Spinelli Elementary Family Handbook

2026-2027

School Year

Be Safe, Be Kind, Be a Learner, Be a Tiger, GRRR

Dear Spinelli Families,

Welcome to Spinelli! We are the "Home of the Tigers" and committed to student success. Developing a strong communication system between home and school is an important factor in creating a successful educational environment. Therefore, we have created the following handbook with vital information about Spinelli's programs, policies, and procedures.

We understand that you have entrusted us here at Spinelli with your student and we strive to do our best. We hope you will find the answers to all your questions regarding the day to day activities your child will be participating in while attending Spinelli Elementary School. This is yours to keep and we suggest you refer to it when you have questions.

Once you have read the handbook, sign the parent acknowledgement form included in your beginning of the year packet of materials, and send it back to school with your child.

We value your support of the educational program we offer our students, and welcome any feedback you may have. There are many ways to be involved in the education of your child and I encourage you to join us in any way you can. Please watch for information regarding PTO meetings, School Site Council, volunteering in the classroom, and other important messages.

Our goal is to provide a caring, nurturing, quality, educational environment for your child. We look forward to building positive relationships with our families, and developing the minds of our students. If we can further assist you in any way, please contact our school office at (916) 338-6490.

Sincerely,

Erica Olmstead
Principal

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Spinelli Elementary's Mission

Spinelli's diverse community will become responsible citizens dedicated to academic and personal excellence.

Spinelli Elementary's Vision

To achieve our mission, Spinelli staff will:

- Cultivate academic excellence in a nurturing environment, fostering kindness and recognizing each student's value.
- Empower lifelong learners to make a positive impact through flexible thinking and problem-solving.
- Uphold clear expectations for behavior and procedures, grounded in empathy and respect.
- Encourage students, families, and community members to actively participate in our programs

Collective Commitments

(What the adults must do at Spinelli Elementary School to help achieve the mission and vision)

- Utilize District Pacing Guides to plan instruction and assessment of student learning
- Initiate small and whole group instruction based on students' needs
- Set high expectations for learning, behavior, and citizenship regardless of background, label, or past experiences
- Communicate effectively regarding student progress and provide families with resources, strategies, and information to help students succeed
- Provide a safe, trusting, and collaborative environment, open to learning from others to achieve our targeted goals.
- Make decisions based on data and utilize a variety of instructional strategies to promote success for all students.
- Honor the whole child, treating them with respect and care and attending to their social and emotional needs
- We will work with colleagues to achieve our personalized goals
- Implement the practices of Positive Behavioral Interventions and Supports

Our Safe School Vision Statement

Student success depends on a child's belief that he/she is safe at school. Therefore, in collaboration with our Site Council members, we have developed a safe school plan. We are guided by the following statement:

Spinelli Elementary School is a safe environment for all law abiding students, staff, and campus visitors. Our definition of a safe school environment includes the attainment and cultivation of physical and mental well-being. Realization of this vision will facilitate student success. In support of this vision, the Spinelli campus is a smoke free and drug free zone.

Services and Programs

Academic Intervention Program

Art Specialist

County SDC Program Grades K-6

Chromebook assigned to each student

English Learner Program

EHRMS Counseling

Expanded Learning Opportunities Program (ELOP)

Full time Library Services

Gifted and Talented Education (GATE)

Head Start Program

Healthy Play Program

Monthly Family Events

Music Specialist

Positive Behavioral Interventions and Supports (PBIS)

Peace Keeper Program

Physical therapist

Occupational Therapist

Resource Specialist Program (RSP)

Safe School Ambassadors

Safe School Plan

School Psychologist

School Site Council (SSC)/English Language Advisory Committee (ELAC)

Second Step Social Skills Program

SMART goals for struggling students

Full time Social Worker

Level 2/3 Support classes Grades TK-3rd grade

Speech & Language Pathologist

Tiger Spirit Days

Title 1 School-wide Program

Transitional Kindergarten

Emergency Cards

Parents are asked to fill out emergency cards for each child enrolled at Spinelli. It is very important for the safety of your child that the cards are kept up-to-date. These cards are maintained in a file and used by the office in the event of an emergency, or a non-emergency situation. A change in any of the following should be reported to the school immediately:

1. Home/work/cell phone numbers and/or addresses of parents or other contacts listed on the card. This includes parents, doctors, and emergency contacts.
2. To add/remove an adult authorized to pick up your student.

Anytime a parent is going to be away from home for several days or more, please notify the school and leave the name and telephone number of the person to call in the event of an emergency.

Center Joint Unified School District
School Attendance Policies

Arrival/Dismissal:

Students will be allowed on campus 20 minutes before school begins, that means not before 7:45 am. **Please do not drop your child off before 7:45 am. There is NO campus supervision!**

At dismissal, students are to leave the school grounds immediately for home, baby-sitter, and/or daycare, etc. There is no supervision on campus after the school day ends. Please enter campus only during supervised activities.

Absences/Truancies/Tardiness:

It is important for children to be punctual and attend school regularly beginning with the first day of school until the last day of school. Unnecessary absences and tardiness impede a child's educational progress. If your child is absent more than 3 (three) days in a row, you must submit a doctor's note.

Please call 916-338-6490 to report a student absence. If the school has not received a call or note from a parent/guardian within 72 hours of the absence, the absence will be reported as "unexcused", it then becomes an official attendance record required by the State of California, and cannot be changed.

School Attendance Policies: cont.

The State of California has set up certain requirements regarding attendance. Each student and family is responsible for meeting those requirements. The State requires each student to be in school unless prevented by illness, family funeral, quarantine, medical, court appearances, and observance of a holiday or religious ceremony. **Family vacation is NOT an excused absence!**

Tardy Policy:

Students arriving late, after the 8:05 am bell rings, are to stop in the office for a late slip. Excessive tardiness and absences may result in further intervention. Please make every effort to have your student to school on time. **A student late 10 minutes each day equals 30 hours of missed instruction over the course of a school year. Late students interrupt the learning of all other students in the class.**

Truancy:

After three unexcused absences, the student will be considered truant. A parent notification letter will be sent home. Another unexcused absence will result in a SART (Student Attendance Review Team) meeting with the Principal at the school site. If there is yet another unexcused absence, a SARB (School Attendance Review Board) hearing will be held at the District Office.

SARB:

A SARB hearing may be held for poor attendance or chronic misbehavior in school. The main responsibility of SARB is to promote good school attendance and/or behavior through the use of alternatives to the Juvenile Court System. The SARB process brings together the parents, student, school personnel and community agencies to help solve the attendance or behavior problems.

Short term Independent Study:

We ask that you plan all family vacations and events for the scheduled breaks throughout the school year. However, if your child is unable to attend school for three or more days, you will need to contact the office at least 2 weeks prior to your planned departure. Teachers will be notified and an Independent Study Contract must be signed by you, your child, and your child's teacher.

Home/Hospital Instruction:

In the event your child is unable to attend school for an extended period of time, please contact the school for information regarding home instruction. Only an absence of more than three weeks and doctors' orders qualifies a student for this program. Specific information will need to be provided by the family physician. The school will provide the necessary forms.

Spinelli Bell Schedule 2026-2027

Spinelli Bell Schedule 2026 - 2027

Monday *(excluding Parent Conference Weeks)*

TK	
10:19-10:29	Arrival
10:29-12:00	Class
12:00-12:25	Lunch
12:25-1:30	Class
1:30-1:40	Dismissal

Kindergarten	
8:05-9:20	Class
9:20-9:30	Recess
9:30-10:40	Class
10:40-11:00	Lunch
11:00-11:15	Lunch recess
11:15-12:30	Class
12:30-12:40	Recess
12:40-1:30	Class

TK,K/1 Level II/III	
8:05-9:55	Class
9:55-10:10	Recess
10:10-11:10	Class
11:10-11:30	Lunch
11:30-11:45	Lunch recess
11:45-12:50	Class
12:50-1:00	Recess
1:00- 1:30	Class

1st Grade	
8:05-9:30	Class
9:30-9:40	Recess
9:40-11:00	Class
11:00-11:20	Lunch
11:20-11:35	Lunch recess
11:35-1:05	Class
1:05-1:15	Recess
1:15-1:30	Class

2nd Grade/Level II/III	
8:05-9:30	Class
9:30-9:40	Recess
9:40-11:15	Class
11:15-11:35	Lunch
11:35-11:50	Lunch recess
11:50-1:05	Class
1:05-1:15	Recess
1:15-1:30	Class

3rd Grade	
8:05-9:45	Class
9:45-9:55	Recess
9:55-11:30	Class
11:30-11:50	Lunch
11:50-12:05	Lunch recess
12:05-1:20	Class
1:20-1:30	Recess

4th Grade	
8:05-9:45	Class
9:45-9:55	Recess
9:55-11:45	Class
11:45-12:05	Lunch
12:05-12:20	Lunch recess
12:20-1:20	Class
1:20 - 1:30	Recess

5th and 6th Grade	
8:05-10:25	Class
10:25-10:45	Recess
10:45-12:15	Class
12:15-12:35	Lunch
12:35-12:50	Lunch recess
12:50-1:30	Class

Tuesday-Friday

TK	
10:45-10:55	Arrival
10:55-12:00	Class
12:00-12:25	Lunch
12:25-2:20	Class
2:20-2:30	Dismissal

Kindergarten	
8:05-9:20	Class
9:20-9:30	Recess
9:30-10:40	Class
10:40-11:00	Lunch
11:00-11:15	Lunch recess
11:15-12:30	Class
12:30-12:40	Recess
12:40-2:20	Class

TK/K/1st Level II/III	
8:05-9:55	Class
9:55-10:10	Recess
10:10-11:10	Class
11:10-11:30	Lunch
11:30-11:45	Lunch recess
11:45-12:50	Class
12:50-1:00	Recess
1:00-2:20	Class

1st Grade	
8:05-9:30	Class
9:30-9:40	Recess
9:40-11:00	Class
11:00-11:20	Lunch
11:20-11:35	Lunch recess
11:35-1:05	Class
1:05-1:15	Recess
1:15-2:20	Class

2nd Grade/Level II/III	
8:05-9:30	Class
9:30-9:40	Recess
9:40-11:15	Class
11:15-11:35	Lunch
11:35-11:50	Lunch recess
11:50-1:05	Class
1:05-1:15	Recess
1:15-2:20	Class

3rd Grade	
8:05-9:45	Class
9:45-9:55	Recess
9:55-11:30	Class
11:30-11:50	Lunch
11:50-12:05	Lunch recess
12:05-1:20	Class
1:20-1:30	Recess
1:30-2:20	Class

4th Grade	
8:05-9:45	Class
9:45-9:55	Recess
9:55-11:45	Class
11:45-12:05	Lunch
12:05-12:20	Lunch recess
12:20-1:20	Class
1:20-1:30	Recess
1:30-2:20	Class

5th and 6th Grade	
8:05-10:25	Class
10:25-10:45	Recess
10:45-12:15	Class
12:15-12:35	Lunch
12:35-12:50	Lunch recess
12:50-2:20	Class

Minimum Days

Grades K-6 *(Parent conference weeks, Friday before winter break and last day of school)*

8:05-11:30	**Class**
10:05-10:30	10:05-10:15 Lunch/10:15-10:30 Lunch recess - Lvl II/III - Snyder
10:25-10:50	10:25-10:35 Lunch/10:35-10:50 Lunch recess Grades 1-2 & Lvl II/III - Cannon
10:35-11:00	10:35-10:45 Lunch/10:45-11:00 Lunch recess Grades 3-4
10:45-11:10	10:45-10:55 Lunch/10:55-11:10 Lunch recess Grades 5-6

Revised 5/28/2026

Breakfast and Lunch at Spinelli

FREE Breakfast and lunch are served daily. Students are welcome to eat breakfast as long as they follow all cafeteria rules as outlined in the Behavior Matrix. Parents will be notified if their child does not follow the rules, and they may lose the privilege of eating breakfast in the cafeteria.

All students may eat breakfast from 7:45-8:05

Snacks

Students may bring a healthy snack to eat in the designated area during recess. Students may bring water as a beverage. Soda, energy drinks, flavored water or hydration drinks, and full size/family size bags of snacks will not be allowed in the classroom. Students may not share food, so snacks must be single serving or individually portioned items. Examples of healthy items include, but are not limited to fruit, vegetables, single size crackers or chips. Some

classrooms have a snack basket or ask for donations to their snack stash. Please do not send candy or chewing gum.

School Discipline:
A Total School Discipline Program

PBIS

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

School wide expectations:

Be Kind

Be Safe

Be a Learner

Be a Tiger, GRRR

- Be Kind, Be Safe, Be a Learner, Be a Tiger are the guiding principles for all staff and students. At the beginning of the year, all students are explicitly taught what it means to be kind, safe, and a learner in all areas of the campus as laid out in the behavior matrix. Students are rewarded for exhibiting kind, safe, and learning behaviors using our Tiger Ticket system. Those Tiger tickets may be redeemed in our Student Store.

Behavior Matrix

The Tiger Way

Be Safe, Be Kind, Be a Learner - Be a Tiger! GRRR…

AREA/ SETTING	We are Safe when we …	We are Kind when we …	We are Learners when we….
All Settings	❖ Keep hands, feet, and objects to ourselves ❖ Stay within designated areas ❖ Use school materials and equipment safely and correctly ❖ Walk in designated areas	❖ Use kind words in a friendly tone of voice and are respectful to all ❖ Listen and follow directions from all staff ❖ Take responsibility for our choices and fix our mistakes ❖ Use appropriate voice volume	❖ Follow directions ❖ Do our best and never give up ❖ Participate in activities ❖ Have positive conversations ❖ Listen with our eyes, ears, and heart ❖ Ask for help when needed
Classroom (includes library, PE, and Tiger Time rooms)	❖ Clean up after ourselves ❖ Keep our desk area and classroom clean ❖ Tell an adult when we have a problem	❖ Give positive feedback ❖ Practice active listening with our peers and teachers	❖ Have our minds and materials ready ❖ Complete work on time ❖ Allow others the opportunity to learn
Arrival/Dismissal/ Hallways	❖ Enter and exit the school promptly ❖ Walk in our class line	❖ Respect all learners ❖ Use our manners	❖ Know where we are going and get there promptly ❖ Keep the environment clean
Cafeteria	❖ Carry trays with both hands ❖ Stay seated ❖ Eat our own food	❖ Say, "Please and thank you" ❖ Raise our hands if we need something	❖ Practice healthy eating habits ❖ Show patience while waiting
Bus	❖ Sit facing forward in the seat ❖ Use hand sanitizer when entering	❖ Say thank you to the bus driver each day	❖ Gather all belongings when we get off the bus
Bathrooms	❖ Wash our hands ❖ Throw all trash away ❖ Report problems to an adult	❖ Go, flush, wash, leave ❖ Keep the floors and walls clean and dry ❖ Give others privacy	❖ Clean up after ourselves ❖ Go back to class quickly
Recess/Playground/ Outside areas	❖ Eat in designated areas ❖ Freeze at the bell and return all equipment	❖ Include others in games and play ❖ Take turns ❖ Win and lose with a positive attitude	❖ Help others ❖ Ask yard duty or Peacekeepers for help ❖ Bring a healthy snack
GRRR…	**G**round Ourselves: Use calming strategies **R**eflect on Feelings: Identify the problem **R**espect Ourselves and Others: Brainstorm solutions and problem solve **R**espond Positively: Pick the best solution		

Discipline Plan

Emphasis is placed on positive recognition of students who follow expectations outlined in the Behavior Matrix. When addressing behavioral concerns, classroom teachers will use and implement their own classroom management strategies. (Dojo points, Tiger tickets, phone calls home, etc…)

If the behavior continues, the teacher will send the student to the office to see administration, with an Office Discipline Referral (ODR).

Administration has a discussion with student using the following restorative questions which may include the following questions:

1. What happened and what were you thinking at the time?
2. What have you thought about since?
3. Who has been affected by what you have done? In what way?
4. What about this has been the hardest for you?
5. What do you think you need to do to make things right?

After discussing these questions, the student will make their wrongs right by writing an apology letter, owning up to their actions, having a restorative conversation with all parties involved, or another action that is deemed appropriate. These restorative consequences and ownership of actions are in place to not only correct the behavior, but to maintain the commitment of keeping our school safe.

Administration will email or call the teacher to inform them of the conflict resolution and next steps. Teachers or administration have the option to contact parents via email, phone, or Dojo.

Continued ODR's may results in other Tier 2 supports which may include but are not limited to:

- Check in Check Out
- Behavior Contract
- Smart Goal
- One/One counseling support
- Strong Kids Group
- Schedule a home visit
- Ask for a student buddy leader from another classroom
- Other resources

The administrative action taken will depend on the severity of the action which led to the ODR referral, and the previous disciplinary actions the student has encountered.

Violation of California Education Code may warrant suspension, which means the temporary removal of a student from his or her regular educational setting; the school will follow due process and parents will be notified to create a plan moving forward as a team. If a student is suspended, they are not allowed to attend or participate in school activities for the duration of

the suspension. Parents are required to respond to the school regarding a suspension without delay. Specific California Education Code violations may result in recommendation for expulsion.

For more information on Suspension and Expulsions see School Board Policy 5144.1.

Grading Policies

UNDERSTANDING	PARTIAL UNDERSTANDING	LIMITED UNDERSTANDING
3	**2**	**1**
Student has met the learning objective. Student demonstrates **mastery** of the performance expectation or learning goal.	Student is approaching the learning objective. Student demonstrated **partial mastery** of the performance expectation or learning goal.	Student has **not** met the learning objective. Student provides **little evidence** of meeting the performance expectation or learning goal.
Student is able to analyze and peer review the work of others**.**	Student will be provided feedback and support in order to revise work.	Student will be provided feedback and support in order to revise work.

Promotion Requirements:

Every student is expected to meet the grade level Common Core State standards before being promoted to the next grade.

Report Cards:

Report cards are issued at the end of each trimester. Each report card shows progress towards the grade level standards, effort in the classroom, attendance, and citizenship. Parents may view their child's progress and attendance via *AERIES portal,* on their home computers. If your child is at risk of retention, you will be notified by the teacher. Contact your child's teacher if you have any concerns or questions.

Parent Conferences:

During the school year, parent/teacher conferences will be scheduled by your child's teacher. These conferences are designed to inform parents of their child's progress toward grade level standards, and address any other concerns you or your child may have in regard to school. If a parent feels the need for an additional conference, you may request a meeting in advance by Dojo messaging or emailing the teacher directly.

Grading policies: cont.

Testing:

We will be administering the California Assessment of Student Performance and Progress (CAASPP) in grades 3-6.

There are also a variety of assessments given by the teacher throughout the school year to determine student progress towards the standards. **Parents can show their support for their child's success by making sure they get adequate rest, eat healthy foods, and by making homework a priority. A parent's role is an integral part of the success of their child.**

Homework Policy:

We believe learning is a lifelong process extending into the home and community. Through our commitment to academic excellence we have adopted the following homework policy:

Statement of Purpose:

- We believe homework can enrich and expand regular classroom work
- We believe homework builds interest in reading and learning
- We believe homework gives additional practice and application to strengthen learning, and progress students to grade level standards
- We believe homework provides the opportunity for a student to pursue individual interests in ability areas

Types of Homework:

Students will receive teacher direction and/or instruction on the homework assignment. The following activities may be considered homework:

- Completion of class work
- Solving math problems
- Learning and using spelling words and vocabulary
- Recreational reading
- Making exhibits
- Science experiments
- Creative writing
- Research project

Time Guidelines:

Homework is assigned Monday through Thursday nights and approximately follows the time guidelines below:

- Kindergarten 10-15 minutes
- First Grade 15-20 minutes
- Second Grade 20-25 minutes

Homework policies: cont.

- Third Grade 25-30 minutes
- Fourth Grade 30-40 minutes
- Fifth Grade 30-60 minutes
- Sixth Grade 45-75 minutes

These time guidelines do not include nightly reading expectations.

SUCCESSFUL STUDY HABITS:

Suggestions to Students:

- Attend school everyday
- Be interested in your work
- Be sure you understand the assignment
- Organize your study habits
- Begin long range assignments early
- Listen carefully to your teacher, and think about what the teacher is saying
- Write down the main idea when taking notes
- Make a star by important ideas
- Read the directions carefully
- Proofread and/or check all your answers

Suggestions for Parents:

- Make sure your child attends school everyday
- Provide a quiet, well lit place for your child to do his/her homework
- Help your child create a regular schedule for homework
- Take an interest in what your child is learning
- Compliment him/her on good work and effort
- Make constructive suggestions, and avoid criticism and pressure
- Maintain a positive attitude, and encourage them
- Insist upon sufficient rest and eating healthy
- Guide your child, but never do the homework for them
- Talk to or email the teacher if you have concerns about anything

Parents-Right-to-Know

In accordance with ESEA 1111 (h)(6) Parents-right-to-know, the Center Joint Unified School District is notifying every parent of a student in a Title 1 school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Care of School Property

Students are expected to take pride in the appearance of the school campus. Families will be expected to pay for any property damage caused by the student. Disciplinary action will be taken against all students who deface or otherwise damage or destroy school property. Lost Library and/or classroom books, as well as Chromebooks, must be returned or paid for promptly.

Textbooks:

Textbooks are issued to students by their teachers and the textbook numbers are recorded. Each child is expected to care for the books and make sure they are not lost or damaged in any way. Students, and therefore parents, are responsible for the condition of the books. If the books are damaged, destroyed, or lost, the student must pay for a replacement. Most textbooks cost between $40.00 and $80.00.

Technology:

Students are expected to care for all school technology including headphones, mice, chromebooks and iPads. Students are responsible for paying for any lost or damaged technology.

Lost and Found

Students are responsible for their own personal property. The school cannot be responsible for lost clothing, money, books, phones, etc . . . **We strongly recommend students not bring valuables to school.** Please mark your child's clothing and lunch boxes with their name so they can be easily identified and returned. Articles of clothing found on the campus with no identifying marks are kept in the lost and found box in the cafeteria. Anything not claimed is donated to a charitable organization.

Cell Phones, Radios, Electronic Equipment and Toys

Toys, Smart Watches, Electronic Games, Radios/IPods: Radios/iPods, iPads, electronic games, or any toys from home are not permitted. Fidgets are permitted if the student can use them without creating a distraction to other students or themselves. **The school is not responsible**

for the loss or theft of any personal items. The school does not investigate lost or stolen property issues.

Cell Phones/Smart Watches: Students with cell phones or Smart Watches at school are not permitted to make or receive calls or texts, or use the phone/watch for any form of communication during the school day. Once the student enters the campus, and until they are off the school campus at the end of the day (not on the school bus), students may not use their cell phones/Smart Watches for any reason and must have their cell phones/Smart Watches turned off and in their backpack. Students, who do not comply, will have their cell phones/Smart Watches brought to the office. After the 2nd offense, the cell phone/Smart Watch will need to be picked up in the school office by a parent/guardian. From that day forward, the student's cell phone/Smart Watch must be checked into the office when they arrive on campus, and picked up when they leave school for the day.

As a safety precaution, any student can bring their cell phone/Smart Watch to the office daily and pick it up at the end of the day.

Bike Rules

Bike racks are provided for students, and all bikes must be locked. The school is not responsible for the theft of bikes. Please speak to your child about bike safety. Discourage them from riding double, as this is a dangerous practice for young bike riders. **Students must wear a bike helmet when riding their bike or scooter to and from school. Motorized scooters or bicycles are not permitted on campus.**

Streets and Highways Code 21212:

A person under 18 years of age shall not operate a bicycle, a non motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride a bicycle, a non motorized scooter, or a skateboard as a passenger, upon a street, bikeway, as defined in Section 890.4 of the Streets and Highway Code, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet.

If a student rides a bike, non motorized scooter, skateboard, hoverboard, in-line or roller skates to school without a helmet it will be confiscated and the parent or guardian will be called to pick it up.

Students are not allowed to ride their bikes, scooters, skateboards, or rollerblades anywhere on school grounds before, during, or after school hours. Students who violate these rules will lose the privilege of riding it to school and may have it confiscated.

Student Pick-Up and Drop-Off Procedures:

To ensure the safety of all students, when picking up or dropping off your child, please use the designated areas.

Drop-Off

- Students may be dropped off in the drop off zone in the front parking lot near the exit or at the front of the school on Scotland Drive. If your child requires help to get out of the car, please park.
- Your child may not walk through the parking lot unescorted. This is very dangerous! Please use sidewalks.
- Double parking or blocking driveways is not permitted. These are not only school rules, but they are the law.

Pick Up

- The area for safe pick up is along the front of the school on Scotland or Delaney Drive, near the two sidewalks that lead to the school. Your child needs to use the sidewalks.
- **The school parking lot is designated for buses and registered daycare providers only during afternoon pick up.**
- Your child may not walk through the parking lot unescorted. This is very dangerous!
- Children are to cross in the crosswalks only with adult supervision. Waving your child across the street to your car is dangerous and will not be permitted. Please walk across and escort your child or direct him/her to a designated crosswalk.
- Double parking or blocking our neighbor's driveways is not permitted. These are not only school rules, but they are the law. Please teach your child to be a law abiding citizen by modeling that behavior for them.

When school is dismissed, all students will be walked out their assigned gates. TK and Kindergarten near room 6, grades 1-3 near room 3, and grades 4-6 through the front gate near the office. Some bus riders exit campus using the Delaney gate. No other students will exit campus using the Delaney gate. If you are picking up your child, plan to meet them at the front of the school, outside the gates. These rules have been implemented for the safety of all students attending Spinelli.

Spinelli is a closed campus which means a student may leave during the school day only when a designated adult listed on the emergency card has signed them out through the school office. We will not release any student to an adult who is not designated on the emergency card.

For the safety of all students, if your child has a medical appointment during the school day, he/she must be picked up through the school office. Please check in to the office and we will call the classroom to have your child sent up. Please make every effort to schedule appointments before or after school hours.

Campus Visitations/Volunteers

We are proud of the educational program being carried out at Spinelli. It is our pleasure to welcome parents who wish to visit the classroom, attend field trips, etc… Volunteers are especially welcome. Please note the following guidelines:

1. We encourage you to become a part of our distinguished group of parents who do a variety of things around the campus.
2. All visitors are required to make an appointment with the teacher prior to their arrival on campus to protect classroom instructional minutes.
3. This is a closed campus. All persons, upon arrival must report to the office to sign in and obtain a visitor's badge. Please have a state issued ID with you for sign in.
4. Visitors must return to the office and sign out before leaving campus.
5. To respect the learning environment of all students, no siblings are allowed on campus or field trips.

Volunteering is a great way for family members to be an active part of your child's education. If you are interested in volunteering in the classroom, becoming a member of our Parent Teacher Organization (PTO), participating in our School Site Council, or participating in Field Trips, please contact the school office.

Birthday Celebrations

Birthdays are special occasions. If you would like to bring treats for the classroom, contact your child' s teacher in advance, as each teacher has their own procedures for celebrating birthdays. Please note, we do not allow balloons in the classrooms. Balloons will be held in the office for students to retrieve after school. If you bring treats to school, bring them to the office and we will get them to the classroom. Children will not be permitted to pass out party invitations during classroom time. Please plan to pass out invitations before or after school.

Communication

Parents:

Parents wishing to leave messages for their child may do so by emailing your student's teacher, utilizing Class Dojo messaging, or calling the school office. Any article to be delivered to a child should be brought to the school office and we will get it to them. Children are not allowed to use the school phone for personal reasons such as trying to arrange playdates with friends. That needs to be done when they get home from school. If a child is ill or has an emergency, they will be allowed to call their parents from the office.

Please check our school's website for upcoming events and information about activities and programs offered at Spinelli. You will find a plethora of information. You can go to

www.centerusd.org and click on Spinelli. Information is also available through Instagram @Spinellitigers and Facebook Cyril Spinelli Elementary School.

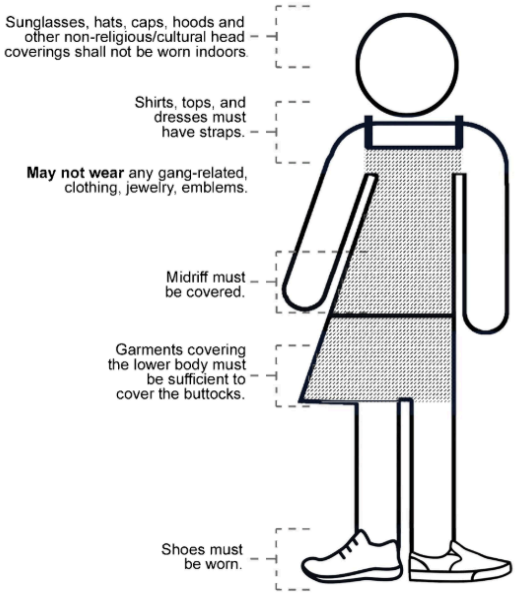
We also post current information and/or upcoming events on our marquee in front of the school.

Phone messages, texts, and emails are sent out each Wednesday during the school year informing you of upcoming events and important dates. If you would like to receive these informative calls, make sure the school has your current phone number. If your child lives between 2 homes, let the school know both homes would like to receive the messages.

School Dress Code Policy

Students are expected to attend school in clean, neat clothing. It is the mission of the school district not only to provide an academic education, but also to provide education in morals, manners, dress and grooming, because these are all elements of good citizenship. Research has shown student dress and appearance affect academic achievement and behavior. These guidelines are intended to define appropriate attire and personal grooming. The purpose is to prevent disruption of the classroom atmosphere and eliminate disturbances among students that may interfere with the educational process. It is also intended to help protect the health and welfare of the student.

All students shall abide by the following:



1. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire. Crude or vulgar printing, negative comments, pictures or graphics inferring or depicting drugs or alcoholic beverages, or those that are sexually suggestive are not acceptable. Symbols that are degrading or gang related are not permitted.

2. All clothing shall be within the bounds of decency and good taste. Garments shall be sufficient to conceal undergarments at all times. Several types of garments must not be worn alone: Bare midriffs, tights, visible bra straps, low-cut or revealing tops, spaghetti straps, and see-through or fishnet type shirts, shirts with large arm holes, low necklines, etc… are not considered appropriate school dress unless another article of clothing is over or under these items.

3. Shorts and skirts should have a 3 inch inseam length and be the appropriate size. Pants should not be frayed or cut exposing bare legs above the mid thigh.

4. Shoes worn to school should completely **cover the toes,** and be sturdy enough to permit safe play at recess and/or during P.E. class. Crocs must be worn in sport mode. Heelys, sandals, flip-flops, slides, slippers, and high heels are considered unsafe, and must not be worn to school.

5. Hats are to be worn outside only and with the bill facing toward the front. All hats/hoods must be removed while indoors.

6. Sagging pants are not permitted. Loose pants should be secured with belts.

7. Writing on oneself or others is not permitted.

8. Students who repeatedly violate the dress code will be required to have a meeting with the Principal and their parent/guardian.

If your child does not comply with the above requirements, he/she will be sent to the office and parents will be called to bring a change of clothing.

Health Services

Health services are under the supervision of a qualified school nurse/ health assistant. The nurse/health assistant, by law, is not permitted to diagnose or treat illness nor provide other services normally performed by a doctor. The nurse/health assistant also oversees the immunization records for all the students at school.

The school health office endeavors to identify problems which might impede a child's maximum educational development.

An Audiometer test for hearing acuity and a test for visual acuity are administered in school at specific grade levels. Working closely with our health office benefits your child's health and the general well being of the entire school population.

Illness/Medication:

Your child should not be sent to school if his/her illness would be detrimental to his/her classmates' best interest. If your child shows any signs of fever, stomach upset, rashes, etc . . ., it is better to keep him/her at home. If your child has a fever or vomits, he/she may not come to school until 24 hours after fever/vomiting has stopped. When a parent is in doubt as to their child's fitness to return to school, the family physician should be contacted. After three consecutive days of illness, a doctor's note is required.

Please notify the school immediately in case of contagious diseases such as Covid, measles, mumps, chicken pox, impetigo, ringworm, etc . . ., so the school may notify parents of children

who have been exposed. Any students having a communicable disease may be readmitted only by the school nurse.

Injuries that occur elsewhere are not taken care of at school. This treatment is not a function of the school. If a child becomes ill or injured at school, we will notify the parents immediately. Please make sure your emergency contact information is current.

Please do not send medication to school with your child. If it is absolutely necessary that your child take medication, we must adhere to the following procedures as outlined in the California State Education Code Section 1753.1:

Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives the necessary form completed by the parents or guardian and physician. This form can be obtained in the school office.

Over the counter medications may not be administered or brought to school, unless a form is completed. Under no circumstances are children to have any medication or inhaler in their possession at school.

Communicable Diseases

Disease:	**Incubation Period:**	**Return to school when:**
Flu	72 hours	Temperature is normal for 24 hours
Chicken Pox	13-17 days	All vesicles are scabbed over
Conjunctivitis (pink eye)	2-3 days	Medicated for 24 hours
Impetigo	1-5 days	Area is medicated and covered
Poison Oak	Not Contagious	Area is covered and medicated
Ringworm of the Scalp	Contagious	Area is medicated and covered
Scabies	Easily passed skin-to-skin	Area is medicated
Scarlet Fever/Strep Throat	2-5 days	Medicated for 48 hours
Lice	Easily passed from clothes	Head is nit/lice free

Fever		Temperature is normal for 24 hours
Vomiting		24 hours w/out vomiting
Hand Foot & Mouth	3-7 days	No fever/no open blisters

COVID Due to the frequent changes of covid guidelines, updated information may be found on these links at www.centerusd.org under the COVID 19 tab at the top of the web page.

CDPH Guidance

Sexual Harassment

Students-BP 5145.7

The Governing Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness.

To promote an environment free of sexual harassment, the Principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment. (cf.5131.5-Vandalism, Theft, and Graffiti) (cf.5137-Positive School Climate)

The Board shall not tolerate the sexual harassment of any student by any other student or any district employee.

Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. (cf.4119.11-Sexual Harassment) (cf.4118-Suspension/Disciplinary Action) (cf.5144-Discipline) (cf.5144.1-Suspension and Expulsion/Due Process)

The Board encourages students or staff to immediately report incidences of sexual harassment to the Principal or designee. The Superintendent of designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. (cf.1312.3-Uniform Complaint Procedures)

Legal Reference: Education Code 212.5 Sexual Harassment, 230 Particular Practices Prohibited

Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Policy adopted November 9, 1992, Center Joint Unified School District

Students – AR 5145.7

Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.

4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, program, or activities available through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions

2. Verbal abuse of a sexual nature

3. Graphic verbal comments about an individual's body

4. Sexually degrading words used to describe an individual

5. Display of sexually suggestive objects or pictures in the educational environment

6. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of sexual harassment complaint.

7. Regulation approved November 9, 1992

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137-Positive School Climate)
(cf. 6164.2-Guidance/Counseling Services)

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6163.4-Student Use of Technology)
(cf. 6142.8-Comprehensive Health Education)
(cf. 6142.94-History-Social Instruction)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131-Staff Development)
(cf. 4231- Staff Development)
(cf. 4331-Staff Development)

The Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention
Students are encouraged to notify school staff when they are being bullied or suspect that another student is being bullied. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School Staff who witness or become aware of suspected bullying shall immediately intervene to stop the incident and take steps to ensure student safety when it is safe to do so. (Education code 234.1)

As appropriate, the Superintendent or designee shall notify the parents'/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation
Students or others may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5131.2

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall determine if the incident(s) impact school activity, school attendance, or targeted student's educational performance.

When the circumstances involve cyber bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they

feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. If images are pornographic in nature, these images should be shown to parents or law enforcement only.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline
Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

(cf. 5138-Conflict Resolution/Peer Mediation)
(cf. 5144-Discipline)
(cf. 5144.1-Suspension and Expulsion/due Process)
(cf. 5144.2-Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4-Behavioral Interventions for Special Education Students)

Forms to submit suspected bullying can also be obtained from the school district website, the school site website and from the school site office. Reports can also be made in person to any school administrator or teacher.

District Philosophy and Goals

1. We believe each individual is important as a human being regardless of race, creed, national origin, social or economic status.
    a. Goals: The District Will:
        i. Recognize and value cultural differences
        ii. Recognize and value differences in personal interests and viewpoints
2. We believe the educational process involves every individual in our community: students, classified and certificated employees, administrators, parents, and community members. Each of these individuals shares the responsibility for providing and achieving an effective education.
    a. Goals: The District Will:
        i. Actively communicate with school, parents, children and community
        ii. Expect the community to hold the educational system accountable for its educational product

iii. Expect all parties having an interest in the educational outcome to share in establishing and maintaining policies and guidelines

iv. Actively seek to involve all sectors of the community in its planning

3. We believe the educated person should make a contribution to improve society while functioning constructively/effectively as the improvements are being made.

    a. Goals: The District Will:

        i. Teach our children to become responsible members of our community

        ii. Provide formal schooling that is the essential foundation for learning

        iii. Prepare the student to become an active and responsible part of the educational process

4. We believe the educational system should provide the opportunity for both general and vocational education to meet the individual needs of all students.

    a. Goals: The District Will:

        i. Endeavor to teach/train all students, recognizing that all students may not learn at the same rate

5. We believe all students can and want to learn and that students have different learning capacities and abilities.

    a. Goals: The District Will:

        i. Teach students how to learn

        ii. Facilitate students learning at their own rate/level

        iii. Endeavor to challenge every student

        iv. Expect students to achieve to their highest abilities/capabilities

        v. Encourage students to make intelligent choices

6. We believe in order for effective learning to take place, a safe, orderly, and disciplined environment is paramount.

    a. Goals: The District Will:

        i. Provide a safe and orderly physical environment for learning and teaching

        ii. Provide the best emotional and physical environment possible

        iii. Develop, publish, and interpret policies and guidelines

        iv. Teach students to function within defined policies and guidelines

v. Hold each person responsible for his/her behavior

7. We believe that teachers have something of value to contribute to the District and to their students.

   a. Goals: The District Will:

      i. Employ the most competent teachers available

      ii. Expect teachers to teach at a level of proficiency which meets established State/District/National standards

      iii. Support teachers in their efforts to improve the educational process

Board of Trustees

The Center Joint Unified School District's Board of Trustees is ultimately responsible for all district policies and procedures. The School Board meets the third Wednesday of each month at Wilson C. Riles. All parents and members of the community are encouraged to attend these meetings and stay involved in the educational decision making process.

Members of the Board of Trustees for the 2026-2027 School Year

Mr. Steve Bruno, Board President

Mrs. Delrae Pope, Board Member

Mr Chuck Uribe, Board Member

Mrs. Nancy Anderson, Board Member

Mr. Howard Ballin, Board Member

Mr. Scott Loehr, Superintendent

Community Service Telephone Numbers

For Emergency Aid:	
Twin Rivers School Resource Officer	(916) 566-2777
Fire, Sheriff, Highway Patrol, Ambulance	911
Emergency Medical Services	911
Student and Family Support Services	(916) 338-6387
Abuse:	
Child Protective Services	(916) 875-5437
Children's Receiving Home	(916) 482-2370
Women's Escaping a Violent Environment (WEAVE)	(916) 920-2952 or
	(916) 448-2321
Alcoholism:	
Alcohol Anonymous	(916) 454-1100
Drug Abuse Information and Treatment	
Well Space Health	(916) 313-8400
Pro Youth and Families	(916) 576-3300
Terkensha Associates - North Area Clinic	(916) 922-9868
Welfare	
County Welfare Department	(916) 784-6000
Free Referral Services	
Public Health Nursing Services	(916) 648-0982
North Area Child Care Mothers	(916) 972-1940
Child Action Resource/Referral	(916) 369-0191
Immunizations	
Child Health and Disability Program	**(916) 875-7151**