

# SIXTH STREET PREP SCHOOL

A California Charter School

## PARENT/STUDENT HANDBOOK

2018 - 2019



**Collin Rowe, Principal**

**15476 Sixth Street, Victorville, CA**

**Office (760) 241-0962**

**Fax (760) 241-2497**

**Office Hours: 7:30 a.m. - 3:30pm**

**\* This handbook is for you to keep for future reference. After you have read it, please sign the last page and return it to the office.**

# SIXTH STREET PREP SCHOOL

## A California Charter School



### SCHOOL HOURS

Office hours	7:30 am - 3:30 pm
Transitional Kindergarten M - F	8:00 am - 12:15 pm
Kindergarten M - Thurs	8:00 am - 2:55 pm *
Grades 1 – 6 M- Thurs	8:00 am - 3:01 pm
Minimum Days for Kinder (Fridays)	8:00 am - 12:15 pm
Minimum Days for Grades 1 – 6 (Fridays)	8:00 am - 12:21pm

\*Transitioning approach to full day from Aug 14<sup>th</sup> – Sept 28<sup>th</sup> 8:00 am – 1:00 pm

\*Full Day starting October 15, 2018 to the end of the year from 8:00 am – 2:55 pm.

### SCHOOL STAFF

#### OFFICE

Collin Rowe, Principal  
Rosie Velasquez, Secretary  
Monica Martinez, Health Clerk Receptionist

#### MEDIA CLERK

Angel Robinson

#### BILINGUAL INSTRUCTIONAL AIDE

Veronica Venegas

#### CUSTODIANS

Cruz Calderon  
Robert Greenlaw

#### CAFETERIA

Marcie Barrios

#### TEACHERS

Pati Santana  
Ann Hernandez  
Joy Losee  
Angela Cupp  
Marette Craig  
Susan Calderon  
Cheryl Birdwell  
Irma Flores  
Christopher Galvan  
Christina Soto

#### CASHIER

Guillermina Stastny



**Victor Elementary School District**  
**12219 2<sup>nd</sup> Ave, Victorville, CA 92395**  
**(760)245-1691**

**DISTRICT OFFICE**

Jan Gonzales, Superintendent of Administrative Services  
Maureen Mills, Assistant Superintendent of Personnel Services  
Lori Clark, Assistant Superintendent of Educational Services  
Tanya Benitez, Assistant Superintendent of Pupil Personnel Services  
Debbie Betts, Assistant Superintendent of Business Services

**BOARD OF TRUSTEES**

Dr. Gabriel Stine – President  
Dr. Gary Elder – Vice President  
Clayton Moore – Clerk of the Board  
Karen Morgan – Trustee  
Joyce Chamberlain - Trustee



## Sixth St. Prep School Visionary Statement

The mission of SSPS,  
the bridge to our students' future,  
is to lead them to become self-inspired, passionate learners with  
strong foundations in both principles and academics,  
who challenge their individual potential and  
become outstanding community members beyond our doors,  
through a school distinguished by  
Science, Technology, Reading, Engineering, Arts and  
Mathematics (STREAM),  
high expectations, innovation and perseverance,  
within a caring and nurturing safe haven  
guided by a team dedicated to  
***excellence through unity and collaboration.***



## VICTOR ELEMENTARY SCHOOL DISTRICT SIXTH STREET PREP SCHOOL COMPACT

In order for children to achieve the standards set at their grade level, they need the assistance and support of parents and the school staff. Through the combined efforts to support each student during their educational years, students will find higher levels of success and the joy of becoming life-long learners. This compact is designed to be a plan of action taken by parents, students and school staff in an effort to support student achievement and secure a solid educational foundation.

### As a student at Sixth Street Prep School, I will:

- Come to school on time, ready to learn and remain in school until dismissal.
- Wear the approved school uniform.
- Complete any assigned Independent Study Contract and return it to my teacher within the required time.
- Obey all of the school rules and behave according to the Student Basics.
- Show respect to other children and adults at school by the things I say and do.
- Respect the rights of my fellow classmates to learn without disruptions.
- Complete my assignments on time and to the best of my ability.
- Discuss my school work with my parents.
- Take all notes and correspondence from school home to my parents and have my parents sign the documents when needed.

### As the parent of a student at Sixth Street Prep School, I will:

- Be responsible to see that my child attends school each day, all day, on time, prepared to learn and pick him/her up on time. I will verify absences by sending a note or calling the school.
- Be responsible to ensure that my student wears the approved school uniform to school each day.
- Be responsible to request an Independent Study Contract the day of my child's absence, or illness (**up to 6 days total for school year**), pick up the assigned work after school and have my child turn it in to the teacher upon his/her return to school.
- Be responsible to limit the total number of days for Independent Study to **SIX (6) days per school year** and in the event of a planned absence, give advance notice to the teacher and office.
- I understand that excessive absences or tardies will result in legal action being taken via the SARB process.
- Support Sixth Street Prep's discipline plan and the standards set by Victor Elementary School District.
- Make the Parent Basics my guide in all I say and do.
- Monitor my child's progress by attending conferences, reviewing progress reports, signing and returning notes.
- Communicate and cooperate with my child's teacher to review and assist with my child's behavior and academic progress.
- Provide a regular study time at home and the best learning environment for my child. See that all assigned work is completed to the best of my child's ability.
- Talk to my child about school daily and read with him/her when appropriate.
- Control television, internet, videogames and all electronic usage on school days and while independent reading is in progress.
- Follow all student drop-off and pick-up guidelines, traffic laws and also avoid parking in designated NO PARKING areas for the safety of our students and out of respect for other parents.

**I understand that any failure to comply with this compact may result in my child being dropped from Sixth Street Prep School**

### As the teaching and support staff at Sixth Street Prep School, we will:

- Explain the expectations and educational goals of the material being taught in the classroom.
- Make the Basics our guide in all we say and do.
- Monitor the progress of each child on a regular basis while communicating and meeting with parents, as needed, to review behavior and academic progress to ensure each student receives the best education possible.
- Provide an Independent Study Contract upon request within the above defined limitations.
- Teach and enforce Sixth Street Prep School rules and Victor Elementary School District behavioral standards.
- Stay current on and implement research-based instructional strategies, techniques and materials appropriate for the children in the assigned grade level to assist in their learning.
- Provide an interesting and motivating environment for learning.
- As Principal, provide a safe and effective school with an academic focus.
- Make Sixth Street Prep a school that welcomes both students and parents.



## **Visionary Mission Statement**

VESD is committed to inspiring purposeful learners who create their futures with confidence, curiosity, innovation, and integrity through engaging learning experiences in safe environments within a supportive culture

## **Parent Promise**

We the parents of Victor Elementary School District promise to take an active role in our child's education and to set a positive example for students, teachers and others. We understand we need to be part of the solution, not part of the problem. We strive to build the future leaders of tomorrow.

1. We will support our child's education by:
  - Ensuring my child is in school every day and on time.
  - Assisting my child with homework.
  - Having my child properly clothed and nourished for school.
2. We will be a positive influence on our children by having a good attitude, giving encouraging words, showing common courtesy, and using appropriate language.
3. We think of ourselves as part of the school team working together to help our children. Our success is measured by what we give.
4. We will participate by giving and seeking information.
5. We need our children to be safe.
  - We will always think safety first!
  - Abide by all traffic laws.
  - Follow parking lot drop off and pick up rules.
6. We are always ladies and gentlemen in all interactions; even when a conversation grows abusive and must be terminated.
7. We take pride in respecting each other with a positive attitude.
8. We will always set a good example by showing courtesy and appreciation by saying "please" and "thank you" to one another.
9. We will set the example for our youth by displaying appropriate dress and grooming.
10. We will always recognize each other immediately with eye contact, a smile, and their name whenever possible, using greetings such as "Good Morning" or "Good Afternoon."
11. We recognize the staff and administration have the children's and parent's best interest at heart.



## **Visionary Mission Statement**

VESD is committed to inspiring purposeful learners who create their futures with confidence, curiosity, innovation, and integrity through engaging learning experiences in safe environments within a supportive culture.

### **Motto**

Learning for All! Whatever It Takes!

## **Student Promise**

We, the students of Victor Elementary School District, promise to be safe responsible, and respectful in all that we do. We promise to be respectful to the teachers, staff, parents and students. We promise to respect our school by keeping it safe and clean. We promise to be honest, trustworthy, and responsible students. We promise to come to school every day prepared and on time to achieve our goals.

## **Basics to Success**

1. Everyone has a voice and can use it to make change.
2. Think safety first. We are responsible for our own actions and for making and keeping a clean, safe, drug and weapon free learning campus.
3. We are always ladies and gentleman. We say “Please” and “Thank you” and show respect for others and ourselves and greet people with a warm welcome.
4. We give people our full attention with eye contact and a smile.
5. We recognize and celebrate the accomplishments of others.
6. We believe in ourselves and will always choose to learn, improve, and succeed.
7. We will take pride in our appearance and make healthy choices.
8. We will achieve our goals by coming to school on time, ready, willing, and able to learn.
9. We will work to be at or above grade level in math, reading, and writing. We will do whatever it takes to prepare for our future.
10. It is our responsibility to work as a team. We listen to, respect and support each other.
11. We choose to have a good attitude.
12. We will always do more than expected.



### PARENT/ TEACHER CONFERENCES

At parent conferences, parents will receive information about their student's progress and will be given ideas and strategies for helping their children achieve grade level standards. Parent conferences for all students TK-6 will be held twice in the calendar year: during the week of October 1<sup>st</sup> - 5<sup>th</sup>, 2018 and the week of March 18<sup>th</sup> - 22<sup>th</sup>, 2019.

### REPORT CARDS

Students receive a report card three times per year:

1. Week of Parent-Teacher Conference October 1<sup>st</sup> - 5<sup>th</sup>, 2018
2. Week of Parent-Teacher Conference March 18<sup>th</sup> - 22<sup>th</sup>, 2019
3. Last day of school June 6, 2019

### READING AT HOME

We require younger students to read at least 20 minutes a day and older students to read 30 minutes a day and also write a summary to show comprehension of the reading. Parents of students in all grades levels are encouraged to read with their students. Teachers set reading goals for their students, and students are rewarded several times a year for reaching those goals. Occasionally, and varying by grade level, homework will be assigned as well.

### GETTING TO AND FROM SCHOOL

When walking to and from school, students must cross streets only at crosswalks. It is also extremely important that students who are transported to school only cross the streets at crosswalks. Parents/guardians are reminded not to double-park when dropping off students. The city police will ticket all traffic violations including double-parking. A **NO PARKING** zone is available for drop-off and pick-up each day. **Please do not attempt to park in this designated zone.** Students should arrive at school between 7:50am- 8:00am. **Please do not drop off your child unsupervised after 8:00am.** Students who arrive after the 8:00am bell must report directly to the office to receive a tardy pass.

### BEFORE REGULAR DISMISSAL

Parents/guardians are asked to limit the number of times that students are taken out of class early. Early student dismissals are disruptive to classroom instruction. Early dismissals also prevent your child from receiving a Perfect Attendance Certificate and/or Perfect Attendance Trophy at the end of the year. Whenever a request for early dismissal is unavoidable, please call the school office ahead of time to allow office personnel ample time to inform your child's teacher. When you arrive, you must sign your child out in the office. **Please do not go to the classroom.** Release of a student is made only to the parent/guardian or person authorized on the emergency card.

### DISMISSAL- TK is 12:15 pm, Kinder is 1:00 pm through Sept 28<sup>th</sup>, 2018; starting October 15<sup>th</sup>, to the end of the school year is 2:55 pm; grades 1 - 6 is 3:01 pm.

All students are released from their classroom and are to walk directly home via the nearest crosswalk. We appreciate children being picked up promptly at the end of the school day, unless they are participating in a scheduled after school program.

**The office will not release children to brothers or sisters who are minors or to anyone not listed on their emergency card. A written authorization from the parent must be presented for a student to be released to anyone not on the emergency card. The authorized person must present an ID in order for student to be release. Parents are encouraged to keep all emergency information accurate.**

### CROSSING THE PARKING LOT/STREET

Children and parents are asked to cross the street **ONLY AT CROOSWALKS**. This is for everyone's safety!

### ATTENDANCE AND EXCUSES

The state attendance laws require regular school attendance and punctuality. If a student is absent from school, an explanation from the parent or guardian is required. This may be submitted in person, in writing, or by phone.

All students are expected to complete an Independent Study Contract for each period of planned absence (**six days total allowed per year**). Parents are expected to pick up an Independent Study Contract for their student each time that the student is absent. The contract must be signed the day of the absence, work needs to be picked up after school to allow teachers ample time to put together a packet, and it must be completed and returned for credit to the teacher within 3 days of that student's return to school. If you know your child will be absent, please call the office or notify the school receptionist to arrange for the Independent Study Contract ahead of time.

Students with excessive absences (excused or unexcused), tardies, and/or early-outs as defined by the State of California Education Code, will be referred to the **School Attendance Review Board (SARB)** which may result in the assessment of a fine to the parents. According to the No Child Left Behind Legislation, schools with excessive tardies and/or absences are in jeopardy of being declared "unsafe" and parents can be held accountable through the SARB process.

### PERFECT ATTENDANCE

Only students who are physically present, on-time and remain in school until dismissal time each day will be eligible for a Perfect Attendance Trophy at the end of the year, and students who miss up to three instances (absences, tardies, and or early outs) will be eligible for an Outstanding Attendance Medal. **Independent Study absences, or a student who is present but in the office for a day due to being sick or hurt, will not be eligible for perfect attendance. The purpose of the recognition is to celebrate students who had no interruption in their instruction for the entire school year.**

### MEDICATION

Any pupil who is required to take medication during the regular school day must be assisted by designated school personnel. In order for a student to be given any medication at school, we must have a signed statement by the parent or guardian requesting the administration of medication. A signed statement by a physician is required for prescription medicines. The parent must bring the medication to the office (both together, the form and medication) Please make sure medication is in its original container with the pharmacy label attached that specifies type, dosage, and student name. Please see the school's Health Attendant for required paperwork according to your child's medical necessity.

### ACCIDENT/ILLNESS AT SCHOOL

When a student becomes ill or injured at school every effort is made to contact the home or work place. **Please be sure that we have your current work and home phone number** in case of an emergency. If you plan to be away, please inform the office of the person to be contacted. Please do not send your child to school sick.

### BREAKFAST AND HOT LUNCH PROGRAM

A nutritious breakfast and hot lunch planned by trained dieticians is served at our school each day. Menus are sent home at the beginning of each month. Milk may be purchased individually for lunches brought from home. Hot lunches may not be charged. Parents may choose to pay up to a month in advance for their children's lunches. Please follow these steps for advance payment:

1. Put cash or checks (made out to Victor Elementary School District) in a sealed envelope.
2. Put the child's name, teacher name, and room number on the outside of the envelope, along with amount enclosed.
3. You or your child should give the envelope to his/her teacher.
4. If your child forgets his/her lunch or money for lunch, you may bring it to the office. We pass it along to the cashier. It is the child's responsibility to check with the cashier at lunch time to ensure that money has been put on the student's lunch account or to see if cold lunch was delivered by the parent. This process helps to reduce classroom disruptions and protect academic learning time.

### SCHOOL NEWS

Parents will be informed of upcoming meetings and events in the form of flyers that are sent home and over the phone with our school messenger system. Please check your child's communication folder on a daily basis, so that you do not miss out on important opportunities to be involved in your child's school. In addition, parents will receive a monthly newsletter with tips for parents as educational partners and important parenting information.

### VOLUNTEERS

Parent volunteers make a positive difference at Sixth Street Prep School. Classroom volunteers reinforce important concepts through individual and small group assistance to students. Other volunteers assist in the office or help carry out special programs that otherwise might not exist. Volunteers also accompany classes on field trips as needed. The Sixth Street Prep School parents conduct fundraisers and help provide for field trips and special events throughout the year. Volunteers must participate in an **annual** training session and receive Board approval before beginning their service to the school. All parent volunteers **MUST adhere to the same dress code as the students** while providing assistance in the office, in the classrooms or on field trips. Parents help set school direction as members of the School Site Council SSC and ELAC.

Helping out at Sixth Street Prep School is an excellent way to take an active interest in your child's education. If you have time, skills, or ideas that you would like to share, please contact the school office at 760 241-0962. TOGETHER WE ARE BETTER!

The parent volunteer trainings are held in the cafeteria. The following are the dates for the Parent Volunteer Trainings:

- August 21, 2018 at 8:10 am in the cafeteria – for Kinder and other parents new to SSP.
- August 23, 2018 at 8:10 am in the cafeteria – returning parents.
- November 13, 2018 at 8:10 am in the cafeteria.
- February 20, 2019 at 8:10 am in the cafeteria.

### VISITING THE SCHOOL

We welcome parents to visit our school and observe the children at work in the classroom. One of the best ways to understand the classroom program is direct observation and involvement. Although parents are welcome at any time, we encourage you to make advance arrangements, out of courtesy to our teachers, and to avoid any interruption in the instructional day. All campus visitors **must** sign in at the office and receive a pass before entering the campus.

### LOST AND FOUND

Please write your child's name and room number on coats, lunch boxes, book bags, etc. If items are lost, you may check the lost and found barrel in the Old Victor building. Small valuables such as watches are usually turned in to the office. Unclaimed items will be donated to the Uniform Closet and/or a local charity.

### BOOKS AND MATERIALS

It is the student's responsibility to take reasonable care of school property. Although textbooks are furnished free, parents must pay for loss or damage beyond normal wear.

### WITHDRAWAL PROCEDURES

If you plan to move, please contact the office before your child's last day at Sixth Street Prep School. All books, classroom materials and textbooks must be returned to school and all outstanding charges paid before grades are released.

## **SIXTH STREET PREP SCHOOL DISCIPLINE PLAN**

### DISCIPLINE PHILOSOPHY

The purpose of school is to educate children. In order to accomplish this task, a safe and orderly campus is essential. Therefore, the staff will firmly and fairly enforce classroom and school rules that allow children to feel safe and allow them to concentrate on learning. Students who follow these rules will enjoy recognition and programs that reward them for good behavior. Misbehavior will result in disciplinary action, including classroom penalties and parent contacts. Serious and repeated offenses result in referral to the Principal, suspension from school, and possible transfer or expulsion from school. Each teacher has rules for students to follow in the classroom, as well as positive and negative consequences. Rules are posted in each classroom.

### STUDENT EXPECTATIONS

- Attend school every day unless too sick to perform.
- Listen to the teacher and do exactly as told.
- Do all work neatly, accurately, and completely.
- Keep hands and feet to yourself.
- Speak nicely of and to others.

### PARENT EXPECTATIONS

- Be responsible to see that my child attends school each day, all day, on time, prepared to learn and pick him/her up on time. I will verify absences by sending a note or calling the school.
- Be responsible to ensure that my student wears the approved school uniform to school each day.
- Be responsible to request an Independent Study Contract the day of my child's absence, or illness (**up to 6 days total for the school year**), pick up the assigned work after school and have my child turn it in to the teacher upon his/her return to school.
- Be responsible to limit the total number of days for Independent Study to **SIX (6) days per school year** and in the event of a planned absence, give advance notice to the teacher and office.
- I understand that excessive absences or tardies will result in legal action being taken via the SARB process.
- Support Sixth Street Prep's discipline plan and the standards set by Victor Elementary School District.
- Make the Parent Basics our guide in all we say and do.
- Monitor my child's progress by attending conferences, reviewing progress reports, signing and returning notes.
- Communicate and cooperate with my child's teacher to review and assist with my child's behavior and academic progress.
- Provide a regular study time at home and the best learning environment for my child. See that all assigned work is completed to the best of my child's ability.
- Talk to my child about school daily and read with him/her when appropriate.

- Control television, internet, videogames and all electronic usage on school days and while independent reading is in progress.
- Follow all student drop-off and pick-up guidelines, traffic laws and also avoid parking in designated NO PARKING areas for the safety of our students and out of respect for other parents.

**I understand that any failure to comply with this compact may result in my child being dropped from Sixth Street Prep School**

### **SCHOOLWIDE RULES**

To ensure a positive and safe environment, the following standards have been agreed upon by parents, students, staff and administration.

1. Students will play and work in a cooperative manner.
2. No fighting, threatening to fight or play fighting.
3. No rude comments, “bagging,” cursing, obscene language or gestures.
4. Students will keep hands, feet and objects to themselves.
5. Harassment will not be tolerated.
6. Individual differences and diversity are valued and respected.
7. Students will show respect for and cooperate with all adults. This includes actions as well as language.
8. School and private property is to be valued and respected—not damaged.
9. Show and tell items may be brought with teacher permission, but kept in the classroom. No radios or electronic equipment will be allowed.

### **PLAYGROUND STANDARDS**

1. Balls are to be bounced on the playground (blacktop) – **never** between or on the buildings.
2. **NO GUM** anywhere on campus.
3. Playground equipment will be used properly.
4. Swing forward and backward, not sideways.
5. Wait in line for a turn.
6. Sand or rocks are not to be thrown.
7. Follow climber rules.
8. No chasing or tag games.
9. Walk; don’t run, on sidewalks.
10. Balls are to be kicked only on the grass.

### **CAFETERIA STANDARDS**

1. Stay in hot lunch line, single file.
2. Stay seated and raise your hand to be dismissed by an adult.
3. Don’t throw food.
4. Don’t share food.
5. Clean up after yourself.
6. Talk only to people seated near you. Don’t yell across the table or room.

### **STUDENT DRESS CODE**

The Governing Board of the Victor Elementary School District believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Student’s clothing must not present a health or safety hazard or a distraction which would interfere with the educational process (BP 5132). All students must wear appropriate clothing during all P.E. activities.

### **SIXTH STREET PREP SCHOOL UNIFORM POLICY**

Sixth Street Prep School has developed a mandatory Uniform Policy in accordance with the Victor Elementary School District Board of Education and the Victor Elementary Administrative Regulations.

#### **Purpose**

Sixth Street Prep School believes this Uniform Policy will:

- Give the students a sense of unity and pride in their school.
- Assist in building school pride and team spirit.
- Assure that students are safely and appropriately dressed for school activities.
- Minimize the competition between students and peer-pressure to wear more expensive, trendy clothing.

- Reduce the student’s overall clothing expenses.
- Help students concentrate on their school work by providing an atmosphere conducive to learning.
- Enhance the school image.
- Increase student security by making student identification easier.
- Promote self-discipline, responsibility and good grooming habits.

**Summary of Uniform Items – Only those items listed below are acceptable.**

**Bottoms:** Black, navy blue or khaki, not jeans, skinny jeans or low rise or baggy pants.

**Socks/tights:** Solid white, navy blue or solid black (**no designs**), no long socks with shorts for boys.

**Tops:** Polo-style knit with a collar with long or short sleeves and solid white, navy, black or yellow in color.

**Sweat suits:** Black or navy are permitted, but must be worn with the approved school polo shirt.

**Shoes:** Slip-resistant with closed toes and backs and **predominantly black or white.**

**Jackets:** None specified. Only uniform sweaters (black, navy, gray or white) may be worn in the classroom.

**Hats:** None specified (only to be worn outside of the classroom).

**Periodic Exceptions**

- School-based and/or –sponsored individual student photo days announced by the Principal.
- Special spirit days announced by the Principal.

**Availability**

The uniform items are stocked locally by D. Christian Uniforms, Wal-Mart, Target and JC Penney’s; online sources include: [www.landsend.com](http://www.landsend.com), [www.allheartkids.com](http://www.allheartkids.com), [www.zemskys.com](http://www.zemskys.com) and [www.schooluniforms.com](http://www.schooluniforms.com) . The following is the information for the shops that have the school’s logo.

AllPro Uniforms and Apparel.....760 243-7115  
 D’Christian Uniform Shop .....760 244-7316  
 X-Treme Stitching.....760 243-7996  
**Sixth Street Prep Busy Bee Committee ....760 241-0962**

Various forms of assistance are available to families with financial difficulties including: discounts provided by participating vendors on new items, corporate and/or private sponsorship of new clothing, and donations of used clothing. Please visit the office for more information.

**Athletics Days**

Students need to be able to move freely on days they will be participating special athletic events. Black or navy sweat pants and sweatshirts are preferred – skirts, as described in this policy, are not appropriate for these activities, and sneakers are the recommended shoe for the day.

**Enforcement**

Students not following the dress code will receive:

- Counseling by the Principal or their teachers on the benefits of a uniform and the school compact agreement.
- Parent contact.
- Assistance and/or support to obtain uniforms if necessary.
- A uniform outfit provided for the day.

If these measures fail, the student will be given on-campus detention during school hours and the parent(s)/guardian will be contacted by the Principal, whereby parents will be asked to comply with the Uniform Policy as part of the school compact and a condition of enrollment.

**General Uniform Policy “Do’s”**

All articles of clothing must be:

- Solid in color with only the Sixth Street Logo.
- Properly fitted and properly sized.
- Hemmed or cuffed and in good repair.

### **General Uniform Policy “Don’ts”**

Clothing, jewelry and accessories must not:

- Have discriminatory writings or images on it.
- Advertise alcoholic beverages, drugs, tobacco products or anything illegal.
- Advertise for musical groups.
- Have any known or suspected gang-related colors, insignias, or terminology.
- Have vulgar or profane messages or scenes.
- Have logos, insignia or writing exceeding 2” in diameter.
- Be too revealing or transparent.
- Have baggy legs or large/deep pockets, such as cargo pockets (bottoms).
- Not exceed 2” of waist size when pulled to the side (bottoms).

Parents will be contacted to bring a change of clothing if their child is dressed inappropriately.

**Please see the included diagram for quick reference**

## DRESS CODE GUIDELINES

<u>ITEM</u>	<u>UNIFORM ITEMS THAT ARE ACCEPTED</u>	<u>ITEMS VIOLATED DRESS CODE POLICY</u>
<b>Pants</b>	<ul style="list-style-type: none"> <li>* Must be black, navy blue or khaki in color</li> <li>* Legs of pants must be cut with a straight cut or regular fit</li> </ul>	<ul style="list-style-type: none"> <li>* No jeans</li> <li>* No skinny jeans</li> <li>* No leggings</li> <li>* No sportswear</li> </ul>
<b>Skirts</b>	<ul style="list-style-type: none"> <li>* All variations including skorts, culottes, and jumpers must be black, navy blue or khaki in color</li> <li>* Hemlines or slits must be higher than finger-tip length when the student's arm are extended down</li> <li>* For safety and modesty reasons, coordinating spandex-tights are recommended to be worn and black, navy, khaki. (THIS IS THE ONLY CIRCUMSTANCE IN WHICH SPANDEX TIGHTS ARE ALLOWED)</li> </ul>	<ul style="list-style-type: none"> <li>* Hemline shorter than finger-tip length when student's arms are extending down</li> <li>* No spandex tights (unless under a skirt)</li> </ul>
<b>Shorts</b>	<ul style="list-style-type: none"> <li>* Are accepted as long as hemline is no higher than thumb-length, when the student's arm at his/her side</li> <li>* Must be black, navy blue or khaki in color</li> </ul>	<ul style="list-style-type: none"> <li>* No cut off and sport- type shorts allowed</li> <li>* Not too short and meet the length requirement when student's arms are extended down</li> </ul>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>* May be long or short sleeved</li> <li>* Must have a visible collar POLO</li> <li>* White, black, navy blue and yellow are accepted colors</li> </ul>	<ul style="list-style-type: none"> <li>* No bare shoulders, backs, mid-riffs</li> <li>* No frills or embellishments that pose a safety risk</li> <li>* Be too small or too large</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>* Fit securely on feet</li> <li>* Be comfortable, supportive, shock - absorbent, slip-resistant and appropriate for the weather and student activities</li> <li>* If weather permits, snow and rains boots should be worn outside and a pair of regular shoes should be brought to school for indoor use.</li> <li>* SHOES MUST BE EITHER MOSTLY BLACK IN COLOR WITH BLACK LACES OR WHITE WITH LACES</li> </ul>	<ul style="list-style-type: none"> <li>* No thong-style shoes</li> <li>* No open-toed shoes</li> <li>* No high-heeled shoes</li> <li>* No slip-on shoes</li> <li>* No hard-soled shoes</li> <li>* No platform shoes</li> <li>* No water-sport shoes</li> <li>* No blinking light shoes</li> </ul> <p>These types of shoes pose a risk of injury to the student as all students get PE or outside time to play</p>
<b>Socks/Tights</b>	White, black navy blue colors	<ul style="list-style-type: none"> <li>* No designs on tights or socks</li> <li>* No tall/long socks to be worn with shorts for boys</li> </ul>

<b>Headwear (hats, ear muffs and scarves) *Headbands</b>	* Solid colors of white, black, navy blue, khaki or yellow are acceptable * May be worn outside only for protection from outside elements.	* May not be worn inside the classroom * No writing or images of any headwear to be worn at school * Headbands can be a distraction when worn
<b>Jackets/ Coats/ Sweaters</b>	* Parent Choice (please see guidelines for them to be worn in class)	* If not in solid school colors (black, white, navy blue, khaki) may NOT be worn in class * No graphics, prints or patterns on them
<b>Undergarments</b>		* May NOT be exposed
<b>Jewelry</b>	* Small stud earrings	* Jewelry should be kept to a minimum because they pose a safety concern * No dangling earrings * No hoops earrings * No chain necklaces * No bracelets
<b>Accessories (buttons/ bandanas, scarves)</b>		* May NOT undermine the integrity on the Uniform Policy * No display of known or suspected gang colors and/or insignia is forbidden
<b>Hair</b>	* Natural colors * Clean and well-groomed	* No mohawks or Fauxhawks * No designs etched hair * No latest fad hairstyles as they are created
<b>Tattoos</b>	None permitted	* None permitted due to distraction of learning environment

## **ENFORCEMENT**

### **Students not following the dress code will receive:**

- \* Counseling by the teacher on the benefits of a uniform and the School Compact Agreement
- \* Parents contact by teacher
- \* Assistance and/or support to obtain uniforms if necessary
- \* A uniform outfit provided for the day
- \* Counseling by the Principal on dress code policy and compact
- \* Parent contact by the Principal on dress code policy and compact



## **NEGATIVE CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

The purpose of the discipline process is to provide immediate and consistent logical consequences for irresponsible behavior. Students who experience consistent, logical and realistic consequences learn that they themselves have positive control over their lives.

A student may be suspended from Sixth Street Prep School and may also be subject to placement or expulsion for violation of Education Code 48900 outlined below. These are considered major offenses by the State of California and Victor Elementary School District:

### **Major Offenses**

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Willfully used force or violence upon the person of another.
- c. Possessed, sold or furnished a firearm, knife, explosive or other dangerous object.
- d. Unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance.
- e. Commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco or tobacco products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Offered, possessed, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or willfully defied valid authority.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit sexual assault.
- o. Harassed, threatened, or intimidated a witness.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code
- r. Engaged in an act of bullying including but not limited to bullying by means of an electronic act as defined in Education Code 32261\*
- s. Aided or abetted the infliction or attempted infliction of physical injury  
48900.7 Pupil has made terrorist threats against school officials or school property, or both  
48900.2 Sexual harassment (any unwelcome physical, verbal, or non-verbal behavior that makes a student **uncomfortable**) **grades 4-6 only**  
48900.3 Hate violence **grades 4-6 only**  
48900.4 Intentionally engaged in harassment, threats, or intimidation against school personnel, a pupil or groups of pupils **grades 4-6 only**

- **Definition of Bullying:** Aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved. Typically the behavior is repeated over time and includes the use of hurtful words and/or acts. Students can be bullied on the basis of looks/ body size/ race/ ethnicity/ religion/ family income/ perceived sexual orientation/ and community affiliation
- **Indicators of Bullying Behavior:** Bullying behaviors may include, but are not necessarily limited to the following:
  1. **Verbal:** Name calling, teasing, gossiping, making threats, spreading rumors
  2. **Nonverbal:** Posturing, making gang signs, leering, stalking, making threatening gestures
  3. **Physical:** Hitting, pushing, poking, kicking, tripping, hair pulling, spitting
  4. **Emotional:** Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, isolating, ostracizing
  5. **Cyber-Bullying:** Sending insulting messages via email or texting or over the Web

When students choose to violate the school-wide rules, they receive a verbal reprimand. In repeated or extreme cases, or when a student reaches the last consequence in the classroom discipline plan, a teacher will write a referral. A referral means student will be placed on the following discipline cycle by the Principal, depending on the nature of the incident and previous offenses:

**Step 1** **For the first major offense** during a school year, a student may be placed on an in-house suspension or may be suspended from school.

**Step 2** **Second major offense** student will receive a 1-3 day suspension.

**Step 3 Third offense** student will receive a 3-5 day suspension and be referred to placement.

Continued violation of the school-wide discipline plan will result in the student being placed out of the regular school setting or referred for expulsion.

**POSITIVE REINFORCEMENTS**

Students who choose correct behaviors at Sixth Street Prep are continually being rewarded. Classroom awards will vary from teacher to teacher. School wide activities are as follows:

**Monthly Awards**

Perfect Attendance Awards are given every month for students who are present everyday, all day. Also, teachers selected one student per month to receive the Super Bee Award for living by the Student Basics. For grades 2<sup>nd</sup> to 6<sup>th</sup> some students are selected each month to receive Academic Awards in the following categories: Reading, Math, Writing (one student per category)

**SIXTH STREET PREP SCHOOL**  
**RULES AND REGULATIONS**

	<b><u>Bee Safe</u></b>	<b><u>Bee Responsible</u></b>	<b><u>Bee Respectful</u></b>
Teacher's Desk	Leave sharp objects alone.	Follow directions.	Keep hands away from items on the teacher's desk.
Materials	<ul style="list-style-type: none"> <li>• Use materials appropriately.</li> <li>• Carry materials correctly.</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of materials given to you.</li> <li>• Return materials to the proper place.</li> </ul>	<ul style="list-style-type: none"> <li>• Share materials with your classmates when needed.</li> </ul>
Enter and Exit	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk quietly.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow teacher's directions.</li> </ul>
Independent Work Choice	<ul style="list-style-type: none"> <li>• Stay seated.</li> </ul>	<ul style="list-style-type: none"> <li>• Choose a quiet reading or writing activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Work quietly.</li> </ul>
Asking for Help	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self.</li> </ul>	<ul style="list-style-type: none"> <li>• Try your best to work out an answer before asking for help.</li> <li>• Quietly raise your hand and wait your turn.</li> </ul>	<ul style="list-style-type: none"> <li>• Quietly wait your turn.</li> </ul>
Seatwork	<ul style="list-style-type: none"> <li>• Sit with all 6 legs flat on the floor (own legs and chair legs)</li> </ul>	<ul style="list-style-type: none"> <li>• Write your name on your work.</li> <li>• Do your own work.</li> <li>• Finish all of your work.</li> </ul>	<ul style="list-style-type: none"> <li>• Work quietly.</li> <li>• Keep your eyes on your own paper.</li> </ul>
Centers	<ul style="list-style-type: none"> <li>• Stay in your assigned center.</li> </ul>	<ul style="list-style-type: none"> <li>• Write your name on your work.</li> <li>• Do your own work.</li> <li>• Help group members when needed.</li> <li>• Finish all of your work.</li> </ul>	<ul style="list-style-type: none"> <li>• Work quietly.</li> </ul>
Drinks	<ul style="list-style-type: none"> <li>• Keep your mouth away from the water faucet.</li> <li>• Drink only from your own water bottle.</li> <li>• Tell an adult about spills.</li> </ul>	<ul style="list-style-type: none"> <li>• Bring only water in your water bottles.</li> <li>• Use drinking fountains during recess.</li> <li>• Swallow before leaving the fountain.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn.</li> <li>• Drink 1, 2, 3</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Return promptly to class.</li> <li>• Come in quietly.</li> </ul>

<b>Common Area</b>	<b>Bee Safe</b>	<b>Bee Responsible</b>	<b>Bee Respectful</b>
Playground/Recess	<ul style="list-style-type: none"> <li>• Walk to and from the playground.</li> <li>• Stay within boundaries.</li> <li>• Be aware of activities/games around you.</li> <li>• No play fighting or chasing.</li> <li>• What is on the ground stays on the ground.</li> </ul>	<ul style="list-style-type: none"> <li>• Use hall/bathroom pass for leaving the area.</li> </ul>	<ul style="list-style-type: none"> <li>• Play fairly.</li> <li>• Include everyone.</li> </ul>
Passing Areas (Halls and Sidewalks)	<ul style="list-style-type: none"> <li>• Stay to the right.</li> <li>• Allow others to pass.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on sidewalks.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold the door open for the person behind you.</li> <li>• Use quiet voices.</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>• Keep feet on floor.</li> <li>• Keep water in sink.</li> <li>• Wash hands.</li> <li>• Put towels in garbage can.</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet after use.</li> <li>• Return to room promptly.</li> <li>• Use a bathroom pass.</li> </ul>	<ul style="list-style-type: none"> <li>• Knock on stall door.</li> <li>• Give people privacy.</li> <li>• Use quiet voices.</li> </ul>
Arrival and Dismissal Areas	<ul style="list-style-type: none"> <li>• Use sidewalks and crosswalks.</li> <li>• Wait in designated areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time.</li> <li>• Leave on time.</li> <li>• Get teacher permission to use the classroom phone.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow common area rules.</li> </ul>
Office	<ul style="list-style-type: none"> <li>• Follow Common area rules.</li> <li>• Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Always show your pass.</li> </ul>	<ul style="list-style-type: none"> <li>• Be courteous while waiting.</li> <li>• Wait outside office.</li> </ul>
Resource Rooms	<ul style="list-style-type: none"> <li>• Follow common area rules.</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Use rulers when taking books off shelves.</li> <li>• Return to room if adult is not present.</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices.</li> <li>• Clean up after self.</li> </ul>
Assemblies/Special Events	<ul style="list-style-type: none"> <li>• Wait for arrival and dismissal signal.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow common area rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Use audience manners.</li> <li>• Sit on bottom.</li> </ul>

**PLEASE COMPLETE AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER. THANK YOU FOR YOUR COOPERATION.**

1. After reviewing the school rules above, do you and your child know exactly what is expected?  
\_\_\_\_\_  
YES \_\_\_\_\_  
NO
  
2. Are you and your child aware of the negative consequences for breaking school rules?  
\_\_\_\_\_  
YES \_\_\_\_\_  
NO
  
3. Are you and your child aware of the positive consequences for appropriate behavior?  
\_\_\_\_\_  
YES \_\_\_\_\_  
NO
  
4. Please list comments or suggestions you may have regarding the information provided in the handbook:  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

Please make sure all your children attending Sixth Street Prep sign below:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

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