Mandatory Recommendation for Expulsion [E.C. 48915(a)]</b>	<b>Alternative to Suspension</b>	<b>Shall Suspend</b>	<b>Shall Recommend Expulsion</b>	<b>Contact Law Enforcement</b>
a1 Causing serious physical injury to another person, except in self-defense.	no	yes 5 days	yes	yes
a2 Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.	no	yes 5 days	yes	yes
a3 Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana.	no	yes 5 days	yes	yes
a4 Robbery or extortion.	no	yes 5 days	yes	yes
a5 Assault or battery upon a school employee.	no	yes 5 days	yes	yes
<b>1. Acts of Violence [E.C. 48900(a)]</b>	<b>Alternative to Suspension</b>	<b>May Suspend</b>	<b>May Recommend Expulsion</b>	<b>Contact Law Enforcement</b>
a1 Caused, attempted to cause, or threatened to cause physical injury to another person.	may be considered	yes 3-5 days	yes	yes
a2 Willfully used force or violence upon another person, except in self-defense.	may be considered	yes 5 days	yes	yes
<b>2. Weapons and Dangerous Objects [E.C. 48900(b)]</b>	<b>Alternative to Suspension</b>	<b>May Suspend</b>	<b>May Recommend Expulsion</b>	<b>Contact Law Enforcement</b>
Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive.	may be considered	yes 3-5 days	yes	yes
<b>3. Drugs and Alcohol [E.C. 48900(c)]</b>	<b>Alternative to Suspension</b>	<b>May Suspend</b>	<b>May Recommend Expulsion</b>	<b>Contact Law Enforcement</b>
Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or drugs.	may be considered	yes	yes	yes
<b>4. Sale of "look-alike" Drugs and Alcohol [E.C. 48900(d)]</b>	<b>Alternative to Suspension</b>	<b>May Suspend</b>	<b>May Recommend Expulsion</b>	<b>Contact Law Enforcement</b>
Offering, arranging, or negotiating to sell drugs, alcohol, or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant.	may be considered	yes	yes	yes
<b>5. Robbery or Extortion [E.C. 48900(e)]</b>	<b>Alternative to Suspension</b>	<b>May Suspend</b>	<b>May Recommend Expulsion</b>	<b>Contact Law Enforcement</b>

	Committed or attempted to commit robbery or extortion.	may be considered	yes	yes	yes
	<b>6. Damage of Property [E.C. 48900(f)]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
	Cause, or attempt to cause, damage to school or private property including electronic files and databases.	may be considered	yes	yes	yes
	<b>7. Theft or Stealing [E.C. 48900(g)]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
	Stealing or attempting to steal school or private property including electronic files and databases.	may be considered	yes	yes	yes
	<b>8. Tobacco [E.C. 48900(h)]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	Citation or Arrest
	Possession or use of tobacco or nicotine products.	may be considered	yes	yes	may cite
	<b>9. Profanity, Obscene Acts, Vulgarity [E.C. 48900(i)]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
	1. Directed at peers.	may be considered	yes	yes	yes
	2. Directed at school personnel.	may be considered	yes	yes	yes
	<b>10. Drug Paraphernalia [E.C. 48900(j)]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
	Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.	may be considered	yes	yes	yes
	<b>11. Willful Defiance or Disruption of School Activities [E.C. 48900(k)]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
	Failure to follow school rules.	may be considered	yes	yes	no
	Failure to follow directive or instruction of staff or teachers.	may be considered	yes	yes	no
	Failure to follow conduct code for school bus passengers.	may be considered	yes	yes	no
	<b>12. Possession of Stolen Property [E.C. 48900(l)]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	May Contact Law Enforcement
	Knowingly receive stolen school property or private property.	may be considered	yes	yes	yes

<b>13. Imitation Firearm [E.C. 48900(m)]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Possession of an imitation firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.	may be considered	yes	yes	yes
<b>14. Sexual Assault or Sexual Battery [E.C. 48900(n)]</b>	Alternative to Suspension	Shall Suspend	Shall Recommend Expulsion	Contact Law Enforcement
Committed or attempted to commit sexual assault or battery.	no	yes	yes	yes
<b>15. Harassment of a Scholar Witness [E.C. 48900(o)]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	May Contact Law Enforcement
Harassed, threatened, or intimidated a scholar who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that scholar from being a witness and/or retaliating against that scholar for being a witness.	may be considered	yes	yes	yes
<b>16. Unlawful Drug Soma [E.C. 48900(p)]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	May Contact Law Enforcement
Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.	may be considered	yes	yes	yes
<b>17. Hazing [E.C. 48900 (q)]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	May Contact Law Enforcement
Engaged in or attempted to engage in hazing.	may be considered	yes	yes	yes
<b>18. Bullying [E.C. 48900®]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	May Contact Law Enforcement
Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.	may be considered	yes	yes	yes
<b>19. Aids or Abets [E.C. 48900(s)]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	May Contact Law Enforcement

The infliction or attempted infliction of physical injury to another person.	may be considered	yes	no, unless judged by a juvenile court to have committed as an aider or abettor causing serious injury. Expulsion would move forward under EC.48900 a1, or a2	yes
<b>20. Sexual Harassment [E.C. 48900.2]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	May Contact Law Enforcement
Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Applies to grades 4-12.	may be considered	yes	yes	yes
<b>21. Acts of Hate Violence [E.C. 48900.3]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	May Contact Law Enforcement
Cause, threaten, attempt to cause, or participate in an act of hate violence defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, disability or sexual orientation. Speech that threatens violence when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence. Applies to grade 4-12	may be considered	yes	yes	yes
<b>22. Other Harassment [E.C. 48900.4]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	May Contact Law Enforcement
Intentionally engaged in harassment, threats, or intimidation against district personnel or scholars that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or scholars by creating an intimidating or hostile educational environment. Grades 4-12 only.	may be considered	yes	yes	yes
<b>23. Terrorist Threats [E.C. 48900.7]</b>	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
Making terrorist threats against school officials and/or school property.	may be considered	yes	yes	yes



24. Attendance	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
<b>Tuant [E.C. 48260]</b> Warning letter #1) Absent from school without a valid excuse.	Must be considered	no	no	no
<b>Repeat truant [E.C. 48261]</b> (Warning letter #2).	Must be considered	no	no	no
<b>Habitual truant [E.C. 48262]</b> (Warning letter #3) Any scholar truant three or more times per school year. Scholars who are habitually truant may be referred to the School Attendance Review Board (SARB) for further action.	Must be considered	no	no	no



### **Expectations for Adult Behavior**

Any adult behavior that interferes with the discipline, good conduct and lawful performance of school activities may result in a withdrawal of consent, for 14 days, to remain off campus in accordance with California Penal Code Section 626.4(a) (enclosed).

California Education Code considers the following to be misdemeanor offenses:

- Willful disturbance of any public school or any public school meeting. California Education Code Section 32210.
- Willful interference with the discipline, good order, lawful conduct, or administration of any school class or activity of the school with the intent to disrupt, obstruct or to inflict damage to property. California Education Code Section 44810.
- Conduct which disrupts classwork or extracurricular activity or involves substantial disorder. Education Code Section 44811.

Any behavior that creates a disruption of classroom or school activities, committees, or disturbance of any school employee, may result in a misdemeanor and subject the perpetrator to arrest. In addition, the District will consider further lawful proceedings, such as obtaining a temporary restraining order and other civil action to maintain safety and order on campus. The District will seek reimbursement for attorney costs the courts may impose.

**Please be role models for our scholars and refrain from cursing, yelling, intimidating, or threatening any district employee, scholar, or other parent. Please work to resolve any complaints or issues peacefully and respectfully.**

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## Rules for Use of Computers and Computer Networks



### **When you use school computers you agree to:**

1. Follow the directions of teachers and school staff.
2. Abide by the rules of the school and school district.
3. Obey the rules of any computer network you access.
4. Be considerate and respectful of other users.
5. Use school computers for school-related education and research only.
6. Not to use school computers and networks for personal or commercial activities (gaming or Email).
7. Not change any settings, software or documents (except documents you create).
8. Not download any programs unless instructed by teacher.

### **Use of school computers and access to the Internet is a privilege.**

1. If you do not follow the rules you will be disciplined and lose your computer privileges.

### **Do not produce, distribute, access, use, or store information, which is:**

1. Unlawful
2. Private or confidential
3. Copyright protected
4. Harmful, threatening, abusive, or denigrates others
5. Obscene, pornographic, or contains inappropriate language
6. Interferes with or disrupts the work of others
7. Causes congestion or damage to systems

### **Protect your password**

1. Do not allow anyone else to use your password and do not use anyone else's password.

**TEAR OUT PAGE AND RETURN TO CLASSROOM  
TEACHER**

Sacramento City Unified School District  
Internet and Electronic Communication  
(E-mail) Non-Use Policy

*Please fill this out if you **do not** want your child to have access to the internet.*

**New Joseph Bonnheim Community Charter**

My child is ***NOT*** allowed access to Internet privileges while in a school environment. I understand that alternative methods are available for completing assignments.

---

*Child's Name*

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*Parent/Guardian Signature Date*

Please return to your child's school.

**TEAR OUT PAGE AND RETURN TO CLASSROOM  
TEACHER**



**Sacramento City Unified School District  
COM-F004 Digital Media/Photograph/Video/Internet  
Authorization Form**

I give permission for photos/video, as well as relevant class work, of my child, \_\_\_\_\_, to be used by the media or Sacramento City Unified School District for publication on the district website, [www.scusd.edu](http://www.scusd.edu), and all related SCUSD publications and Internet sites, including, but not limited to, school and/or club sponsored webpages.

I, the undersigned, am parent and/or legal guardian of the scholar noted on this document, and hereby fully release and discharge the Sacramento City Unified School District, its officers, employees, agents, servants and volunteers from any and all liability arising out of in connection with the above described independent activity and all liabilities associated with any and all claims related to such activity that may be filed on behalf of or for the above-named minor.

For the purposes of this release, 'liability' means all claims, demands, losses, causes of action, suits or judgments of any and every kind that arise as a result of the above described activity and resulting from any cause other than the District's gross negligence.

\_\_\_\_\_  
Parent/Guardian's

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Parent/Guardian's Name (printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\*\* Site administrators are to place this document with original signatures in the scholar's folder.

**New Joseph Bonnheim Community Charter**  
**PARENT & SCHOLAR HANDBOOK**

I have read and discussed the NJB Handbook with my son/daughter. We are aware of, and agree to follow, the behavior expectations of NJB School.

\_\_\_\_\_  
Print Scholar's Name

\_\_\_\_\_  
Scholar Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Room Number

\_\_\_\_\_  
Date

**Please sign and return the right side of this page to your son/daughter's teacher.**