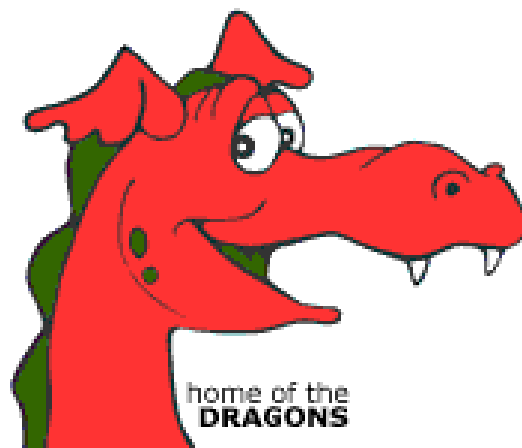


# Arthur S. Dudley Elementary School

## Family Handbook



# ARTHUR S. DUDLEY ELEMENTARY

8000 Aztec Way Antelope, CA 95843

Phone: (916) 338-6470

Fax: (916) 338—6472

<https://dudley.centerusd.org/>

## Principal's Message

Welcome to Dudley Elementary School! I hope that you find this school year to be a very positive experience for your child(ren).

All of the certificated and classified staff members on our campus are dedicated to giving your child(ren) a first rate educational experience focused not only on academics, but also on the social and emotional traits of children who are college and career ready.

We appreciate your active participation in your child(ren)'s educational experience. Working together, this will be a great year!

Steve Jackson

Your Very Proud Principal

## DUDLEY'S MISSION and VISION

It is the mission of Dudley Elementary School to ensure high levels of learning for each student leading them to be young adults who are college and career ready. Through mutual respect within the total school community, our children will grow and learn in a positive, supportive atmosphere where faculty, staff, students, and parents together are enthusiastic about the teaching and learning process.

We believe that the most promising strategy for achieving the mission of our school is to be mindful of several valuable facets which promote high levels of learning:

- We are an all **inclusive learning environment** that advocates for students from all cultures and backgrounds and promotes positive behavior and compassion facilitated by everyone in their roles within the campus and the surrounding community
- We will **meet the academic and social-emotional needs** of our students through consistently high expectations, rigorous learning opportunities, targeted small group instruction, differentiated whole group instruction, the use of push-in and pull-out support, and evidence based strategies, including the use of technology.
- We are committed to a **multi-tiered and differentiated approach** for academic support and social-emotional development which will lead students to become young adults who are college and career ready.
- We are a **staff of caring, compassionate, life-long learners** committed to each other, the school, and our community and will continually participate in professional development to consistently update our skills and strategies to support each other and our students.

We are committed to **strengthening the ties between the students, the school, and the local community** as an integral component of student success.

**ARTHUR S. DUDLEY ELEMENTARY SCHOOL 2019-2020  
Bell Schedule**

<b>Kindergarten, Full Days: 205 Instructional Minutes</b>	
<u>AM Kindergarten/Transitional Kindergarten</u> 8:10 a.m. – 11:35 a.m.	<u>PM Kindergarten</u> 11:45 a.m. – 3:10 p.m.
<b>Kindergarten, Minimum Days: 130 Instructional Minutes</b>	
<u>AM Kindergarten/Transitional Kindergarten</u> 8:10 a.m. – 10:20 a.m.	<u>PM Kindergarten</u> 10:00 a.m. – 12:10 p.m.
<b>Kindergarten, Collaboration Mondays: 185 Instructional Minutes</b>	
<u>AM Kindergarten/Transitional Kindergarten</u> 8:10 a.m. – 11:15 a.m.	<u>PM Kindergarten</u> 11:15 a.m. – 2:20 p.m.

<b>Grades 1-6: 320 Instructional Minutes (6 hrs 20 min day)</b>		
<b>Collaboration Mondays—270 Instructional Minutes (5 hrs 30 min day)</b>		
<u>Grades 1 and 2</u> 8:55            Begin 10:10 – 10:20   Recess 11:10 – 11:45   1 <sup>st</sup> Lunch 11:30 – 12:05   2 <sup>nd</sup> Lunch 1:35 – 1:45      Recess **2:20 Dismissal on <u>Collaboration Mondays**</u> 3:10 Full Day Dismissal	<u>Grades 3 and 4</u> 8:55            Begin 10:25 – 10:35   Recess 11:50 – 12:25   3 <sup>rd</sup> Lunch 12:10 – 12:45   4 <sup>th</sup> Lunch 1:50 – 2:00      Recess **2:20 Dismissal on Collaboration <u>Mondays**</u> 3:10 Full Day Dismissal	<u>Grades 5 and 6</u> 8:55            Begin 10:40 – 11:00   Recess 12:30 – 1:05    5 <sup>th</sup> /SDC 12:50 – 1:25    6 <sup>th</sup> Lunch **2:20 Dismissal on <u>Collaboration Mondays**</u> 3:10 Full Day Dismissal

<b>Grades 1-6, Minimum Days</b>		
<u>Grades 1 and 2</u> 8:55            Begin 10:50 – 11:10   1 <sup>st</sup> /2 <sup>nd</sup> Lunch 12:10            Dismissal	<u>Grades 3 and 4</u> 8:55            Begin 11:15 – 11:35   3 <sup>rd</sup> /4 <sup>th</sup> Lunch 12:10            Dismissal	<u>Grade 5 and 6</u> 8:55            Begin 11:40 – 12:00   5 <sup>th</sup> /6 <sup>th</sup> Lunch 12:10            Dismissal

## DUDLEY OFFICE

Our school office staff works diligently at providing the best possible services. The office is open from 8:00 A.M. - 3:30 P.M. Monday through Friday, excluding holidays and vacations. Messages for the office or other staff members can be left any time of the day at 338-6470.

Please make arrangements for dismissal before your child arrives to school. It is a distraction to the classroom when the office staff calls the room for personal messages. Also, it takes away from the office assistant's duties when your child is not in his/her classroom and the office assistant must locate him/her. Finally, there have been times when the message is not clearly transmitted to your child. For the reasons mentioned above, we strongly discourage you from regularly calling the office to pass along messages to your child.

## CJUSD DISTRICT PHONE DIRECTORY

Center Unified School District Office	338-6330
Center Unified Food Services	338-6416
Center Unified Transportation	338-6305
Arthur S. Dudley Elementary	338-6470
Cyril Spinelli Elementary	338-6490
North Country Elementary	338-6480
Oak Hill Elementary	338-6460
Wilson C. Riles Middle School	787-8100
Center High School	338-6420
McClellan Continuation High School	338-6440
Twin Rivers Police Dept. non-emergency	566-2777

## COMMUNITY RESOURCE NUMBERS

Call 2-1-1	This will put you in touch with any service that you need. There are more than 2,400 community services in this area to which you can be referred. You may also call 916-498-1000 or 1-800-500-4931
ABUSE	
Sac. County Sheriff's Dept.	874-5115
Children's Protective Services (CPS)	875-5437
Women Escaping a Violent Environment	920-2952 (WEAVE)
ALCOHOLISM	
Alcoholics Anonymous	454-1100
DRUG ABUSE INFORMATION AND TREATMENT	
The Effort: Information and Counseling	325-5556
People Reaching Out	576-3330
MENTAL HEALTH	
Terkensha Associates Mental Health Clinic	922-9868
El Hogar: Hispanic Services Counseling	441-0226
WELFARE	
County Welfare Dept. Information	874-2072
RECREATION	
North Highlands Park and Recreation	332-7440
Sunrise Park and Recreation	725-1585
POISON CONTROL	
Poison Control Agency	1-800-222-1222
FREE REFERRAL AGENCIES	
Child Action Resource / Referral	369-0191


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# PBIS


Dudley Elementary has adopted the Positive Behavior Interventions and Supports (PBIS) model.


## SCHOOL-WIDE EXPECTATIONS


- S**– Safety First
- O**– Own Your Choices
- A**– Always Kind
- R**– Respect


<p><b>Ready to SOAR!</b></p> 	<p><b>Safety First</b></p>	<p><b>Own Your Choices</b></p>	<p><b>Always Kind</b></p>	<p><b>Respect</b></p>
<p><b>Hallway</b></p>	<ul style="list-style-type: none"> <li>• Walk facing forward</li> <li>• Walk on lines</li> <li>• Be aware of red circles</li> <li>• Go directly to destination</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your body and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of personal space</li> <li>• Use Words for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Quiet voices</li> <li>• Quiet movement</li> <li>• Be aware of all learning environments</li> </ul>

<p><b>Ready to SOAR!</b></p> 	<p><b>Safety First</b></p>	<p><b>Own Your Choices</b></p>	<p><b>Always Kind</b></p>	<p><b>Respect</b></p>
<p><b>Classroom</b></p> <p>Also refer to grade level expectations</p>	<ul style="list-style-type: none"> <li>• Keep your body and objects to yourself</li> <li>• "4 on the Floor" when using furniture</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared to work and learn to the best of my ability</li> <li>• Think before you act</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others how you want to be treated</li> <li>• Be aware of personal space</li> <li>• Use Words for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Follow staff expectations</li> <li>• Listen and respond appropriately</li> </ul>


<p><b>Ready to SOAR!</b></p> 	<p><b>Safety First</b></p>	<p><b>Own Your Choices</b></p>	<p><b>Always Kind</b></p>	<p><b>Respect</b></p>
<p><b>Bathroom</b></p>	<ul style="list-style-type: none"> <li>• Wash hands with soap and water</li> <li>• Keep water in the sink</li> <li>• Always walk</li> <li>• Keep feet on floor</li> </ul>	<ul style="list-style-type: none"> <li>• Leave no trace (paper towels, toilet tissue, etc.)</li> <li>• Keep body and objects to yourself</li> <li>• Use doors with caution</li> <li>• Go, Flush, Wash, Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Give others privacy (one person per stall)</li> <li>• Use Words for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Report problems to an adult</li> <li>• Use inside/quiet voices</li> <li>• Respect privacy</li> </ul>


<p><b>Ready to SOAR!</b></p> 	<p><b>Safety First</b></p>	<p><b>Own Your Choices</b></p>	<p><b>Always Kind</b></p>	<p><b>Respect</b></p>
<p><b>Cafeteria</b></p>	<ul style="list-style-type: none"> <li>• Quietly walk as you enter and exit cafeteria</li> <li>• Quietly walk to assigned table</li> <li>• Eat your own food</li> <li>• 4 to a bench</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your body and objects to yourself</li> <li>• Leave no trace</li> <li>• Stay in your seat until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Help person next to you clean up food and trash</li> <li>• Be aware of personal space</li> <li>• Use Words for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Raise hand and wait for staff's directions</li> <li>• Eat at table only</li> <li>• Use quiet voices</li> <li>• Wait patiently in line</li> <li>• Remove hats and hoods</li> </ul>


<p><b>Ready to SOAR!</b></p> 	<p><b>Safety First</b></p>	<p><b>Own Your Choices</b></p>	<p><b>Always Kind</b></p>	<p><b>Respect</b></p>
<p><b>Library</b></p>	<ul style="list-style-type: none"> <li>• Enter silently in a line</li> <li>• Push chairs in when leaving the table</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in your designated seat</li> <li>• Keep your body and objects to yourself</li> <li>• Use the shelf markers</li> <li>• Return books on time</li> <li>• Make appropriate book choices</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• Help others if necessary</li> <li>• Use Words for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared with student information</li> <li>• Check/take care of books</li> <li>• Quiet voices</li> <li>• Remove hats and hoods</li> <li>• Respect others' book choices</li> </ul>


<p><b>Ready to SOAR!</b></p> 	<p><b>Safety First</b></p>	<p><b>Own Your Choices</b></p>	<p><b>Always Kind</b></p>	<p><b>Respect</b></p>
<p><b>Playground</b></p>	<ul style="list-style-type: none"> <li>• Run in designated areas only</li> <li>• Eat snacks at tables or benches</li> <li>• Watch for others</li> <li>• Only play while staff is supervising</li> <li>• Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the rules in all areas</li> <li>• Follow the rules in all games</li> <li>• Leave no trace (snack garbage, playground equipment, jackets, etc.)</li> <li>• Keep your body and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use Words for Success</li> <li>• Wait your turn</li> <li>• Include all in games</li> <li>• Be aware of personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Return equipment at warning bell/whistle</li> <li>• Use equipment properly</li> <li>• Be a good sport</li> <li>• Keep a positive attitude</li> <li>• Remember that it is just a game at recess</li> </ul>





<p><b>Ready to SOAR!</b></p> 	<p><b>Safety First</b></p>	<p><b>Own Your Choices</b></p>	<p><b>Always Kind</b></p>	<p><b>Respect</b></p>
<p><b>Office</b></p>	<ul style="list-style-type: none"> <li>• Have an office pass</li> </ul>	<ul style="list-style-type: none"> <li>• Have permission from staff to go to the office</li> <li>• Walk straight to the office and back</li> </ul>	<ul style="list-style-type: none"> <li>• Wait quietly after handing office pass to office staff</li> <li>• Use Words for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Wait for office staff to acknowledge you</li> <li>• Speak in a loud clear voice when giving information to the staff</li> </ul>


<p><b>Ready to SOAR!</b></p> 	<p><b>Safety First</b></p>	<p><b>Own Your Choices</b></p>	<p><b>Always Kind</b></p>	<p><b>Respect</b></p>
<p><b>Arrival</b></p>	<ul style="list-style-type: none"> <li>• Walk forward on walkways, crosswalks, and sidewalks</li> <li>• While on school property, dismount bikes, skateboards, and scooters and walk to designated areas</li> <li>• Bikes, skateboards, and scooters require fastened helmets</li> <li>• Keep backpacks on backs at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive at designated time</li> <li>• If eating breakfast, go directly to the cafeteria</li> <li>• If not eating breakfast, go directly to Morning Walk</li> <li>• If late to school, get tardy slip before going to class</li> </ul>	<ul style="list-style-type: none"> <li>• Greet others politely</li> <li>• Use Words for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Respond appropriately to staff direction</li> <li>• Follow cafeteria expectations during breakfast</li> <li>• Follow Morning Walk expectations</li> </ul>

<p><b>Ready to SOAR!</b></p> 	<p><b>Safety First</b></p>	<p><b>Own Your Choices</b></p>	<p><b>Always Kind</b></p>	<p><b>Respect</b></p>
<p><b>Morning Walk</b></p>	<ul style="list-style-type: none"> <li>• Walk the perimeter of the blacktop in one direction</li> <li>• Walk facing forward</li> <li>• Consume snacks and beverages while seated</li> <li>• Walk to your line when bell rings</li> </ul>	<ul style="list-style-type: none"> <li>• Keep body and objects to yourself</li> <li>• Keep backpack on your back</li> </ul>	<ul style="list-style-type: none"> <li>• Use Words for Success</li> <li>• Allow others to pass</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone walks</li> <li>• Follow the directions of the staff on duty</li> </ul>

<p><b>Ready to SOAR!</b></p> 	<p><b>Safety First</b></p>	<p><b>Own Your Choices</b></p>	<p><b>Always Kind</b></p>	<p><b>Respect</b></p>
<p><b>Morning Announcements</b></p>	<ul style="list-style-type: none"> <li>• Be in line when the bell rings</li> <li>• Keep body and objects to yourself</li> <li>• Be aware of personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Keep backpack on your back</li> </ul>	<ul style="list-style-type: none"> <li>• Respond appropriately to pledges and announcements</li> <li>• Use Words for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Quiet</li> <li>• Eyes on speaker with voices off</li> <li>• Stop moving and remove hats and hoods during the Pledge of Allegiance</li> </ul>

<p><b>Ready to SOAR!</b></p> 	<p><b>Safety First</b></p>	<p><b>Own Your Choices</b></p>	<p><b>Always Kind</b></p>	<p><b>Respect</b></p>
<p><b>Dismissal</b></p>	<ul style="list-style-type: none"> <li>• Walk in line out to dismissal area and wait to be dismissed</li> <li>• Walk using sidewalks and designated walkways</li> <li>• Walk bike, scooter, and skateboard off school property</li> <li>• Walk to your destination when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>• Keep body and objects to yourself</li> <li>• Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>• Use Words for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Wait quietly until dismissed</li> <li>• Be aware of others</li> <li>• Follow the directions of the staff on duty</li> </ul>

<p><b>Ready to SOAR!</b></p> 	<p><b>Safety First</b></p>	<p><b>Own Your Choices</b></p>	<p><b>Always Kind</b></p>	<p><b>Respect</b></p>
<p><b>Assembly</b></p>	<ul style="list-style-type: none"> <li>• Walk as you enter and exit the assembly</li> <li>• Face forward, sit flat with legs crossed</li> </ul>	<ul style="list-style-type: none"> <li>• Keep body and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Respond appropriately to speaker and presentation</li> <li>• Use Words for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Voices off</li> <li>• Eyes on speaker</li> <li>• Remove hats and hoods</li> </ul>

<b>Ready to SOAR!</b> 	<b>Safety First</b>	<b>Own Your Choices</b>	<b>Always Kind</b>	<b>Respect</b>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Follow hallway expectations to get to the waiting area</li> <li>• Stand in order with backpack on back</li> <li>• Walk when entering the bus</li> <li>• Wear seat belts if available</li> <li>• Visit quietly with seat partner only</li> </ul>	<ul style="list-style-type: none"> <li>• Keep body and objects to yourself</li> <li>• Sit flat and face forward while seated</li> <li>• Food, candy, and drinks stay in your backpack</li> <li>• Leave no trace</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of personal space</li> <li>• Use Words for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of others</li> <li>• Follow directions given by staff and bus drivers</li> <li>• Speak in a loud clear voice when giving information to the bus driver</li> </ul>

## RECOGNITION

Dudley Elementary, through PBIS, has a focus on identifying students who meet or exceed school-wide and classroom expectations.

- Students are awarded with weekly raffle drawings as well as classroom recognition.
- Students are honored with monthly awards at the Dragon Day assembly.

## PLAYGROUND

Students who fail to follow school expectations on the playground receive the following consequences for minor infractions):

- 1st step: Verbal reminder - student must read and/or discuss expectations.
- 2nd step: If the behavior continues, the student receives a time out on the bench
- 3rd step: If the student refuses to sit on the bench or continues the behavior while on the bench, the student is referred to the school administrator.

## THREE STEP PROBLEM SOLVING STRATEGY

If someone annoys you, do the following:

- 1. The first time, ignore it.
- 2. The second time someone annoys you, say, "Don't do/say that. I don't like it because..." "If you do it again, I'm going to tell the supervisor." It is the student's responsibility to stop the behavior when someone asks him/her to.
- 3. The third time someone annoys you, don't say anything. Go directly to the supervisor and report that you have gone through the three steps and ask the supervisor to help.
- If you feel the teacher or the noon duty supervisor hadn't dealt with the problem to your satisfaction, at an appropriate time, ask for a pass from your teacher and come to the office to see the principal. We promise we will help you.

## CAFETERIA EXPECTATIONS

We want lunch to be a pleasant time for all involved. Please go over the following rules carefully with your child. We appreciate your cooperation.

Safety First-

- Quietly walk as you enter the cafeteria
- Quietly walk to assigned table •
- Eat your own food

Own Your Choices-

- Keep your body and objects to yourself
- Leave No Trace
- Stay in your seat until dismissed

Always Kind-

- Help the person next to you clean up food and trash
- Use Words for Success

Respect-

- Wait for an adult's direction
- Eat at table only
- Use inside/quiet voices
- Wait patiently in line
- Remove hats and hoods when entering the cafeteria

## DRESS CODE

Dudley students are to adhere to the following Dress Code to maintain a safe learning environment free from distractions:

- Shoes are to be worn at all times. Sandals and platform shoes are considered unsafe during P.E. and recess activities. Students wearing sandals or platform shoes will not be able to participate in recess or P.E. Flip-flops may not be worn at any time during the school day.
- Clothing and jewelry shall be free of writing, pictures, or insignias which is/are crude, vulgar, profane or sexually suggestive, which advocate racial, ethnic, or religious prejudice, or which promote violence or the use of drugs, alcohol, or tobacco.
- Non-religious head covering may not be worn indoors. The brim of any hat or visor must face forward.
- Clothing that reveals undergarments may not be worn.
- Clothing must completely cover one's torso. Spaghetti straps are not permitted.
- Short length must be to or past the student's fingertips.

## STUDENT SUPPORT PROGRAMS

### STUDENT SUCCESS PLANS

When a student experiences academic, social, or emotional difficulties, it is crucial to provide assistance as soon as possible. Parents are considered a valuable member of the team. Parents or Teachers may initiate the process for Intervention support. A meeting will be held between the teacher and the family. During this meeting, the team will discuss the student's needs and form a plan to support the student which includes specific accommodations, attainable and measurable goals, a progress monitoring strategy, and a specific timeline when progress toward goals will be discussed. At Dudley, Intervention is offered within the school day during Intervention Rotation and Workshop using both pull-out and push-in strategies.

### SPEECH AND LANGUAGE DEVELOPMENT

When parents or teachers have concerns about a student's speech development, the student is referred for evaluation through the SST process. If the child qualifies for services, an Individualized Education Plan (IEP) will be developed. Speech and Language is a special education service.

### DESIGNATED INSTRUCTIONAL SERVICES

**SMALL GROUP INSTRUCTION/RESOURCE SUPPORT PROGRAM (DIS-SGI/RSP)** One of the Special Education Services available at Dudley is DIS-SGI/RSP. Students qualify for this service through academic and cognitive testing. DIS students spend most of the school day in their general education classroom and go to the resource room to work on academic goals in a small group environment.

### ENGLISH LANGUAGE DEVELOPMENT (ELD)

English language development services are provided for those students with a second language who have been tested by the state mandated ELPAC (English Language Proficiency Assessment for California) and determined to be non-English proficient. Integrated EL support is provided by the classroom teacher. Designated EL support will occur during the Intervention Block for each grade level.

## TITLE ONE LEARNING CENTER

Each student's reading ability will be tested at the start of the school year. Students who read significantly below grade level could receive small group, pull out instruction during the school day. Students may also qualify for this intervention based on their English Language Arts and Mathematics scores on the California Standards Test.

## GATE

The GATE Program (Gifted and Talented Education) is a program for fourth through sixth grade students identified as gifted and/or talented according to criteria set by the Center Unified School District or their prior school district. Dudley's goal is to provide a rigorous accelerated program for GATE students through a plan of designated support created by the classroom teacher. When available, GATE activities will be provided to eligible students.

## COUNSELING SERVICES

Dudley's School Site Council has consistently approved the use of School Improvement funds to provide counseling services to Dudley students. Our counselor works with teachers to create behavior support plans for students whose behaviors impede theirs and others' learning. The counselor also implements school-wide behavior and conflict mediation programs. When time permits, the counselor forms anger management, friendship, grief, and divorce groups for students.

## Tier II and III BEHAVIOR SUPPORT

Some students may benefit from tier II and tier III strategies address behaviors that are impeding learning. These strategies include positive behavioral interventions, strategies and supports tailored to meet the specific needs of the student. Tier II and III strategies focus on understanding why the behavior occurs then focus on teaching an alternative behavior that meets the student's needs in a more acceptable way. This includes making instructional and environmental changes, providing reinforcement, and teaching reactive strategies and effective communication.

# GENERAL INFORMATION AND RESOURCES

## AERIES HOMELINK

Homelink is a web-based interface that our district uses to allow parents and students to access grade, homework, and attendance information. To access your child's account, you will need your child's permanent identification number and verification code. You may obtain this information by calling the school office.

## AUTOMATED PHONE CALLS

Each Thursday, Mr. Jackson, principal, uses the automated phone dialing system to provide announcements regarding the upcoming week. The system is also used to notify families of absences.

## ABSENCES / TRUANT / ATTENDANCE POLICY & PROCEDURES

It is important for children to be punctual and regular in attendance beginning with the first day of school. Unnecessary absences and tardiness handicap a child's education.

The State of California has set up certain requirements regarding attendance. Each student is held responsible for meeting these requirements. The state requires each student to be in school unless prevented by illness, family funeral, quarantine, medical or dental appointments, court appearances, observance of a holiday or religious ceremony and employment conferences. Per California Education Code (48205), family vacation is not considered an excused absence.

### REPORTING ABSENCES

When a student is absent, parents/guardians are requested to phone the school office at 338-6470 to notify the secretary of the reason for the student's absence or the student should bring a note from the parent to the teacher at the beginning of the next school day. The note must include the student's name, date of absence, specific cause of the absence, and a complete signature of the parent or guardian. This is essential for our attendance accounting records and is required by the state. Families have 48 hours to clear an absence.

### TRUANCY

Any pupil who is absent from school without valid excuse more than three (3) days or tardy in excess of 30 minutes more than three (3) days in one school year is truant and shall be reported to the attendance supervisor or to the superintendent of the school district (California Education Code 48260). The Governing Board believes that unexcused absences from class exceeding ten (10) days are sufficient reason for a teacher to assign a failing grade to the class. The student or parent/guardian shall be given reasonable opportunity to explain the absence (Education Code 49067 (b)).

If a student receives a failing grade because of unexcused absences exceeding the above maximum, school records shall specifically show that the grade was given because of excessive unexcused absences (Education Code 49067 (b)).

After three unexcused absences a parental notification will be sent home. Any additional unexcused absence will result in a conference with the principal and may result in a SARB hearing.



## SCHOOL ATTENDANCE REVIEW BOARD (SARB)

The main responsibility of the School Attendance Review Board is to promote good school attendance and behavior through the use of alternatives to the Juvenile Court system. This process brings together parents, students, school personnel, and community agencies to help solve student attendance and/or behavior problems. The SARB coordinates community services and designs remedies for students under school authority or in danger of becoming habitually truant, irregular in attendance, insubordinate, disorderly, or who have exhausted the school's resources. It is within the jurisdiction of SARB to ask that petitions be filed on behalf of minors in the County Juvenile Court if: (1) SARB determines that available public and private services are insufficient or inappropriate to correct the insubordination or habitual truancy of a minor, (2) the minor does not follow SARB's directions or use the services provided, or (3) the action of the Juvenile Court will result in the student's improved attendance of behavior.

## BREAKFAST & LUNCH PROGRAM

Dudley Elementary offers breakfast daily from 8:25 AM-8:50 A.M. The breakfast menu is printed on the back of the lunch menu. The cost of breakfast and lunch (including milk) is listed on the menu. Lunch credit can be purchased with a check during lunchtime in the cafeteria or in the office before school. Payment can also be made through MySchoolBucks.com. Parents in need of financial assistance may contact the school office for the free and reduced application form.

## COMMUNICATION

### DUDLEY WEBSITE

Upcoming events, frequently asked questions, and our school newsletter are just some of what can be accessed through our school website. You will also find contact information for our school office and staff. Please visit <https://dudley.centerusd.org/>

### POSTINGS

Informational posters, school announcements and district information can be found in an enclosed bulletin board located outside the school office. Also, we hang signs outside our multipurpose room regarding early out days and upcoming PTA events.

### THURSDAY FOLDERS

Each Thursday, your child(ren) will bring home a folder that includes daily work, school notices, classroom notices, etc. Please go through the folder and return it to school the following day. If your child does not regularly bring home the Thursday folder, speak to your child's teacher regarding the matter.

## CLASSROOM VISITATION

We are proud of the educational program being carried out at Dudley Elementary. It is our pleasure to have any parent who wishes to visit the classrooms to do so. In order to have these visitations carried out with as little disruption to the instructional program as possible, we request that visitations be made in the following manner:

- Teachers are always willing to discuss the educational process with parents but cannot be interrupted during class time to do so. Therefore, please contact your child's teacher at least 24 hours before planning a visit. This will enable the teacher to schedule a visit to meet your needs.
- All visitors must first go to the office to obtain a visitor's badge.
- To minimize classroom disruptions, small children are not permitted to accompany a visiting parent.
- During a visit, if a parent has concerns about any student's behavior, s/he should notify the teacher. Parents are not to intervene with student issues.

## CHANGING A STUDENT'S TEACHER

Changing a child's teacher during the school year is strongly discouraged and must be preceded by first a meeting between the parent and teacher to try to resolve the concerns. If the issues are not resolved, a meeting between the parent, teacher and administrator will be set up to discuss the reasons and availability of space in other classrooms. No requests to change teachers will be considered during the first four weeks of the school year.

## DELIVERING LUNCH

Classroom instruction cannot be interrupted to deliver lunches or lunch money. The student will be notified that a lunch or money has been dropped off at the office.

## ELECTRONIC DEVICES / TOYS / SPORTS EQUIPMENT

Electronic devices, toys, and sports equipment are not permitted at Dudley Elementary School. The first time a device or toy is seen by the teacher in class, it will be confiscated and returned at the end of the day, per CJUSD School Board policy. The next time a toy is seen in class, it will be held until a parent/guardian picks it up or until the end of the school year, whichever occurs first. Students bring these objects at their own risk.

Dudley Elementary assumes no responsibility for the care of electronic devices, toys and equipment. Dudley Elementary will not assume responsibility in assisting in the recovery of the toys or compensation for broken toys. Disciplinary action must not be assumed when toys are stolen or broken by other students.

Please note:

- Striking implements will not be permitted, i.e. bats, hockey sticks, etc.
- Electronic games must be rated "E" for everyone.
- Dangerous devices and imitation weapons will not be permitted.

## FLOWERS / BALLOONS

Do not have flowers, balloons, or other surprises for your child delivered to school. Birthday or other celebratory treats may be arranged in advance with your child's teacher.

## INDEPENDENT STUDY

A two-week absence without parent notification will result in disenrollment. If a parent must take a child out of school for ten or more days, s/he should contact the school at least a week in advance so that arrangements for independent study can be made. Parents will be required to meet with the teacher to make a home study plan. The child's space at the school will be saved.

## LOST & FOUND

Students are responsible for their own personal property. Please mark your child's personal belongings with his/her name so they can be easily identified and quickly returned. Clothing and lunch boxes with no identifying marks are kept in the lost and found box located in the main hallway. Any items not claimed by the end of the month are donated to a charitable organization.

## LIBRARY

Each class visits the library weekly for book checkout. Books are checked out for a period of one week. No fine is charged for overdue materials; however, there will be charges for any book which is lost or damaged. In the case of overdue books, checkout privileges will be suspended. A permission slip from the library details student and parent responsibilities, and must be signed before a child may check books out. The library is open for ten minutes before and after school for students to return and check out books.

## MEDICAL POLICIES AND PROCEDURES

### MEDICATION

- Parents should make the school aware of any medical problems a child might have.
- School employees may not administer medicine to any student unless the school has the legally required information forms.
- School employees are not permitted to give aspirin or apply ointment for cuts or abrasions.
- Short term medication (up to 14 days) requires a note from the doctor and the parent.
- Long term medication must be in the original container and requires the completion of a district form available from the office.
- Parents are responsible for delivering the medication to school.
- Under no circumstances are children to have any medication, other than inhalers and epi-pens, in their possession.
  - Inhalers and epi-pens may be carried by the child with written permission from the child's doctor. Please notify your child's teacher regarding any use of medication.

### STUDENT EMERGENCY CARDS

- Each child must have an emergency card on file in the school office.
- It is imperative that each card list home, work and cell phone numbers as well as two emergency contacts.
- If at any time your emergency card information changes, please notify the office immediately. Your child will only be released to someone listed on his/her emergency card.
- The office staff may ask for proof of identification before releasing your child.

## ILLNESS AND INJURY

- A child should not be sent to school if his/her illness would be detrimental to his/her classmates' best interest. If the child shows any signs of fever, stomach upset, rashes, etc. , it is better to keep him/her at home.
- Please notify the school immediately in case of contagious disease such as measles, mumps, chicken pox, impetigo, ringworm, head lice, etc., so the school may notify the parents of children who have been exposed, if the district policy requires it. Any students having a communicable disease may be readmitted only by the school nurse or other certificated person.
- If a student becomes too ill to remain in class, a member of the office staff will reach you by phone. That is why it is so important that we have an updated, working phone number on the emergency contact card.
- If a student suffers a head injury at school, the parent will be contacted, regardless of severity.

## PARENT CONCERN PROCEDURE:

- Make an appointment to speak with your child's teacher. Besides you, the teacher has the most direct contact with your child. Calmly explain your concern or issue.
- If you are not satisfied with the resolution, complete a Parent Concern Form which can be picked up in the office. An appointment will be made with the site administrator.
- If the problem is not resolved at the site level, the principal will contact other appropriate school officials.

## PARENT CONFERENCES

During the first and second trimesters parent-teacher conferences will be scheduled by your child's teacher. If you, the parent, feel the need for additional conferences during the school year, please feel free to request it in advance by calling the teacher. Such conferences will be scheduled so as not to interfere with the teacher's instructional responsibilities.

## REPORT CARDS

Report cards are issued at the end of each trimester. Each report card shows progress towards grade level standards, effort in the classroom, attendance, and citizenship.

## SHARING FOOD

It is a violation of National School Lunch Program policies to share food. More importantly, because we have students who have life-threatening food allergies, we do not allow students to share food at any time. Bringing home-made food for celebrations is also discouraged.

## VISITOR AND VOLUNTEER SCREENING

A Volunteer Information Form must be completed by volunteer coaches, those participating in overnight or out-of-state field trips and regular site volunteers.

### Volunteer Clearance Requirements

- No Clearance Required: one time and/or special event volunteers. (Those working with other volunteers, supervised by certificated staff, not supervising students.) •
- TB Test & Megan's Law Database Check: required for all volunteers who will be supervised and will have no opportunity to be alone with a student. •
- TB Test, Megan's Law Database Check, Fingerprint Clearance: required for all unsupervised volunteers who are likely to be alone with students, including but not limited to: coaches, overnight and out-of-state field trips, field trips using private vehicles.

When the volunteer submits TB test results to the school site, the secretary will check the Megan's Law Database. If both are cleared, and fingerprinting is not necessary, the principal will sign the Volunteer Form which is the final step of the process. If fingerprinting is required, the volunteer will take the Volunteer Form to the Personnel Office to complete the fingerprinting. The cost for fingerprinting is \$52, paid for by the volunteer. Volunteers may not provide services until this form is completed and filed in the site principal's office and/or the Personnel Office.

## SCHOOL PROCEDURES & POLICIES

### ANIMALS AT SCHOOL

In accordance with Board policy AR 6163.2, a teacher or student may bring an animal into the classroom for instructional purposes with prior approval of the principal or designee. When a parent/guardian has provided notification that his/her child has an allergy, asthma, or health condition that may be affected by the animal, the teacher shall remove the animal from the classroom or provide an alternative instructional activity for the student as appropriate. All animals brought to school must be in good physical condition and appropriately immunized. The teacher shall ensure that the species of animal is appropriate for the instructional purpose and age and maturity of the students.

We at Dudley, request that animals, especially dogs, not be brought to the campus during the school day when dropping off or picking up a student. Please understand that even though you know and trust your dog, others do not. Many of our students are fearful of animals so the animals cause a disruption on campus. You should also know that California has a dog bite statute that makes owners 100% liable if a bite occurs and the owner can be sued. Please help by not putting the students, you or your dog in an unpredictable and potentially dangerous situation.

## ARRIVALS AND DEPARTURES

- Students who eat breakfast at school arrive at the cafeteria no earlier than 8:25 A.M. Breakfast is not served after 8:50 A.M.
- Students who do not eat breakfast at school should arrive at school after 8:35 A.M. There is no adult supervision for students on the playground before 8:35 A.M.; therefore, students who arrive before 8:35 A.M. will be sent home. On-site child care is available through Child Development Centers.
- Children are to leave immediately after school unless attending a club.
- Vehicle Code 21955 states that “pedestrians shall not cross the roadway at any place except in a crosswalk.”
- Do not block the crosswalk, park/stop at the red curb, park in the bus loading zone, make U-turns in front of the school, or park in the driving lane. Do not call or signal your child to cross the street or parking lot. Please model safe, legal behavior; to do otherwise may cause unsafe habits or injury to a child or adult.
- All car riders being picked up at the school will wait on the playground to be picked up.
- Students who are not picked up within ten minutes after dismissal are brought into the office to wait.

## EARLY DISMISSAL

- If your child has an appointment during the day, please bring your child to school before or after the appointment.
- If it is necessary for a student to leave school early, only individuals listed on the emergency card may pick him/her up. Photo identification is required.
- Parents must come to the office and sign their children out for early release. The secretary will then call the child’s teacher and request that s/he be sent to the office. This insures a minimal amount of interruption in the classroom. For their safety, students may not be picked up from their classroom.

## BICYCLES/SCOOTERS/ROLLER BLADES(SKATES)

- Dismount when crossing the street to enter the school grounds. Walk bikes/scooters/roller blades on school grounds.
- Park and lock bike and/or scooter in the racks.
- California law requires students to wear helmets. A student who has a bicycle/scooter/roller blades and no helmet will be stopped and the bicycle will be kept at school. The student will be sent to the office to call home. That student’s parent must bring a helmet to the school or pick up the bike.
- Wheeled shoes may not be used on the school campus.

## CELL PHONES

- Cell phones may be carried by students at their own risk per state law.
- Dudley Elementary assumes no responsibility for student cell phones.
- From the time that a student arrives on campus until after the dismissal bell rings, the cell phone should be “powered off.”
- When a student’s cell phone causes a disturbance of school activities, the cell phone will be confiscated and returned at the end of the school day, per CJUSD School Board policy.

## GUM CHEWING

Chewing gum is prohibited and disciplinary action will be taken against any student breaking this rule.

## HOMEWORK

The Center Unified School District Board of Education recognizes that home study is desirable and necessary. Students at Dudley will be assigned homework as a means of encouraging independent study, establishing good work habits, and reinforcing subjects.

Homework will be given the entire school year, four or five nights per week. Homework assignments may be written or may be in the form of study or review for a test or research for projects or book reports. Some assignments may require parent assistance and support.

**TIME GUIDELINES** Homework will be assigned according to the following schedule:

Grade Level	Total Daily	Average Assignment Examples
K	10 minutes	daily reading, practice flash cards (provided by teacher)
1	15 minutes	reading, math fact practice, High Frequency Words, spelling
2	20 minutes	worksheets, reading
3	30 minutes	spelling, math facts, worksheets, reading
4 & 5	40-50 minutes	language arts or math homework, reading
6	60 minutes	

- Reading assignments may focus on Dudley's Accelerated Reader program.
- Student may have an appropriate consequence for missing or incomplete homework such as a loss of privileges so that homework can be completed. See your child's classroom teacher for his/her detailed homework plan.
- Absent students may have the same number of days to make-up missed work as the number of days absent.

## RESTROOM POLICY

- 1st Grade: Students will go to the restroom with a buddy during the first half of the school year (through winter break.)
- 1st, 2nd and 3rd Grade: Students will be allowed to use the restroom immediately upon request; however, they may be asked if they can wait until after direct instruction.
- 4th and 5th Grade: Students will receive at least three passes to use the restroom during class time each trimester. After using the restroom three times, the student may lose recess or another privilege, as determined by the classroom teacher. Students will be asked to use the restroom after direct instruction.
- Other arrangements may be made at all grade levels if there is an agreement between the student, parent(s) and teacher.

## TEXTBOOKS AND SUPPLIES

Textbooks, library books and other supplies are loaned to the students for a specific period of time. Each child is expected to care for books and materials and make sure they are not lost or damaged in any way. Students, and therefore parents, are responsible for the condition of the book or material. Students will be charged for damages or loss of loaned books or materials (Education Code 60411). Most textbooks cost between \$30.00 and \$90.00.

## USE OF TELEPHONE

There are a limited number of telephones available for all of the school's needs. Please restrict any messages for your children to emergency calls only. Students will not be called from class to take phone calls. Students will be allowed to use the telephone for emergency situations, i.e. an illness or injury. Students who wish to visit a friend, want a ride home, etc., must make arrangements with their parents before they come to school in the morning.



## WHO WAS ARTHUR S. DUDLEY?

Arthur Serviss Dudley, the "Father" of McClellan Air Force Base, left a lasting impression on the military history of the United States. A native of West Salem, Wisconsin, Dudley graduated from the Illinois College of Photography in 1903. He then came to California and began the College of Photography in Palo Alto. When the school was severely damaged by the 1906 earthquake, Dudley moved to Pennsylvania, where he edited a camera magazine.

Returning to California in 1915, Dudley became an executive with the Chamber of Commerce in San Jacinto. He then worked in the Riverside County and Los Angeles Chambers. There he had an important part in convincing the Army to establish the airfield that is now March AFB.

He went to Sacramento in 1920 where he was hired by the local chamber. As the first paid executive of the Sacramento Metropolitan Chamber of Commerce, and as founder of the National Air Frontier Defense Association, Dudley was instrumental in both the establishment of McClellan Field and the reactivation of Mather Field.

In 1934, he spearheaded the promotional work of the association, alerting the country to the critical need for expanding its air defenses. In 1934, he convinced Congress of the need for building a number of new air bases. Because of Dudley's air defense promotional efforts, General Oscar Westover, Chief of the Air Corps, called the Sacramento leader in 1935 and said, "We have to build a supply and repair depot on the West Coast to replace Rockwell Field (in San Diego). Do you want that or do you want Mather reactivated?" Without hesitation, Dudley replied, "We'll take the repair base."

Dudley assisted Air Corps officials in choosing a suitable location for the new depot and with a local realty firm succeeded in obtaining options on the land before public realization of the project's impact could lead to skyrocketing expense for the government.

After a short stint in Sacramento, he moved on to similar positions in Stockton and Oregon, then came back to Sacramento in 1927, becoming secretary manager of the Sacramento Chamber...a job he held until his retirement in 1950.

Dudley died February 16, 1977, at age 94.