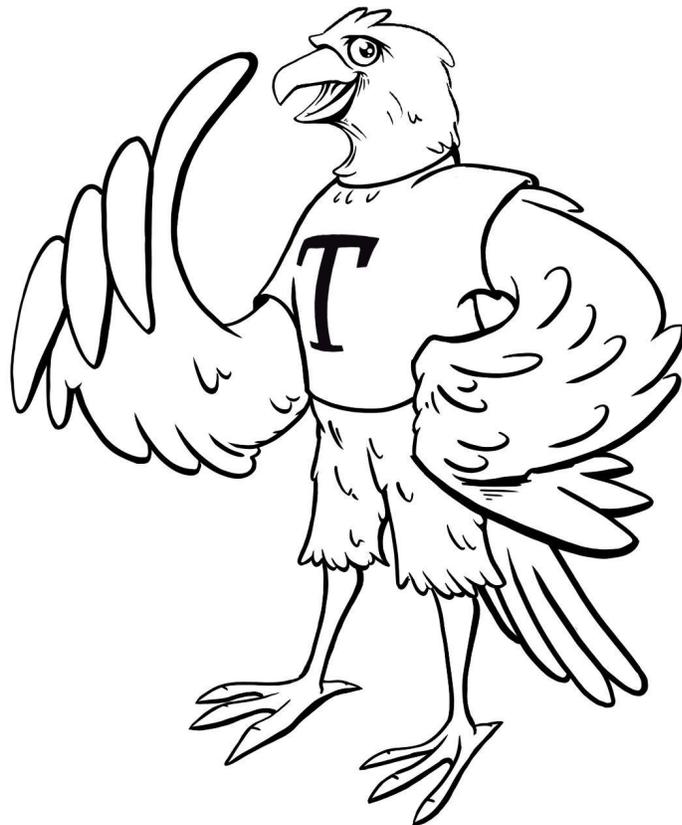


TAFOYA ELEMENTARY SCHOOL

A proud member of the Woodland Joint Unified School District



STUDENT-PARENT HANDBOOK **for PHASE 4 of Distance Learning - 2021-2022**

Notice - Information contained in this handbook is subject to change as we progress through the phases of school reopening. This handbook was written to address Phase 5, or full-in-person learning with no restrictions.

720 Homestead Way • Woodland, CA 95776
530-666-4324 (Phone) • 530-666-3702 (Fax)

www.tafoya.wjUSD.org

All information in this handbook is subject to change after time of publication. (7/29/2021)

ABOUT OUR SCHOOL

Tafoya elementary school opened in 1999 has enjoyed a history of high academic standards, strong parent involvement, and positive student relationships. We work together thoughtfully to encourage students to think creatively, and work positively in a variety of learning and social situations, which enable them to grow intellectually, socially, and emotionally in a safe environment. We are very thankful for all of our parents' support and high level of involvement in our school life.

School Colors: Burgundy and Gray (or silver)

School Mascot: Hawk

Grade Levels: TK-6

Office Hours: 8am-4pm, Monday-Friday

SARC Report Offers More Detail - A Hard Copy Available Upon Request

MISSION

Our school community is committed to providing our Tafoya scholars with a well-rounded, instructional program that prepares them for middle school and lays the foundation for success in college and the career of their choice. We commit to this mission through:

- Maintaining a positive, respectful learning environment
- Setting high expectations and building pathways to success
 - Promotes perseverance and responsibility
- Empowering students to achieve their highest potential
- Taking responsibility to help meet the needs of our student
 - Working together to promote a love of learning
- Connecting with families and building strong relationships

PRINCIPAL'S MESSAGE

Welcome to the 21-22 school year! It is an honor for both me and Mr. Chris Reyna to continue to be your school leaders and a larger part of this community. We could not be more excited about continuing my journey in education here in Woodland.

I'd like to start this year by saying, we are so incredibly happy to return to in-person instruction! I truly believe we can make the best of what we are being handed while maintaining high academic achievement, and student safety. Our success will be dependent on our ability to come together as a community and commit to the success of *every* child. Our staff will be focused on: collaborating with one another to bring their best instruction to the classroom with every lesson, dedicated and integrated English-Language Development (ELD), and Positive Behavioral Interventions and Supports (PBIS). Our goal is to make every classroom a place where students feel loved, supported, and successful.

COMMUNITY and FAMILY ENGAGEMENT will continue to be a focus this year. Parents are a pivotal piece to our success every year, we all felt this more than ever last year. We are striving for fast, frequent, and meaningful messages. We have an active school *private* Facebook group where we can share information with our families and share posts from our valued Tafoya PTA. Please make sure to request access to the group. I will continue to deliver a weekly message on Sundays via phone, email, and our ParentSquare app, which will be translated into Spanish as well.

Lastly, as a school committed to preparing & empowering students for a future of possibilities, we will focus on **INSTRUCTION**. This means continuing to improve our practices, engage all learners, and honoring our strengths and differences throughout this year. What is best for one student may look different for every child.

This year will definitely come with its challenges, but through our strength, commitment and determination, we will make this a great year for our community!

-Mrs. Lyssa Perry

COMMUNICATION

Success in the classroom for your child will, in part, depend on communication with your child's teacher. Our staff members are available to talk with you and address any questions or concerns that you may have. Please address any issues as early as possible and allow us to work through those issues with you. Don't be afraid to ask questions! We are here for you.

Communication from the school comes in multiple methods, including phone calls, recorded messages, text messages, emails, email blasts, newsletters, social media posts, surveys, and videos. These will be the three major platforms we will be using for the 20-21 school year:

- Aeries (your child's personal information page)
- ParentSquare (Parent messaging app)
- Canvas (your child's learning platform - grades 3-6)
- Seesaw (K-2)



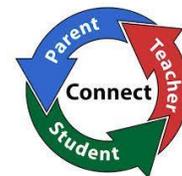
Email addresses and contact information for school personnel can be found on our school website at tafoya.wjUSD.org.

Report Cards

Report cards will be issued three times a year - November, March, and June.

Parent-Teacher Conferences (*subject to change*)

Parent conferences are held one week in the Fall and Spring to review the child's progress. Parent conferences go beyond simple reports of grades and give parents time to review and share student progress in each skill area. Based on County Health Guidelines at that time, these may possibly be virtual meetings instead of face-to-face.



REGISTRATION

Updated contact information and address verification is required each year. You will be receiving information on how to update all your information within the AERIES application this year, instead of paper. All information must be up-to-date by Aug 27, 2021. *All contacts must be over the age of 18.*

TECHNOLOGY

WJUSD provides a Chromebook for every student.

Using a personalized username and password, students access the internet on their district-issued device through a Single Sign On (SSO) portal. This SSO gives them access to core curriculum programs, assessments, the learning management system and more.

In order for a student to gain access to the Internet, he/she must have parental/guardian permission, which is given or revoked by the parent/guardian during the annual registration/emergency card update.

Student use of district computers to access social networking sites is prohibited. To review the Acceptable Use Agreement, visit the Technology Department on the district website at www.wjUSD.org.

All students participate in yearly digital citizenship and safety lessons facilitated by the classroom teacher. Parents may find value in the resources available from commonsense.org.

Families needing assistance with access to an internet connection should contact the WJUSD Technology Department.

INDEPENDENT STUDY

If you have to take your child out of school for trips or family emergencies of five days or more, you may make arrangements with the Attendance Clerk in the office for an Independent Study Contract. All independent studies must be approved by an administrator. Please understand that an independent study cannot replace classroom instruction, and that your child may miss important concepts taught in the classroom during his/her absence. Independent Study requests must be made two weeks in advance or they may be denied. In addition, they may be denied for students if they are working below grade level or if they have previously returned an incomplete Independent Study packet. With distance learning as our educational platform during the first part of this school year, we hope most families will be able to continue their child's education regardless of where they may be.

PARENT GROUPS & INVOLVEMENT

How can parents get involved?

- Communicate regularly with your child's teacher
- Check your child's calendar, classwork and homework
- Join a parent organization such as PTA, ELAC, or School Site Council.

PTA

Tafoya's Parent Teacher Association (PTA) is a non-profit organization dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement. The overall purpose of PTA is to help all Tafoya Hawks reach their potential and support all of our amazing teachers and staff members.

School Site Council (SSC)

The School Site Council oversees the educational plan for instruction, approves the school plan, funds curricular changes, and gives input on school policy. Any parent can join our SSC meetings, but only members have voting rights.

English Learner Advisory Council (ELAC)

The English Learner Advisory Council gives advice on services and educational programs for second language learners. ELAC also approves the school plan, funds curricular changes, and gives input on school policy. Any parent can join our ELAC meetings, but only parents of English Learners can be voting members.

SCHOOL SECURITY

Tafoya Elementary is a closed campus. As such, all gates and classroom doors will remain locked during instruction. Out of respect for a teacher's time and the instructional minutes of all students, please schedule all virtual or phone parent-teacher conferences either before school or after school hours.

Student and staff safety is our top priority.

DRESS AND GROOMING POLICY

We believe that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. We use the District's policy on Dress and Grooming as our guide.

ATTENDANCE POLICY *(Subject to change due to COVID-19 and state/local guidelines)*

California State law requires that students attend school regularly and punctually. If circumstances prevent a child from attending school, their parent/guardian must notify their student's school office by phone as soon as possible.

Our attendance line is (530) 666-4324.

Unfortunately, we are not able to accept emails to excuse a child's absence from school. Absences that are not a result of illness, medical appointments or bereavement affect the education of the student.

1. Students with more than 15 absences for the school year, excused or unexcused, may result in referral to the School Attendance Review Board (SARB), and/or possible retention.
2. Tardiness is prohibited by law in California. Education Code Section 48260 states that any student who is tardy to school in **excess of 30 MINUTES** on each of **MORE THAN 3 DAYS** is **considered a truancy**. In this case, you will receive LETTER 1 informing you of the situation.
3. You will receive LETTER 2 upon the next **UNEXCUSED** absence or tardy over 30 minutes. Once this happens, the attendance clerk will make an appointment for you to meet with administration so that we can change the situation together. If student attendance does not improve after this meeting, we will seek outside resources for support through the Student Attendance Review Board process. This process takes place at the police station and can get the support of the District Attorney, the Department of Social Services, and Child Protective Services.
4. As with absences, excessive tardies may result in a referral to SARB. **EXCUSED tardies** include **ONLY** the following:
 - a. Illness
 - b. Medical Appointment (If possible, please make these outside of school hours)
 - c. Death in the immediate family

Family emergencies, lack of transportation, or sick siblings are not reasons for us to excuse absences. This policy is in accordance with the California State Education Code. All other reasons for absences are considered unexcused. If a student is absent from school, the parent is required to call the school the same day to explain the reason for the absence.

ATTENDANCE (cont.)...

Consistent attendance enables the student to benefit from the teacher's instruction; however, a student may be absent from school for the following reasons:

- a. Personal Illness
- b. Doctor/Dentist appointments; or
- c. Funeral of an immediate family member

This policy is in accordance with the California State Education Code. All other reasons for absences are considered **UNEXCUSED**. If a student is absent from school, the parent is required to call the school the same day to explain the reason for the absence.

Going to be absent? Call the 24-hour attendance line **(530-662-3944)**. A message will prompt you to leave information so that your child is accounted for. If possible, call before 9 a.m. on the day your child is absent. *Although you may notify your child's teacher of an impending absence of your child from school (e.g., vacation, medical leave, etc.), you still need to call the attendance line.*

Excused Absences – Method of Verification

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences. This verification must be presented within three school days of the return date in order to be considered excused:

1. Written note from parent/guardian, parent representative, or student if 18 or older.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative.
3. Visit to the student's home or any other reasonable method that establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including the information outlined above.
4. Physicians verification:
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. When a student has had **five days of consecutive absences** or **ten days of nonconsecutive absences** in the school year for illness verified by methods above, any further absences for illness must be verified by a physician.

If your child is experiencing an extended or repeated illness, please contact the school administration to let us know how we can support you and your child. We have a caring staff dedicated to supporting parents through difficult situations.

NUTRITION

With a waiver from the USDA, WJUSD and Elementary are able to provide breakfast and lunch to ***all students at no cost***. Students can assist us in managing the nutrition program by letting the classroom teacher know each day if they will or will not be getting a school meal. This assists nutrition staff with minimizing food waste and making sure we have enough for everyone who wants to eat a meal from the school.

Students are welcome to bring their own snack or meal to campus. Soft drinks and open containers, such as blended drinks/shakes, should remain at home. Refillable water bottles are encouraged and there are several bottle filling stations on campus.

Sharing food/drink is not allowed. Apart from spreading germs, it also exposes students to potential allergens. If your student has allergies to certain foods, please contact the school nurse to ensure an Individualized Health Plan (IHP) is on file or at the very least, that our student information system has a note in it. We encourage families to talk to their student about not sharing and not accepting food/drink from others.

We love celebrations! However, due to guidance surrounding Foods of Minimal Nutritional Value and COVID protocols, we are unable to distribute snacks/treats for birthdays and other celebrations. Please consider donating a book to the school library or classroom in your student's name, classroom supplies, pencils, Play-Doh, etc. as an alternative way to celebrate your student and their accomplishments.

SPECIAL ACADEMIC PROGRAMS

Early intervention through the use of student study teams and diagnostic placement of students enables us to serve students with learning needs through highly trained staff and a research-based curriculum. We work for the inclusion of all special needs students to the highest extent possible. Classroom teachers stress cooperative instructional strategies and adapt whole group techniques to provide for maximum participation and learning of all students.

Gifted and Talented Students (GATE) receive differentiated instruction during the regular school day and have the benefit of some after-school enrichment classes. These enrichment classes are organized at the District level and may or may not take place at Tafoya.

Children with a primary language other than English receive English Language Development daily to assist them in reaching their highest potential academically. Children who speak English as their first language will receive Academic Language Development, which focuses on skill development and increasing academic vocabulary.

RECOGNITION, REWARDS, & AWARDS

Students who follow school rules & demonstrate good citizenship/work habits are recognized in many ways! Some of our most common ways are listed below, but this is not an exhaustive list.

- **Positive Communication** - Staff will communicate with parents regarding compliments on a child's performance. This may be in the form of a phone call, email, or positive postcard mailed home!
- **PBIS Rewards** - We are going digital! Using an app, staff members will be able to award points to students for exhibiting appropriate and above & beyond behavior. Students may redeem points for privileges and tangible rewards.
- **Social Media Shout Out** (with parent permission for use of first name + last initial and photo!)
- **Academic and Citizenship Award** - Students may be recognized for positive academic & behavioral performance.
- **Positive Praise**
- **Privileges**

EXPECTATIONS FOR BEHAVIOR

The general rules for all conduct anywhere on campus at Tafoya are about S.O.A.R.ing to success!:

- **S**afe
- **O**wnership of actions
- **A**chievement
- **R**espect

Each of these rules has specific behaviors we ask of students. You can find behaviors for different areas of school on the following page. We have school-wide expectations for in-class and out-of-class behavior. Parents are asked to read and discuss classroom and school expectations with their child(ren). We hope to work together for the betterment of your child and our school. Tafoya playground expectations of conduct follow, as well as an example of how students can be coached to work through problems. We ask that you use this information at home as well to support a consistent behavioral approach.

Please see our SOAR matrix on our website.

DISCIPLINE PROCEDURES

Every student shares the responsibility for maintaining a safe and productive environment at school. Students are expected to inform a Tafoya staff member of any situation that would pose a danger to themselves or others. If a student chooses to be disruptive to the learning environment or violates school expectations, measures will be taken to inform parents and work with them to correct the student's behavior. Conferences may be required to develop a behavior contract or Behavior Support Plan (BSP). Consequences for violation of school rules include but are not limited to:

- **Time Out** - Time out of class/removal from activity. The student on Time Out may not disrupt the environment to which he/she is assigned. Disruption will result in further consequences.
- **Loss of Privileges**
- **Restorative Justice**
- **Restorative Circle including Apology**
- **Contracts** - From time to time, contracts are established to focus on behavioral changes which will support the student in reaching his/her educational goals. Contracts may be written for an individual student may include personal goals, positive praise, and/or redirection.
- **Suspension and/or Expulsion**

LET US HELP

BULLYING

Bullying, of any kind, will not be tolerated at Tafoya Elementary School and may warrant an immediate referral to the Principal. Behavior that falls under the 3 following categories will be dealt with seriously & will have immediate consequences.

1. **Verbal Bullying** – Name-calling, negative comments, intimidation, harassing phone calls, and/or sending negative notes.
2. **Physical Bullying** – Intentional and/or repeated pushing, scratching, tripping, harming with any object, damage to personal possessions, and/or gestures that carry specific derogatory meaning.
3. **Social Bullying** – Verbal and written gossip, making personal information public, setting someone up and exclusion.

CYBERBULLYING

If a student experiences bullying in a virtual environment, please follow these steps:

- **Don't respond to and don't forward** cyberbullying messages.
- **Keep evidence of cyberbullying.** Record the dates, times, and descriptions of instances when cyberbullying has occurred. Save and print screenshots, emails, and text messages. Use this to report cyberbullying to web and cell phone service providers.
- **Block the person** who is cyberbullying.
- Cyberbullying can create a disruptive environment at school and is often related to in-person bullying. Our school can use the information to help inform prevention and response strategies. **Please report all cyberbullying that involves school devices and/or WJUSD students to the teacher, counselor and/or administrator.**

When cyberbullying involves these activities it is considered a crime and should be reported to the school and law enforcement:

- Threats of violence
- Child pornography or sending sexually explicit messages or photos
- Taking a photo or video of someone in a place where he or she would expect privacy
- Stalking and hate crimes

Need to report bullying? Please do so on our school bullying reporting form on our school website.

Having a problem at school? Please talk to your child's teacher first by either e-mailing him/her or leaving a voice-mail message. If necessary, set up an appointment to meet with your child's teacher to resolve the problem.

- If the problem is still not resolved, the office coordinator will set up an appointment for you to meet with the site administrator. The site administrator may determine it is best for the staff member to join the conversation as well.