

MARTIN L. KING, JR. ELEMENTARY SCHOOL
STUDENT HANDBOOK
Sacramento City Unified School District
2024-2025



Martin Luther King Jr.
Home of the Suns

480 Little River Way
Sacramento, CA 95831

OFFICE PHONE NUMBER

(916) 395-4645

(916) 433-5179 fax

OFFICE HOURS

7:30 AM-3:30 PM

Principal: Jennifer A. Walker

jennifer-a-walker@scusd.edu

Martin Luther King Vision Statement:

Martin Luther King is a welcoming and safe community where we are empowered to demonstrate self-awareness, self-control and empathy to achieve our personal best academically and socially.

At MLK we SHINE by being *safe, respectful and responsible!*

VISITOR INFORMATION:

To keep us all safe, all visits to our campus are to check in to the front office.

All parents and visitors are required to check in at the office prior to visiting the classroom or picking up a student during the school day. *All parents visiting the classroom must have scheduled their visit with the classroom teacher in advance.* Visitors must have authorization from the principal and district to volunteer or observe for more than 15 minutes in the classroom. This procedure is required for the safety and welfare of our students. Regularly assigned classroom volunteers will sign in at the office and record their hours on the volunteer record-keeping sheet. Visitors are required to follow our dress code and maintain standards of ethical behavior or will be asked to leave and may be asked to refrain from coming onto campus. Language, tone of voice, and volume should be appropriate for the learning environment both during the school day, and all school events.

Adults are asked to be courteous during dismissal time and respect the safety of students by:

- **Driving carefully during drop off and pick up.**
- **NO U-Turns**
- **Turning music down in their cars.**
- **Pets are not allowed on campus unless authorized by the principal for educational purposes or for service.**
- **SMOKING/VAPING IS NOT ALLOWED ON SCHOOL GROUNDS.**

If someone is disruptive to the school environment, the principal may issue a Withdrawal of Consent in which the individual will be prohibited on campus for 14 days.

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 school grounds, they must remain until the end of the school day unless they have proper written authorization from a parent or guardian. Without this permission, students will be classified as truant and subject to disciplinary action. Parents or guardians must report to the school office to check out their students. The student will be called to the office for early dismissal once the parent has arrived and has checked them out.

VOLUNTEER OPPORTUNITIES: WE LOVE VOLUNTEERS!

If you are interested in volunteering in the classroom, at a school sponsored event, or classroom field trip, please submit a volunteer form at the beginning of the school year so you may be cleared with our Safety and Security Department for volunteering. Adults who would like to volunteer at any time need to be fingerprinted, complete and pass a TB test, before volunteering. Please see the front office for this paperwork.

There are many volunteer opportunities for parents at our school. Please speak to your child's teacher about how to help in the classroom. In addition to classroom events, we always need help for field trips and school-wide events. Please contact the front office if you are interested in participating in any of these events.

BEFORE SCHOOL DROP OFF AND AFTER SCHOOL PICK UP PROCEDURES:

Students should be dropped off at the front of the building. We have a staff crossing guard to help them cross the street and watch them walk safely into our building. Thank you for following this procedure and refraining from entering the parking lot. The parking lot is for staff ONLY. Please do not park in the painted areas on the curb, which indicate that the area is a fire lane, or if blue, designated as handicap parking. Please do not park in the bus loading and unloading area. Sacramento Police will periodically do traffic visits and cite those who are parked in these restricted areas. If you need to park to walk your child into the building, please park on the street. Double parking is not allowed at any time. **No U-turns in front of the school.**

BREAKFAST AND LUNCH PROGRAMS:

Students enrolled at Martin Luther King, Jr. School are provided free breakfast & lunch. Breakfast will be served from 7:30 AM – 8:30 AM. Students will receive the cold lunch (cereal) option if they

arrive later than 8:00. If your child has a food allergy or special diet, you will need to inform the office and pick up a "Request for Food Substitutions" form to be completed by a physician. **Students who eat our school lunch may bring snacks for recess. We ask that they be provided with healthy snacks as described in our School Wellness Policy. Large bags of chips are not allowed. Candy and soda also prohibited.** Bottled water is allowed in class. Hydration stations are available for students to refill their bottles.

ATTENDANCE:

Attendance is crucial to your child's success. Tardies, early dismissals, or unexcused absences will be closely monitored, and you will be asked to meet with district officials regarding excessive attendance issues (which is anything above a total of 10 is considered excessive; that includes tardies, early dismissals, unexcused absences and well as excused absences). You are required to call in an absence to the office by 9:00 am. We will contact you via telephone if your child is absent through our automated system the morning of your child's absence. Please be sure your most current telephone numbers are recorded in the front office. Absences need to be "cleared" within 5 days for reporting purposes. Any absences not cleared become "Locked" and unexcused. Please make every effort to bring your child to school on time and schedule any appointments after school hours.

EARLY DISMISSALS:

Early dismissals should only be used for an emergency or when there is an appointment that absolutely cannot be made after school hours. Parents must report to the office when picking up a child. Children will be sent to the office when the parent arrives. If you are sending someone to pick up your child, the person **must** be on your child's emergency card. Only authorized individuals listed as an emergency contact will be able to pick up your child. They must present a valid photo ID for verification upon picking up. Early dismissals will be counted and recorded as partial days present and will be in your child's attendance record and should be kept to a minimum.

STUDENT EMERGENCY CONTACT INFORMATION:

It is critically important that we have updated emergency information for each child. When your number changes, inform the office of these changes. If staff is unable to reach a parent, the next authorized contact listed will be called. Separated parents may submit their own list of emergency contacts. Both parents will be contacted first in case of an emergency. All custody paperwork must be submitted to the office to be kept on file.

COMMUNICATION:

Please follow us on Parent Square and Facebook where we will have the latest and most current information about what is happening at our school. Weekly family communications are sent home on Parent Square and via email on Fridays. We will post weekly event information and reminders on our apps as well as update events on our electronic marquee at the front of our building. Please check Parent Square and emails regularly. In addition, please check your child's backpack daily. Information from your child's teacher may be sent home for parents. Please be sure to read teacher memos to find out about events in their class and activities you can help volunteer. Most of our teachers use phone-messaging apps to communicate with their parents. Please respond to the request to sign up for these communication tools. The principal will also use the telephone fan out system to call and leave a message for parents when necessary. Be sure we have your correct telephone number in our system so that you can receive these messages. Weekly communications are sent home via the app and email.

QUESTIONS OR CONCERNS:

The protocol for addressing questions or concerns regarding your child should be handled by first contacting your child's classroom teacher. The classroom teacher is responsible for assisting parents and families in answering questions and supporting students. If a meeting with the teacher has taken place and a problem has not been resolved or a question has not been answered, your next step is to contact the principal. District complaints that you feel have not been appropriately

addressed or are related to Title IX, Williams Act, or other district related complaints can be submitted to the principal or to SCUSD via the official Complaint Process, and all forms can be found on our district website at www.scusd.edu.

STUDENT MEDICATION/ILLNESS/INJURY:

Medication may be administered to students & medical needs addressed at school providing that a parent meets with the office manager to provide the following:

1. District "Authorization to Administer Medication" form signed by your child's doctor and you. Please obtain this district form to take to your doctor and return to the office. A new form must be submitted to the office when any changes are made to dosage or medication.
2. Students **MAY NOT** keep medication in their possession. It must be always locked up in our nurse's office. Medication must be brought to our office by an adult in the original prescription container with student's name and expiration date clearly marked. Medication must be picked up from the office at the end of the school year or will be discarded at the end of June when our office closes. **Cough drops are considered medicine.**

Students who have a minor injury at school that requires ice or a Band-Aid will be helped and sent back to class. Students with a more significant injury including a nosebleed, head injury, or injury requiring medical assistance, will automatically receive a phone call home. Parents are asked to pick up students immediately in a serious situation. 911 will be contacted when necessary for an immediate emergency.

If a student has been found to have an illness that is communicable, parents will be asked to pick up their child and obtain a clearance letter from their doctor to return or not return until 24 hours of no fever or vomiting. SCUSD and the California Department of Communicable Diseases policies have changed. Per Ed Code, students who have been found with lice are not removed from school, but parents are contacted for students to be treated. Letters will be sent home with families upon discovery of a student in the class having head lice. The school district does not do class checks for head lice.

TECHNOLOGY & LIBRARY BOOKS:

Students will have access to the use of technology for learning purposes at Martin Luther King. They are required to adhere to the guidelines of our School District regarding the use of technology. Students must only use technology as directed by staff for educational purposes and failure to do so will result in the loss of this privilege. Technology is the property of the school, and damage or vandalism of school property may result in code of conduct consequences including suspension. Please speak to your child about the use of technology at school and their responsibility to respect these expensive learning tools. Students will have the opportunity to visit the library and check out library books on a regular basis. All library books are to be returned at their next scheduled visit. Books that are not returned will be issued a charge for payment of the cost of the book. Both privileges require a signature from parents to participate.

STANDARDS BASED REPORT CARDS:

We will use a Standards Based report card for grades TK-6. This report card will reflect your child's performance and progress in the California Content Standards in English - Language Arts, Mathematics, and other subjects. Your child's report card will be sent home with your child and at the end of each trimester (3 times per year) for your review.

MARTIN LUTHER KING DRESS CODE:

Students are expected to wear clothing that is appropriate for school and does not distract them from learning. The following guidelines shall apply to all regular school activities:

- Shoes or sandals must be always worn. Sandals must have heel straps. Thongs, flip flops, slide on or backless shoes or sandals are not acceptable. Closed-toe shoes are required for playing on the blacktop. **Crocs must be worn with the strap on the heel.**
- Clothing, jewelry (no hoop earrings for safety), and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drugs, alcohol or tobacco company advertising, promotions, and likenesses,

- or which advocate racial, ethnic, or religious prejudice or gang related apparel.
- Hats, caps, and other head coverings shall not be worn indoors. **Hoodies on jackets or on shirts are not allowed at any time indoors on campus.** Head coverings worn for religious reasons are permitted.
- Clothes shall be sufficient to always conceal undergarments. See-through or fishnet fabrics, halter tops, off the shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited. Leggings must be worn under shredded/ torn jeans. Sagging pants are not allowed..
- No spaghetti strap tank tops or undershirts are allowed. All straps must be of 3-child finger thickness or more. Skirts and shorts must be at least fingertip length. Wearing tights or leggings under short skirts or shorts is not acceptable (shorts or skirts that don't meet the minimum length requirements)

Questionable dress will be handled on an individual basis by school staff members. School staff members will contact parents by telephone requesting that the appropriate dress be brought to school so that the student can change clothes. When the parent is not available, clean & appropriate clothing from the school will be given for the student to wear & return the next day.

AFTER SCHOOL PROGRAMS:

Martin Luther King has two programs to serve our students.

1. ASES offers an enriching after school program for students in 1st thru 8th grade. This program is available by application through the front office. Questions regarding enrollment in the program can be addressed through the program coordinator Denise Williams at denise.williams@sccsc.org.
2. The Children's Center offers excellent care for students in Kindergarten thru 6th grade. This program is on a sliding scale depending on income. Please contact the director, Kristen Encinas at Kristen-encinas@scusd.edu for more information.

ELAC & SSC:

ELAC (English Learner Advisory Committee) and SSC (School Site Council) meetings are wonderful opportunities for parents to become more actively involved at our school. Please consider attending these particularly important meetings and participating in our school and the decisions that are made. Dates and times will be posted in weekly communications home, flyers and the marquee.

DISCIPLINE:

Martin Luther King School has a discipline policy that follows progressive discipline. When working with students, our first goal is to help solve discipline issues and by keeping the student in class, if possible, or in another class when necessary. The consequences for misbehavior will be determined based on the infraction. Parents will be contacted directly by the classroom teacher or principal for infractions that are persistent or beyond our ability to restore justice with a meeting, or conference at school. Community service including helping around campus are also options for repairing behavior when appropriate. Parents will be notified if students will be issued community service for a behavior related issue. A behavior plan may be necessary that will require frequent parent-teacher communication.

- Step 1: Teacher Contact**
- Step 2: Teacher – Parent – Student – Behavior Contract Intervention**
- Step 3: If behavior does not improve, a BEHAVIOR MEETING will be held with Parent – Student – Teacher – School Team**
- Step 4: BEHAVIOR HEARING OFFICE for repeated or extreme Behavior**

Any behaviors involving suspension may move the process rapidly through the noted steps. Students who are suspended from school may not attend the after-school program on those suspension days. In-house school suspension, or an alternative classroom with work for completion may be an option if the principal determines it is the best option. Students may be asked to participate in a modified day or have parents accompany them in at school if this is determined necessary to help them be more successful. Behavior is taken very seriously, and we try hard to

work with families to help students as much as possible.

INTIMIDATION OR HARRASSMENT:

No student shall intentionally harass, annoy, or alarm another person, subject another person to physical contact, publicly insult another person by abusive or obscene words or gestures, or otherwise conduct himself in a manner likely to provoke annoyance, alarm, or violent or disorderly response. Any student seen harassing and or using intimidation on any person must be reported to the teacher immediately. This will not be tolerated.

BULLYING-Persistent aggression with an imbalance of power:

Our school and district take bullying very seriously. If you believe your child is being affected by bullying, please contact your child's classroom teacher immediately. Our protocol at Martin Luther King is to investigate each report to determine if indeed a bullying situation is taking place and provide parents with a response to ensure that students are safe on our campus. Cyber bullying that impacts the school-learning environment is subject to consequences as deemed necessary by our BEHAVIOR HEARING OFFICE. Please monitor your child's use of electronics during home hours.

FIGHTING:

If a student is being harassed or intimidated, they are responsible for immediately reporting it to a staff member. Rather than fighting, the only rationale, acceptable self-defense if someone is trying to start a fight is to walk away and report it. Any person involved in physical fighting will BOTH be considered guilty. The issue of who started a fight is invalid since it does take two people to fight. Students involved in a fight will be suspended for one to five days.

CELL PHONES/ELECTRONICS:

All cell phones/electronics/Apple watches/other communication devices are not allowed during the school day and should be turned off during school hours and placed in a backpack. Staff will be asked to take cell phones that are not in backpacks (i.e.: in pockets and desks), and which are on and out during school hours and will be given a warning in which the cell phone will be given to students at the end of the day and the teacher will call home. If a second infraction occurs, the teacher will make a phone call, and parents will be required to pick up the cell phone from the office. If a parent needs to reach a student, we ask that you call the front office, and we will call the student for you. Other electronics should not be brought to school unless otherwise authorized or for educational purposes. **Martin Luther King School is not responsible for the loss or misuse of a student's phone or electronics.** Students may check in/out their cell phones with their classroom teacher if they wish in circumstances where they may not have availability to a backpack. Cell phone may be used before school and after school in FRONT OF THE SCHOOL ONLY. Cell phones are NOT to be used at practices. NO videeing at ANY TIME.

EMERGENCY PROCEDURES:

Safety drills including lock down, fire, & drop and cover (earthquake) are done throughout the year. Precautionary lock downs and fire drills may occur throughout the school year. In the event there is an actual **verified** emergency during the school day, an emergency message will be sent via our office and may be followed by a call from the principal. If our school needs to evacuate off campus for any reason, parents will be informed and our off-site re-unification location when appropriate is at Bel Air in the Promenade Shopping Center at 7465 Rush River Drive, Sacramento, CA. **The importance of us having your updated phone information cannot be stressed enough.**

FIELDTRIPS:

Field trips provide wonderful opportunities for our students to extend their learning off campus. No child will be denied the educational opportunity of a fieldtrip due to cost. We do ask for families to offer a donation towards the cost of fieldtrips when possible. All students must have a signed waiver from a legal parent or guardian to attend a fieldtrip. Verbal confirmation will not be accepted. Students who have been placed on a behavior contract and have continued behavior issues will not be permitted to attend fieldtrips and will remain on campus with work for the day.

BICYCLES:

The school assumes no liability for damaged or stolen bicycles. Bicycles must be walked on school property. We have a bike rack available for your convenience if your child would like to secure their bike during school hours.

BUS RIDING PRIVLEDGES:

Video cameras are installed in the buses to deter inappropriate behavior and record violations of conduct rules.

LOST AND FOUND:

Please check our lost and found regularly. It can be in the Multipurpose Room and periodically we will bring items to the front of the school to be seen. Unclaimed items will be kept until the end of each grading period and then will be donated to a local thrift store. **Please label students' jackets, lunch boxes and water bottles.**

BIRTHDAYS, AWARDS & CELEBRATIONS:

Our School District has adopted a strict Wellness Policy, which restricts serving students foods, which do not meet federal and state regulations for the National School Lunch Program. In our effort to align our practices with theirs, we are encouraging families to bring healthy snacks for birthdays, holidays, and other celebrations. All scheduled classroom celebrations, which may include food we ask, be restricted to fruits and vegetables packaged from a store. If cupcakes are included, please limit them to mini size only. Please speak to your child's teacher for additional approval in advance. For more information, please visit our district webpage at www.scusd.edu/wellnesspolicy

SNACKS:

Students are welcome to eat a healthy snack during their morning recess in the designated "snack area." Please make sure that their snack is on the approved SCUSD snack list. **For example, students may not eat "junk food"—chips, candy, or soda. Please help your child choose a snack that is a whole food (piece of fruit or vegetables), is made with whole grains (crackers), etc.** For a list of suggestions, please see link below:

<https://www.scusd.edu/post/approved-snacks-healthy-celebrations>

In addition to being unhealthy, food items with dark food coloring such as Takis and Hot Cheetos also leave red and orange stains on books and keyboards.

Students who are seen eating food that is not on the approved snack list will receive the following consequences:

1st time = warning (unhealthy food item returned to student at the end of the day)

2nd time = unhealthy food item will be held for parent pick-up at the end of the day

PARENT PARTICIPATION:

Martin Luther King invite parents to be involved in their child's education. We ask parents to join the PTA and attend our Back-to-School Night, Parent-Teacher Conferences, Open House, Monthly Coffee & Conversation With the Principal, and other programs throughout the school year. We encourage parents to participate in our School Site Council meetings and ELAC meetings as well. Other opportunities for involvement include volunteering in the classroom and going on field trips. During the school year, if the classroom teacher is working with parents/guardians to support academic and behavioral needs of students and is not seeing sufficient growth, they may request a Student Study Team Meeting (SST) for your child in which the principal, school psychologist, Resource Teacher, and other school support staff may be present to help discuss possible solutions for support the child to be more successful. All parents are expected to attend SST meetings regarding their child.

PHYSICAL EDUCATION:

Physical Education is a required. Our district policy is that your child participates in in Physical Activity for 200 minutes every 10 days. This requirement is accomplished with designated time established by the teachers at each grade level. Students who are asked to miss PE for any reason

must have a note from the child's physician.

PLAYGROUND EXPECTATIONS:

Our students have the opportunity to have recess daily and are provided with equipment for use during this time. We have established rules and expectations, which are reviewed with students at the beginning of each school year and enforced throughout the year. A staff member supervises all recess times. Please make sure your child is dressed appropriately for daily weather conditions. If your child is well enough to come to school the expectation is that they are well enough to be outside and participate in recess. If the temperature feels like 96 degrees or more, recess will be held inside.

STUDENT PRIVACY:

Safeguarding the confidentiality of individual student information is the responsibility of any and all organizations and individuals, who collect, maintain, access, transfer, or use education records.

To better ensure the safety of our school, video surveillance cameras are located on campus. Surveillance footage will not be shown to individual parents wishing to see it under most situations. This is done to protect all students' privacy. As a protective measure, parents and others who are not school employees are not allowed to photograph, videotape, or audiotape students in school or on school grounds during the regular instructional times. This does not apply to photographing, videotaping, or audiotaping during extracurricular activities, such as public concerts, assemblies, and athletic events. In the course of school activities, Martin Luther King, Jr. staff may photograph, video record, or audio record, and/or publish student names likenesses or school work on our school apps, newsletters, and website that is intended for public audience. Parents/guardians may request that their child/children not be included in this by filling out the Media Release form.

Additional guidelines and information are located in the Sacramento City Unified School District Annual Parent and Student Rights Notification and Standards of Behavior handbook. Please request a copy from our front office if you did not receive one in the first day packet

REQUIREMENTS TO PARTICIPATE IN THE 6TH GRADE PROMOTION CEREMONY

6th grade students may participate in the promotion ceremony if:

- Recommended for promotion,
- Acceptable behavior per administrative discretion,
- Passing all classes (no F grades),
- All financial obligations are handled (book replacement fees, repayment for destruction of property, etc.).

The cut-off date for eligibility to participate in the promotion ceremony is **one week before the date of the promotion**. NOTE THAT STUDENTS WILL BE PROMOTED TO 7th GRADE EVEN IF THEY DO NOT PARTICIPATE IN THE END-OF-YEAR ACTIVITIES AND WILL RECEIVE THEIR CERTIFICATE ON THE LAST DAY OF SCHOOL

ELEMENTARY SCHOOL SPORTS PROGRAM:

4th through 6th grade students may participate in the District's sports program of flag football and basketball. Grade and citizenship check for sports participants are done every week. Eligibility requirements are as follows:

- Each student must have a minimum of 2.0 GPA.
- A student with less than 2.0 GPA is ineligible to play until his/her GPA has improved to 2.0 and he/she has gained the consent of his/her homeroom teacher and the principal.
- A player may have an F in ONE subject, but must be engaged in an "Active Learning Contract." A player has two weeks to bring grade up and can play at teacher's discretion.
- A student who is suspended may be removed from the team, per administration's digression. play for the remainder of the season or attend any
- Each participant must have a Sports Participation Approval Form signed by his/her parent/guardian on file at school.