

Matsuyama  
Elementary School



# **PARENT and STUDENT HANDBOOK 2018-2019**

**7680 Windbridge Drive  
Sacramento, CA 95831  
(916) 395-4650  
FAX: (916) 433-5556**



School Website: <http://matsuyama.scusd.edu/>

<https://www.facebook.com/MatsuyamaElementarySchool?ref=hl>

Matsuyama Elementary School Mighty Pines

PTA: [matsuyamapta@gmail.com](mailto:matsuyamapta@gmail.com)

REMIND101: <https://www.remind.com/join/a30c5>

**Judy Farina, Principal  
Amanda Kossow, Office Manager  
Mayra Huerta, Clerk  
Zachary Billingsly, SPOM  
Guadalupe Ramos, Custodian**

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## Welcome to:

Matsuyama School  
 7680 Windbridge Drive  
 Sacramento, CA 95831  
 (916) 395-4650 FAX (916) 433-5556



The  
**Leader**  
inMe™

**2016**  
HONOR ROLL  
SCHOOL



## Choose to be successful!

- Respect yourself, respect others.
- Take personal responsibility for your words and actions.
- Think you can, know you can.
- Believe in yourself.
- Think before you act.
- Do your personal best.
- Trust.
- Choose to be kind.
- Leave every area you enter in better condition than it was when you got there.
- Say “please” and “thank you” a lot.
- Wear a smile every day.
- Look people in the eye when they speak to you.
- Stop blaming others.
- Don’t be afraid to say, “I am sorry” or “I made a mistake”.
- Be positive and optimistic.
- Do not embarrass yourself, your family, or your school.
- Be organized.
- Say “excuse me” if you accidentally bump into someone.
- Take pride in your work.
- Do not expect a reward for doing what is right.
- Share.
- Learn from your mistakes and move on.
- Always be honest.
- Be positive and live life to the fullest.
- Have a firm handshake.
- Ask for help.
- Celebrate diversity.
- Be the best person you can be.
- Win and lose with grace and dignity.
- Seek to understand.
- Don’t whine.

## MATSUYAMA VISION STATEMENT

# Growing Hearts, Growing Minds, Growing Leaders

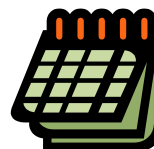
## A Leader in Me School

At Matsuyama all students, staff, and parents are encourage to follow the 7 habits of highly effective leaders:

1. Be proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek to understand, then to be understood
6. Synergize
7. Sharpen the saw

## VALUES

- The Matsuyama staff is dedicated to challenging all students to achieve high standards.
- The Matsuyama staff will promote a quality learning environment that values individual diversity, differentiated instruction, parent support, opportunity to be in an Extended Day enrichment program, and rigorous Common Core Standards.
- The Matsuyama staff values the school community. We are committed to communication and collaboration with the school community to assure that all students meet Common Core Standards.
- The Matsuyama Community is committed to providing every student with leadership skills, independence, and the personal responsibility needed to meet the demands of a global society.
- The Matsuyama Community is proud of the partnership with the Matsuyama Sacramento Sister City Corporation and Sakura Elementary School in the city of Matsuyama, Japan.
- The Matsuyama Community is celebrating the status of California Distinguished School recognition.
- Matsuyama is a 2016-2017 California Honor Roll school
- The Matsuyama community is proud of being one of the Sacramento City Unified Schools with the highest percentage of parent involvement and PTA membership.
- Matsuyama is a Leader in Me School



**Please Mark These  
Dates on Your Calendar!**

## HOLIDAYS (NO SCHOOL!)

Labor Day:	Sept 3, 2018
Veteran's Day:	Nov. 12, 2018
Thanksgiving:	Nov. 19-23, 2018
Winter Holidays:	Dec. 24 - Jan. 4, 2019
MLK, Jr. Day:	Jan. 21, 2019
Lincoln Day:	Feb. 11, 2019
Washington Day:	Feb. 18, 2019
Spring Holidays:	Apr. 15-19, 2019
Memorial Day:	May 27, 2019

## MINIMUM DAYS

End of Trimester 1: November 30, 2018  
Conferences: December 3-10, 2018  
End of Trimester: March 15, 2019  
Conferences: Mar. 18-22, 2019  
Last Day of School: June 13, 2019

**On minimum days students in grades 1-6 are dismissed at 12:35. The kindergarten schedule remains the same.**



## General Information

**Office Hours:** 7:30 a.m. - 4:00 p.m.

### **School Hours:**

- Morning Kindergarten:  
8:00-11:20
- Afternoon Kindergarten:  
10:40-2:12: M, T, W, F  
10:40-1:12 Thursdays
- Grades 1-6  
8:00-2:12: M, T, W, F  
8:00-1:12: Thursdays

### **Minimum Day Hours:**

- AM Kinder: 8-11:20
- PM Kinder: 10:40-2:12
- Grades 1-6: 8:00-12:35



## Arrival and Departure Guidelines

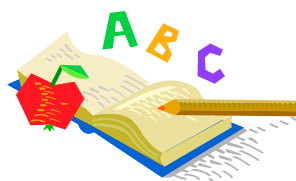
- **Students are NOT to be on the school campus until 15 minutes before the start of school.** There is no supervision on the yard until that time and the school cannot be responsible for their safety.
- All students that eat breakfast at the school must stay in the cafeteria until 7:45 a.m.
- Students are to leave the campus immediately after school unless they are participating in a **supervised** after school program.
- Students 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.
- A Childcare program is available for childcare services. They can be reached at: 395-4652

## Parking:

- **Please do not drop your students off in the staff parking area located on the east side of the campus. This area is designated for teachers, staff and delivery trucks only.**
- Children may be dropped off, and picked up, along the yellow curb on the circle in front of the school. **Cars may not be left unattended at any time in the loading zones.**
- **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 student safety and supervision, the Board of Education establishes a "closed campus" throughout the District. Once students 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. Students that leave campus will not be chased by school personnel and the police will be called to return them to school.



## Attendance and Absences

Starting with preschool, regular school attendance is a key factor in school success. Students are expected to be in school all day, every day, unless it is **absolutely necessary** that they be absent. To verify absence **each** day your child is absent please call, or send an email, via the school website. If a call is not made the student must bring a note upon their return to school. The note must include the student's first and last name, the date(s) absent, 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.**

**In order for a student to attend a school event or any after-school activity on campus, the student must have attended a full day of school on the day of the activity.**

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

**Excused Absences:**

- Verified illness of student.
- Quarantine of student under direction of health officer.
- **Student's** 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 student 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...)

***It is expected that Matsuyama students do not take vacations during scheduled school days. Please honor the school calendar and plan vacations accordingly.***



## TRUANCY and TARDIES

If a student 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, from the district central office, a school site SART (School Attendance Review Team) meeting and a district level SARB (Student Attendance Review Board) hearing. It is our goal to make sure every student 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.

**Students arriving after the bell must stop by the office for a tardy slip before going to class.** Students are considered truant if they are tardy in excess of 30 minutes for three or more days in the school year.

## EARLY DISMISSAL

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

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

The office staff will call for the student to come to the office to meet the parent/guardian. **In order to ensure the safety of our students and staff, no one, other than office staff, is allowed to go directly to the classroom without first signing in at the office.** 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.



## Emergency Cards

**Every student 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. Children will not be released to anyone not authorized on the emergency card. **Students 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.**

Please take the time to fill the emergency card out completely and neatly. Unfortunately technology cannot always be counted on and the old-fashioned hand completed card may be our only link to you!



## THE OFFICE

The office is a very busy place. **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. The front office staff cannot be expected to be responsible for students left late after school. Please respect confidentiality in the office and refrain from taking supplies off of staff work areas.



I left my \_\_\_\_\_  
at School!

Students 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. Students are expected to take personal responsibility and learn to deal with the logical consequences of their actions.



Communications  
from School

Matsuyama School tries to communicate with parents through a variety of social and “old school” media! Many school wide communications are sent through an automated

calling system. Notification of absences and reminders of school wide events will be sent via this system. We also have a Facebook page that can be found under “Matsuyama Elementary School Mighty Pines”. The principal and some teachers use the REMIND app to send quick texts to families of students in their class. Parents must sign up for that app. To join the entire school group used by the principal go to the link noted on the cover of this document. The school has a website that can be located at: <http://matsuyama.scusd.edu/>

The PTA newsletter is posted on the website as is the school calendar and a wide variety of other important information. We are gradually moving towards a greener existence and trying to cut down on the use of paper. Notices are also sent home via the backpack or mailed home. Parents are encouraged to check backpacks on a daily basis and establish a special place for students to place such communications.



Lost and Found

Lost and found clothing, and other large items, are kept on a table in the cafeteria. Smaller items, such as keys, glasses, or jewelry are kept in the office. Unclaimed items will be donated to the 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.



Withdrawal from  
School

If you have moved/will be moving out of the Matsuyama attendance area, please notify the school in person at least two days in advance of transferring out of class so your child’s records can be prepared for the new receiving school and you can fill out the District’s required Withdrawl Form.

## School Visitations

We welcome and encourage visitors to observe their child’s classrooms and school activities. It is important however that school visits do not interrupt the educational process. Therefore we ask that all visitors observe the following guidelines:

- All visitors must call the front office at least 24 hours in advance of an anticipated visit in order to make an appointment. The school reserves the right to limit the number of visitors to a particular classroom at any one time.
- Visitors are asked not to bring children younger than 10 to visitations.
- All visitors are required to sign in at the front office and obtain a visitor's badge prior to going on to the classrooms.
- Visitors are asked not to interact with the teacher, students, or materials, or cause any distraction to instruction.
- Observations will be limited to 30 minutes per classroom, unless prior arrangements have been made.
- Parents that visit on a regular basis, must have cleared all volunteer screenings.
- **Visitors may not use their cell phones or take any pictures while in classrooms or on the school yard.**

Because we have many requests for visitations by parents that **do not have a child in the class** they wish to visit we limit those visits to Wednesdays. Arrangements must be made in the front office with the office manager. Observations are limited to 30 minutes and the observer may not interact with students, photograph, audio tape, or talk to the teacher during that time. Our goal is to allow visitors to observe the class in action with minimal disruption to the instructional process.



## Deliveries to Students

Students should not receive any non-instructional items at school. This includes flowers, balloons, lunches, or other personal items. If such items are delivered to school, the office will try to notify the student to pick the items up after dismissal. The school will not be responsible for delivering such items to the student. In addition, the school will not be responsible for any such items should they be stolen, damaged, or lost. ***Personal party invitations are not to be handed out in the classroom unless each member of the class receives an invitation.*** Students may deliver invitations before or after school, outside of the classroom.

Parents are strongly encouraged to allow students that forget lunches, homework, or

school items to develop a sense of responsibility by not bringing the items to school. The cafeteria will allow students to borrow money to purchase a lunch. If the teacher feels it is necessary for the student to have his/her forgotten materials brought to school, they will allow the student to use the telephone. ***Forgotten items must be brought to the office and not delivered directly to the classroom.***



## Cell Phones, Electronic Equipment & Personal Items

Students may not bring personal items to school. This includes, but is not limited to: toys, games, radios, cell phones, CD players, iPod, iPad, Kindles, any electronic devices, headsets, skateboards, and excessive amounts of money. Personal playground equipment may be brought to school under the following conditions:

- Footballs and baseball bats may only be used during PE time and only with the consent and direct supervision of the PE teacher. Hard balls are not allowed.
- ***Personal equipment may not be used in games that exclude others.***
- Equipment must be placed in the classroom equipment box.
- All personal equipment must be clearly marked in permanent ink with the owner's name.
- ***The school will not be responsible for any lost, damaged, or stolen personal items brought from home***

While cell phones may be brought to school, they **may NOT interfere with the instructional process. Cell phones are to remain off and out of sight (in backpacks) at all times while on campus.** Students may use cell phones only when instructed by a school authority in the event of a dire emergency.

Student's violating this rule will have the items taken away and returned at the end of the trimester. In the case of money or valuables parents will be notified to pick up the items.



## Bus Privileges

Bus riding is provided for some students. It is a privilege which may be revoked. Parents are urged to discuss appropriate bus riding behavior and rules with their child. Should a student



persist in disobeying the instructions given by a bus driver, a bus citation may be issued and disciplinary action may follow. Students may be restricted from riding the bus for inappropriate behavior on the bus, while waiting for the bus, or upon leaving the bus.



## Textbooks, Library Books and Technology

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 students and remain the property of the Sacramento City Unified School District. Students 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 student is responsible for all text and library books checked out under his/her name and are subject to fines if books are lost or damaged. Students 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. Cashier 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, students may complete service hours in lieu of cash payment for damaged or lost textbooks.
5. When materials are damaged but still usable the student 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 text and library books must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904). **The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)**
7. **All student textbooks must be covered at all times. Avoid adhesive covers as they ruin the book. The uniquely decorated brown paper bag cover is probably the best cover around!**

**The aforementioned consequences also hold 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.**

## When you use school technology 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.

- 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

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



## Medication and Health Matters

Pain relievers and any other over-the-counter medications may not be dispensed to students. 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 emergency personnel will be contacted.

Students 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.

### AND

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."
3. Any student who carries and self-administers prescription auto-injectable epinephrine and/or inhaled asthma medication must submit a written statement of instruction from the physician that includes confirmation that the student is able to self-administer the medication and a written statement by the parent or guardian, 1) consenting to the self-administration, 2) providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise regarding the medication, and 3) releasing the school district and school personnel from liability if the student suffers an adverse reaction as a result of self-administering the medication.

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. If a child is to temporarily take a non-prescription medication, such as an over-the-counter pain reliever or cough drops, **the medication must be kept in the office.** The parent/guardian must provide a note to the front office stating the time and dates the medication is to be given. The medication will be kept locked in the nurses office.



## Junk Food, Gum and Other Food

Matsuyama is a gum-free zone. **Students are not to be chewing gum at any time on campus.** Please do not send sugary 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 students at elementary schools during school hours.

- No food is allowed on the yard.
- **Students may not bring food/candy/junk food to sell to other students.**
- Many students have severe food allergies. Because of that, students are not allowed to share food with other students so as to avoid a potential life-threatening situation.
- We **strongly** encourage families to consider healthy alternatives for birthday treats and classroom celebrations. Ideas include, but are not limited to, fruits, veggies, pencils, bubbles, books for the class library...
- **The district's health and wellness policy** is very strict on the use of food as a reward and incentive. The school is held to strict accord relative to after school food sales.



## Uniforms

Matsuyama is a uniform school. Students are expected to wear navy blue, dark denim or khaki

slacks, skirts, jumpers, shorts (that must extend to the tips of the fingers when the student is standing) and **solid** white, or Matsuyama green **shirts or blouses**. Shirts, blouses and pants may not have any writing on them unless they are Matsuyama spirit shirts. Throughout the year we sell one-of-a-kind spirit and leader wear. These clothing items may be a different color than the uniform but they clearly have "Matsuyama" written on them. These items may be worn as uniforms. Many students belong to clubs and after school activities that have shirts that have Matsuyama written on them. These items may be worn as uniforms. Pants must fit properly and may not sag. Students out of uniform will be required to call home for a change or will be loaned a shirt.

***The following clothing items are not allowed:***

- 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 pajamas
- No sagging pants
- Shorts and skirts may not be shorter than the length of the students fingertips when extended downward
- No leggings or jeggings, unless they are worn under shorts or skirts. They are not intended to replace pants.
- No bare midriffs, low-cut, see through, halter, tank, tube, backless or spaghetti strapped tops.
- No clothing with slogans or pictures of any kind, **unless they are Matsuyama spirit or club wear!**
- No bare feet, flip-flops or slippers or open-toed shoes of any kind.

**Students are required to wear, or have available, athletic shoes on days they have PE.**

***The last teaching Friday of every month is a free dress day!***



## FIELD TRIPS

Field trips are probably the one school activity that children will always remember. They are also a nightmare for teachers to plan as they require an inordinate amount of paper work, planning, **and strict deadlines**. In order to make

sure that all safety and district fieldtrip requirements are met the following protocols must be strictly adhered to:

- 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 entire*** 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, or visit the front office, for further information about volunteers.
- Parents may not just "show up" at the field trip destination. Students are under the direct care and supervision of the school staff and designated chaperones.
- Parents driving their child only must obtain prior approval from the administration and have completed all the appropriate forms.
- Siblings are not allowed to participate in field trips if parents have chosen to supervise or transport students.
- Field trips are a privilege and as such students with poor behavior may be excluded from trips. Donations may not be refunded for students that lose a field trip privilege.
- Parents that drive on field trips may not make any stops with other students in the car, such as at a restaurants. Volunteers that violate this requirement will not be allowed to participate as a driver in future field trips.
- Parents may be called to pick a child up from an overnight trip if the child's behavior is cause for removal.
- Students with missing emergency cards will be excluded from field trips.
- Students that owe library/text book or cafeteria money may be excluded from end-of-year field trips until all accounts are brought into balance.
- 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. 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 indicating a negative result.
- A completed and cleared Volunteer Sex Offender Check Authorization Form (SOC-1) and, if necessary, 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.
- To drive on field trips volunteers need to have a DMV clearance, which can take up to 4 weeks to secure. In addition volunteer drivers must submit proof of insurance that meets the district’s strict coverage requirements

**Please do not wait until the last minute to complete your volunteer packets. They take 2-4 weeks to process so we strongly encourage everyone to be proactive and take care of it at the beginning of the year.**



## Recess and the Yard

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

- Skateboards, Scooters, Skateshoes, Bikes, and Rollerblades are not allowed to be ridden **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 a parent will be required to pick up the item. A second violation will result in the item being taken from the student until June. It is law that students wear helmets when riding anything with wheels. Bikes must be walked on campus.
- **Play-fighting is not allowed at all, in that it usually ends up in a fight.**
- Students are to remain on the playground

area, in sight of yard duty adults, when outside. Off limit areas include: behind the classrooms, beyond the red lines, and in the hallways and quad area.

- Playing in the restrooms and classrooms is prohibited.
- Refrain from physical contact games such as tackle football, keep-away, piggy-back games, karate, wrestling, zombie games, etc.
- **No tag or chasing games allowed at all!**
- Ball games on the blacktop are limited to kickball, four square, basketball and tetherball. All other ball games are to be played on the grassy area.
- Climbing equipment may only be used during recesses and lunch, They are not to be used before or after school.
- Refrain from climbing up the slide.
- No pushing or pulling people on the playground equipment.
- The chin-up bars are for chin-ups and pull-ups only. No swinging or gymnastics allowed on those bars.
- Abide by all game and equipment use rules.
- Respect and respond to all teachers, yard duty supervisors, aides, or other staff members on the playground.
- Freeze and cease all activity and talking when the recess bell rings. Step out of the yellow circles on the teacher ball courts, exit the playground structure area, hold all playground equipment still and wait for the whistle to line up.
- Walk directly to classroom line.
- No bathroom or water privileges after the freeze bell.

There are plenty of adults and conflict managers on recess and lunch duty. When a conflict arises it is expected that students will go either to the adults or the conflict managers for help resolving the issue. Our goal is that all students practice peaceful resolutions and that violence is never used to resolve problems. Students are encouraged to seek win-win solutions to resolve problems.

## THE CAFETERIA

Meals should be a relaxed and social event; however, it is important that the following guidelines be adhered to so as to make a dining



hall with close to 250 people as relaxed as possible!

- Stand in line properly, facing forward, with hands at sides.
- Keep hands and feet to yourself.
- Use a quiet, conversational tone and speak only to those on either side, or across, the table.
- Be courteous and polite in conversation and refrain from teasing, name calling, foul language, bullying, screaming, and loud talking.
- Refrain from throwing anything.
- Remain seated until dismissed.
- Line up to dump trash, one person at a garbage can at a time.
- If you need help, raise a quiet hand and wait for assistance.
- Food is not to be traded (we have many students with food allergies), sold, extorted, or bullied from other students.

### **The price of meals for the 2018-2019 school year is:**

Lunch \$2.75

Students may purchase a second lunch for an additional \$2.75

Students eligible for free and/or reduced meals are not required to pay for meals **once their application has been processed and approved.**

Applications can be completed online at:

<http://mealapp.scusd.edu/fma/>

Meals may be prepaid online at:

<https://www.ezschoollpay.com>

## **FOOD ALLERGIES**

If your child has food allergies, please let the cafeteria manager know. Accommodations can be made for dairy and other food allergies. It is critically important that students not share food with each other as the health of students with serious food allergies can be compromised.



### **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 on 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, 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.

Keep in mind that posts on social media such as Facebook, Instagram, Nextdoor, and Twitter can be considered bullying if it is pervasive and consistent enough to cause a staff member to feel threatened and/or intimidated.

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



## **Discipline**

The foundation of our school wide discipline plan is respect for all, and personal responsibility. Respect is a mutual process. This means that students will be shown respect and students 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, students are expected to take personal responsibility for their actions. Please note that there are 14 cameras around the school to help support safety and security for all students, staff, and visitors to our campus.

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 student'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.

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

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

## Suspensions

A student may be disciplined, suspended for a maximum of five consecutive days or expelled for acts specified in the Standards of Behavior 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
- During the lunch period whether on or off campus
- During, going to or coming from a school sponsored activity

Before resorting to suspension efforts at restorative justice will be made.



## Discipline and Confidentiality

All disciplinary and educational information about each child is strictly confidential. Staff will not discuss a student'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 students 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 students 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 students 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



## BULLYING

Matsuyama is a bully free zone! Bullying is the most common behavior that creates a hostile and unsafe environment for students and staff members. Students 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 him 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 students' property.
- Threatening or forcing students 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.

There is ***no excuse*** for bullying and it will be aggressively dealt with at Matsuyama.

### **Report Bullying Behavior**

Bullying behavior that involves student to student aggression may be reported to any SCUSD employee or administrator verbally or in writing. Although not required, the district's Report of Suspected Bullying Form may be used to make a report.

After completing, the report should be forwarded to the administrator at the school site where the targeted student attends. Reports may also be sent to the district's Bullying Prevention Specialist, however, these will be forwarded to the appropriate site administrator.

Anonymous reports may also be made by calling the WeTIP system at 1-855-86-BULLY.

If you identify yourself as the reporting party, the administrator may contact you for additional information. However, all information will be kept strictly confidential.



### **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 explicit and racially charged language. While that may be considered appropriate for mainstream pop culture it is totally unacceptable on the Matsuyama campus. Therefore; such language and gestures will be taken seriously and dealt with accordingly.

- The first offence we will try to repair the harm done through restorative practices.
- The second offense will result in the student having to call their parent and repeat the exact words they were heard using, or describe the gesture they displayed.
- The third offense will result in an in-house suspension.
- The fourth offense will result in a 1 day formal suspension.
- The fifth, and any subsequent offenses, will result in a minimum of 3 days suspension up to a maximum of 5 days.
- After 5 days of suspension students will be placed on a behavior contract.
- When a student has accrued 10 days of suspension they will be taken to a behavior review hearing for possible alternative school placement.

***Please note that this policy includes the use of the "n" word by a student of any race towards any student, staff member, visitor, or parent of any race.***

**Matsuyama 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.**



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

Matsuyama uses a two tiered disciplinary process (Behavior Citations and Principal Referrals) built on a philosophy of progressive discipline. This means that if behaviors become

chronic and are continuously disruptive to the learning environment, the consequences become gradually more severe.

Every attempt is made to handle disciplinary actions at the classroom level. Students are issued ***citations*** for behaviors only after attempts have been made to correct the behavior with verbal warnings, phone calls home, or other strategies. ***Phone calls may not be made for every single infraction, particularly those that were resolved appropriately and did not result in any injury to staff or other students.*** Part of our goal is to help students develop their own problem solving skills. If your child receives a citation it is a sign that site level attempts to change the identified behavior have not been successful. ***Please take citations seriously.***

Principal referrals are issued for serious actions that cause injury to others, or are serious enough to cause others, including staff, to feel

threatened by the behavior. In addition, principal referrals are issued after a student has received three citations for the same behaviors and/or actions. The fourth referral will then be a principal referral. Principal referrals will always result in a phone call home and more serious consequences, including suspensions.

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

## Student Support Strategies

The following strategies may be used as interventions in an effort to address behavior concerns:

- |  |  |  |
|--|--|--|
| 1. Parent Conference                                     | 12. In-House suspension<br>(on school grounds)   | 21. Home visit                                 |
| 2. Counseling Referral                                   | 13. Saturday School  | 22. Morning club, detention<br>before school   |
| 3. Mentoring   | 14. Community service on<br>campus (cafeteria duty,<br>campus cleanup, work<br>with custodial staff) | 23. Friday afternoon school<br>(3 p.m.-6 p.m.) |
| 4. Detention   | 15. Community Service (in<br>the community)  | 24. Time out                                   |
| 5. Transfer to another<br>school                         | 16. Character education  | 25. Access/Connect Center<br>Referral          |
| 6. Teacher Suspension                                    | 17. Restorative Justice<br>Practices   | 26. Loss of recess                             |
| 7. Parent attend school<br>with student                  | 18. Behavior review  | 27. Lunch Detention                            |
| 8. Student Study Team<br>referral                        | 19. Shortened day  | 28. Referral to community<br>based agencies    |
| 9. Conflict resolution                                   | 20. Extended day   | 29. Restorative Circles                        |
| 10. Class meeting  |  |  |
| 11. Referral to SART or<br>SARB for attendance<br>issues |  |  |

## Discipline Matrix

The following list identifies the sections of the California Education Code that governs student 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 student 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, whether walking or riding the bus.
- During the lunch period whether on or off campus.
- During, going to, or coming from a school sponsored activity.

Suspended students 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.

California Education Code 48915		Alternative to Suspension	Shall Suspend	Shall Expel	Contact Law Enforcement (Ed. Code 48902)
<b>Mandatory Expulsion [E.C. 48915(c)]</b> c1 Sale, possession or furnishing of a firearm.		no	yes - 5 days	yes	Yes Must Report
c2 Brandishing a knife (3.5 inches) at another person.		no	yes - 5 days	yes	yes
c3 Selling a controlled substance.		no	yes - 5 days	yes	yes
c4 Committing or attempting to commit Sexual assault or sexual battery.		no	yes - 5 days	yes	yes
c5 Possession of Explosives. (explosive means "destructive device" as described in Section 921 of Title 18 of the U.S. Code)		no	yes - 5 days	yes	Yes Must Report
<b>Mandatory Recommendation for Expulsion</b> "unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:" [E.C. 48915(a)]		no	yes	May	(For potential Penal Code 245 assault with deadly weapon)
a.1A Causing serious physical injury to another person, except in self-defense.					
a.1B Possession of any knife, (3.5 inches) or other dangerous object of no reasonable use to the pupil.		no	yes	May	May
a.1C Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana.		no	yes	May	yes
a.1D Robbery or extortion.		no	yes	May	May
a.1E Assault or battery upon a school employee.		no	yes	May	(For potential Penal Code 245)

California Education Code 48900 Education Code 48900.5 limits situations warranting suspension for a first offense to when the violation involves Education Code 48900(a)-(e) or the student's presence causes a danger to persons. For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)		Alternative to Suspension – See AR 5144 and Guiding Principles For Restorative Discipline Guide	May Suspend	May Recommend Expulsion	Contact Law Enforcement within one day following suspension or expulsion (Ed. Code 48902)
<b>1. Acts of Violence [E.C. 48900(a)]</b> a.1 Caused, attempted to cause, or threatened to cause physical injury to another person.		Must be considered	yes 3-5 days	yes	(for potential Penal Code 245, assault with deadly weapon)
a.2 Willfully used force or violence upon another person, except in self-defense.		Must be considered	yes 5 days	yes	(For potential Penal Code 245)
<b>2. Weapons and Dangerous Objects [E.C. 48900(b)]</b> Possession, sale or furnishing of weapons (knife, gun, sharp object, club or an object that could inflict injury) or explosive.		Must be considered except for explosives – see Mandatory 48915(c)(5) above	yes 3-5 days	yes	May
<b>3. Drugs and Alcohol [E.C. 48900(c)]</b> Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or drugs.		Must be considered except for sale – see Mandatory offense above	yes	yes	yes
<b>4. Sale of "look-alike" Drugs and Alcohol [E.C. 48900(d)]</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.		Must be considered	yes	yes	yes
<b>5. Robbery or Extortion [E.C. 48900(e)]</b> Committed or attempted to commit robbery or extortion.		Must be considered see Mandatory Recommendation above	yes	yes	May



6. <b>Damage of Property</b> [E.C. 48900(f)] Cause, or attempt to cause, damage to school or private property including electronic files and databases.	may be considered	yes	yes	May
7. <b>Theft or Stealing</b> [E.C. 48900(g)] Stealing or attempting to steal school or private property including electronic files and databases.	Must be considered	yes	yes	May
8. <b>Tobacco</b> [E.C. 48900(h)] Possession or use of tobacco or nicotine products.	Must be considered	yes	yes	May
9. <b>Profanity, Obscene Acts, Vulgarity</b> [E.C. 48900(i)] 1. Directed at peers. 2. Directed at school personnel.	Must be considered	yes	yes	yes
10. <b>Drug Paraphernalia</b> [E.C. 48900(j)] Possessed, offered, arranged or negotiated to sell any drug paraphernalia.	Must be considered	yes	yes	yes
11. <b>Willful Defiance or Disruption of School Activities</b> [E.C. 48900(k)] Failure to follow school rules.	Must be considered	Grades K-3 no Grades 4-12 yes	no	no
Failure to follow directive or instruction of staff or teachers.	Must be considered	Grades K-3 no Grades 4-12 yes	no	no
Failure to follow conduct code for school bus passengers.	Must be considered	Grades K-3 no Grades 4-12 yes	no	no
<b>California Ed. Code 48900 – Continued</b>	<b>Alternative to Suspension</b>	<b>May Suspend</b>	<b>May Recommend Expulsion</b>	<b>Contact Law Enforcement within one day following suspension or expulsion(Ed. Code 48902)</b>
12. <b>Possession of Stolen Property</b> [E.C. 48900(l)] Knowingly receive stolen school property or private property.	Must be considered	yes	yes	may
13. <b>Imitation Firearm</b> [E.C. 48900(m)] 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.	Must be considered	yes	yes	may
14. <b>Sexual Assault or Sexual Battery</b> [E.C. 48900(n)] Committed or attempted to commit sexual assault or battery.	no	yes	Shall See 48915 offenses above – Shall recommend for expulsion under 48915(c)(4)	yes
15. <b>Harassment of a Student Witness</b> [E.C. 48900(o)] Harassed, threatened or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.	Must be considered	yes	yes	may
16. <b>Unlawful Drug Soma</b> [E.C. 48900(p)] Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.	Must be considered	yes	yes	may
17. <b>Hazing</b> [E.C. 48900 (q)] Engaged in or attempted to engage in hazing.	Must be considered	yes	yes	may
18. <b>Bullying</b> [E.C. 48900(r)] 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.	Must be considered	yes	yes	may

19. <b>Aids or Abets [E.C. 48900(s)]</b> The infliction or attempted infliction of physical injury to another person.	Must 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	may
20. <b>Sexual Harassment [E.C. 48900.2]</b> 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.	Must be considered	Yes	yes	may
21. <b>Acts of Hate Violence [E.C. 48900.3]</b> 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 grades 4-12	Must be considered	yes	yes	may
22. <b>Created Intimidating or Hostile Environment [E.C. 48900.4]</b> Intentionally engaged in harassment, threats or intimidation against district personnel or students, 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 students by creating an intimidating or hostile educational environment. Grades 4-12 only.	Must be considered	yes	yes	may
23. <b>Terrorist Threats [E.C. 48900.7]</b> Making terrorist threats against school officials and/or school property.	Must be considered	yes	yes	may
24. <b>Attendance Truant [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 student truant three or more times per school year. Students who are habitually truant may be referred to the School Attendance Review Board (SARB) for further action.	Must be considered	No	no	no

BEHAVIOR CITATIONS AND PRINCIPAL REFERRALS USED TO DOCUMENT INCIDENTS  
**MATSUYAMA ELEMENTARY SCHOOL**  
**BEHAVIOR CITATION**

**Three citations for the same class of offense will result in a principal referral**

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ TEACHER/ROOM: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

SITE OF OFFENSE: ☐ CLASSROOM ☐ YARD/HALL ☐ CAFETERIA ☐ OTHER \_\_\_\_\_

**OFFENSE:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Offensive Language | <input type="checkbox"/> Running in hallway/classroom       | <input type="checkbox"/> Offensive Gesture           |
| <input type="checkbox"/> Bullying           | <input type="checkbox"/> Playing out of bounds/in bathrooms | <input type="checkbox"/> Play Fighting/Rough Play    |
| <input type="checkbox"/> Defiance           | <input type="checkbox"/> Line behavior                      | <input type="checkbox"/> Playing with toys from home |
| <input type="checkbox"/> Disruption         | <input type="checkbox"/> Food, candy, gum                   | <input type="checkbox"/> Unsafe behavior on yard     |
| <input type="checkbox"/> Other: _____       |   |  |

DESCRIPTION OF INCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONSEQUENCE:** Given by: \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Time out  | <input type="checkbox"/> Loss of Privilege                           | <input type="checkbox"/> Classroom Detention: Date _____ Time _____ Room# _____ |
| <input type="checkbox"/> Parent Contact: Date _____ Time _____                           | <input type="checkbox"/> In-house Suspension: Date _____ Room# _____ |   |
| <input type="checkbox"/> Conference with Principal <input type="checkbox"/> Other: _____ |  |   |

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION OF COPIES: WHITE-PRINCIPAL YELLOW-TEACHER PINK-PARENT TO SIGN AND RETURN TO TEACHER

**MATSUYAMA ELEMENTARY SCHOOL**  
***PRINCIPAL REFERRAL***

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ TEACHER/ROOM: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

SITE OF OFFENSE: ☐ CLASSROOM ☐ YARD/HALL ☐ CAFETERIA ☐ OTHER \_\_\_\_\_

**OFFENSE:**

- |                                    |   |  |
|------------------------------------|---|--|
| <input type="checkbox"/> Assault   | <input type="checkbox"/> Creating intimidating or hostile environment (Grades 4-6)            | <input type="checkbox"/> Illegal or Controlled Substance |
| <input type="checkbox"/> Fighting  | <input type="checkbox"/> Making a terrorist threat against school officials, property or both | <input type="checkbox"/> Possession of a weapon          |
| <input type="checkbox"/> Theft     | <input type="checkbox"/> Possession of explosive materials                                    | <input type="checkbox"/> Sexual Harassment (Grades 4-6)  |
| <input type="checkbox"/> Vandalism | <input type="checkbox"/> Fourth referral for same offense (attach previous citations)         | <input type="checkbox"/> Other: _____                    |

DESCRIPTION OF INCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONSEQUENCE:**

- |  |  |
|--|--|
| <input type="checkbox"/> Parent Contact: Date _____ Time _____ | <input type="checkbox"/> In-house Suspension: Date _____ Room# _____             |
| <input type="checkbox"/> Suspension (Number of days _____)     | <input type="checkbox"/> Behavior Contract <input type="checkbox"/> Other: _____ |

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# THE LEADER IN ME

Matsuyama is in the 3<sup>rd</sup> year of being a “Leader in Me” school. As an administrator I find more and more students coming to school that do not see the potential within them and that bothers me. As educators we tend to be optimistic and hopeful for the children we serve; yet at times we feel we are paddling upstream against a very strong social tide that has made so many feel disconnected from their peers, and even themselves. In order to educate our children we must educate the heart as well as the mind and we must empower all students to see the potential we see in each of them. To that end we have begun to address social emotional learning through the foundation of “The Leader in Me”, a book by Stephen and Sean Covey. There are currently 15 schools in SCUSD that have committed to developing a culture and climate of leadership. We are all in the early learning stages and in order to develop a sustainable culture it will take 3-5 years of hard and consistent work on the part of teachers, support staff, students, parents, and the administrator.

Being a leader means being a leader of self as well as a leader of others.

Leader of self:

- Self-reliant
- Personal responsibility for choices and actions
- Having a plan, a purpose, and goals
- Having the discipline to achieve those goals

Leader of Others:

- Sharing knowledge and talents
- Inspiring others to meet their potential
- Being a role model
- Ability to guide a group towards a goal

Leaders possess 7 habits:

Habits 1-3 (Independence)

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First

Habits 4-6 (Interdependence)

4. Think Win-Win
5. Seek First to Understand, Then to Be Understood
6. Synergize

Habit 7 (The Whole Person)

7. Sharpen the Saw (Care for mind, body, heart and spirit)

Habit 8: FIND YOUR VOICE

Throughout the year you will hear our students and teachers referring to these habits. I invite each of you to support us in helping our little Mighty Pines become the best they can be!