

2024-2025



STUDENT & FAMILY HANDBOOK

#WEARELOCOMOTIVES



www.washington.scusd.edu

 @washingtonlocomotives

 @WashingtonElementarySTEAM and
@Washington Elementary Locomotive Community Organization

Principal: Dr. Gema Godina
Office Manger: Ms. Elva Lopez
Attendance Clerk: Ms. Cangela Chavez

Office Hours: M-F 8:30-4:00PM

School Address:
520 18th ST
Sacramento, CA 95811

Phone: (916) 395-4760



Washington Elementary provides an engaging and collaborative community where all learners thrive. We are an interdisciplinary STEAM- focused school with a sustainable model for innovation that supports learners in solving authentic problems/dilemmas through inquiry. We strive to develop and empower lifelong learners, that have the skills, knowledge, and confidence necessary to lead successful lives. (5 Pursuits- Joy, Criticality, Identity, Intellectualism and Skills, G. Muhammad).

WE LEAD
WE INNOVATE
WE EMPOWER
WE CARE

Bell Schedule

Primary (1-3)	Regular Day (M, T, W, F)		Early Release (TH)		Shortened Days (Conferences, etc.,)	
	8:45-9:00	Drop Off/Breakfast	8:45-9:00	Drop Off/Breakfast	8:45-9:00	Drop Off/Breakfast
	9:00	Class Begins	9:00	Class Begins	9:00	Class Begins
	3:02	Dismissal	2:02	Dismissal	9:00	Dismissal
					1:50	

Inter. (4-6)	Regular Day (M, T, W, F)		Early Release (TH)		Shortened Days (Conferences, etc.,)	
	8:45-9:00	Drop Off/Breakfast	8:45-9:00	Drop Off/Breakfast	8:45-9:00	Drop Off/Breakfast
	9:00	Class Begins	9:00	Class Begins	9:00	Class Begins
	3:10	Dismissal	2:10	Dismissal	9:00	Dismissal
					2:04	

Kindergarten	Regular Day (M, T, W, F)		Early Release (TH)		Shortened Days (Conferences, etc.,)	
	8:45-9:00	Drop Off/Breakfast	8:45-9:00	Drop Off/Breakfast	8:45-9:00	Drop Off/Breakfast
	9:00	Class Begins	9:00	Class Begins	9:00	Class Begins
	1:32	Dismissal	1:32	Dismissal	9:00	Dismissal
					1:32	

Kindergarten SDC	Regular Day (M, T, W, F)		Early Release (TH)		Shortened Days (Conferences, etc.,)	
		Drop Off/Breakfast		Drop Off/Breakfast	8:45-9:00	Drop Off/Breakfast
		Class Begins		Class Begins	9:00	Class Begins
		Dismissal		Dismissal	1:32	Dismissal

TK	Regular Day (M, T, W, F)		Early Release (TH)		Shortened Days (Conferences, etc.,)	
	8:45-9:00	Drop Off/Breakfast	8:45-9:00	Drop Off/Breakfast	8:45-9:00	Drop Off/Breakfast
	9:00	Class Begins	9:00	Class Begins	9:00	Class Begins
	1:00	Dismissal	1:00	Dismissal	1:00	Dismissal

Preschool	Regular Day (M, T, W, F)		Early Release (TH)		Shortened Days (Conferences, etc.,)	
	9:00-11:30	AM	9:00-11:30	AM	9:00-11:30	AM
	12:15-3:07	PM <input type="button" value="Save"/>	9:00-2:07	PM	9:00-2:07	PM



Calendar

Please check our school [website calendar](#) for the most current list of important dates including Meet the Teacher, and Back to School Night.

Visitors & Volunteers

Parents are welcome and encouraged to visit the school any time during our business hours. All visitors to the school must sign in at the front office, where you will be given a visitor's badge to wear during your stay. Please sign out in the office when leaving. Parents and guardians are welcome to visit their child's classroom, but are asked to make arrangements at least one day in advance. If you'd like to meet with the principal or other staff member, please call ahead to make an appointment. One time visits, observations and presentations may be conducted without volunteer clearance. However, regular visits of more than 15 minutes per school day require parents and guardians to undergo the volunteer clearance process detailed below.

VOLUNTEERS & FIELD TRIP DRIVERS

Your involvement at school is essential to building our school culture and community. We welcome your energy, your time and expertise, big or small. Please consider becoming a STEAM or garden docent, room parent, recess or library volunteer, LCO or School Site Council member. Please fill out the [SCUSD Volunteer Form](#) and return to our Main Office. Your learner's teacher might have other possible ways to help – Please note that every class is different. Please check with your child's teacher, and we'll see you on campus!

Volunteer Requirements:

Please complete the following before volunteering:

- A current and completed volunteer registration form.

- A copy of a recent TB Test or chest x-ray form/ card indicating a negative result.

Field trips: Fingerprint clearance is required to transport/chaperone students on field trips.

Communication

Let's talk! Building community and relationships early makes unexpected events better to address. We invite you to talk to your learner's teacher and principal early and often. It takes a village.

Drop Off & Dismissal

Though we are a small school, we can create major traffic jams in the morning and after-school. For the safety of our children, PLEASE do not double park and please do not jaywalk. We kindly ask that you safely park your vehicle and walk up to the school. We have several buses for students with special needs. Please do not park in the bus zone.

Drop-off:

For the safety of students, please do not drop-off students before 8:45 AM unless your student is enrolled in STEAM Academy. Drop off at the Main Entrance or side Garden Gate (17th & F ST.).

Pick-up

EK-3rd -Main Entrance

4th-6th-Garden Gate (17th & F ST.)

At dismissal, teachers walk their students to the gates for pick-up. Students who participate in STEAM Academy are picked-up in class at their respective dismissal times.

Attendance

It is extremely important that all students attend school every day. Please support your students by getting them to school on time every day. If your student is absent, please communicate the date and reason with the front office staff. You may report absences by phone, [school website](#), note, or in person.

Tardies

Students arriving late should report to the front office to sign before heading to class.

Early Dismissals

Parents and Guardians can come to the office to sign out their student for every early dismissal. If someone new is picking up, please notify the office prior to the dismissal. You can add additional people to your student's pick-up in the office. All people signing students out for an early dismissal must be 18 or over and have a valid ID for student safety.

Dress Code

We are a uniform school. The building of our Locomotive community is central to our core values. It is important for our students to feel like they are an integral part of our school culture. The following is our uniform policy:

- Dark blue bottoms (navy blue); pants, Blue Jeans, navy shorts, navy skirts, navy skorts, navy jumpers, navy leggings, navy dresses
- Solid White, Navy, or Light Blue Polo/collared shirts
- Washington School Uniform shirts & sweatshirts
- Sweaters, sweatshirts, in navy blue, light blue, or white
- Tank tops or undershirts are not considered uniform tops. Straps on tops must be at least 3 fingers wide. Spaghetti straps are not permitted.
- Short Shorts, Bicycle shorts and cut-off shorts are not allowed
- No open sandals, flip-flops or "heelies"

Parents/Guardians may be contacted if their student is not dressed appropriately for the school day and can either bring a change of clothes/shoes, or a loaner set can be given to the student (if available).

Birthday's

Families are welcome to provide something special for their learner's class (with prior communication with the teacher). The following are snacks approved:

- Fresh fruit
- Vegetables and Dip
- Greek Yogurt Frozen Bars
- Graham Crackers
- Dried Fruit
- Corn Nuts
- String Cheese
- Cereal Bars
- Fruit Cups (in water or 100% juice)
- Fruit Crisps
- Baked Chips
- Granola Bars

Other Great Ideas

- Pencils
- Erasers
- Stickers
- Fidgets
- Magnets
- Sidewalk Chalk
- Bouncy Balls
- Notebooks
- Activity Books

If you would like to bring an item not on this list (like cupcakes or another sweet treat), please coordinate with your student's teacher so that the items can be handed out at dismissal.

Breakfast & Lunch

Breakfast and lunch is free to all students. Breakfast is served 8:30AM-9:00AM in the cafeteria.

Lunch Schedule:

TK/K-11:00AM

1st-3rd-11:30AM

4th-6th-12:00PM

[School Lunch Menu](#)

Emergency Contact & Infinite Campus

In order to ensure we have accurate contact information, please complete one Emergency Card form for EACH child and notify the office of any changes throughout the school year. Please contact our Office Manager Elva-Lopez@scusd.edu to receive access to our District Infinite Campus portal which allows you to see attendance, grades, etc.,

[Emergency Card](#)

Electronic Equipment, Cell Phones & Personal Items

Student cell phones, tablets, and devices such as Apple watches are allowed on campus, but all student devices (cell phones, tablets, and smartwatches) must remain in students' backpacks during school hours (8:45a.m.-3:07p.m.) and turned off unless given permission by a staff member to use in an emergency. Smartwatches may not be worn during school hours. Cell phones, tablets, and smartwatches are not allowed at recess. If parents wish to leave a message for a student during the school day, they should call the school office. Cell phones, tablets, and smartwatches may NOT be used to take and share pictures on campus or be used for social media purposes. Students may use devices before & after school to communicate with parents and caregivers, but students are not allowed to share images, messages, games, information, etc. on their devices with other students while on campus, even outside school hours. Devices out during school hours (8:45a.m.-3:07p.m.), will be taken to the office and may be picked up after school. Washington Elementary School does not take responsibility for any electronic devices that students bring to school, and will not have the resources to investigate theft or damage of such items.

Restorative Behavior

As a school, we take a personal restorative approach to discipline. We are intentional with our school-wide practices that include Mindfulness Yoga, morning circles/closing circles, check-in's and celebrations and appreciations. Our collective whole student approach is meant to be proactive as we guide our students in becoming leaders and empowered in their own learning and growth. Additionally, we have 6th grade Peer Mediators trained by our School Social Worker.

Please see the 2024-25 [Standards of Behavior for District Policies](#) and procedures which include bullying that we adhere to here at Washington.

RESTORATIVE QUESTIONS



When things go wrong:

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

When someone has been harmed:

1. What did you think when you realized what had happened?
2. What impact has this had on you and others?
3. What has been the hardest thing for you?
4. What do you think needs to happen to make things right?

Washington Elementary School

How can our learners demonstrate leadership, innovation, empowerment and care?

Yogamotives

As a school, we are intentional about providing leadership opportunities for our learners. We are proud to be the only school in SCUSD with "Yogamotives," our own student led Mindfulness Yoga program. Each morning all students participate in yoga during the first 10 minutes of the school day. Yoga works to help us focus, set our intention for the day, to calm our bodies and build school culture. This year we'll be focusing on poses that "flow" and our 6th graders will teach our younger students the poses the first week of school. Here are poses for your family to practice.



Flow & Grow
KIDS YOGA

yoga poses for kids

REVERSE WARRIOR

"I expand my power."

For more on kids yoga, visit us:
www.flowandgrowkidsyoga.com

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Flow & Grow
KIDS YOGA

YOGA POSES FOR KIDS: TREE

Modified for younger kids

"I am kind"

For more on kids yoga, visit us:
www.flowandgrowkidsyoga.com

YOGA POSES FOR KIDS: MOUNTAIN

"I stand firm like a mountain. I feel steady and powerful."

For more on kids yoga, visit us:
www.flowandgrowkidsyoga.com

Flow & Grow
KIDS YOGA

YOGA POSES FOR KIDS: WARRIOR II

"I stand in my power"

For more on kids yoga, visit us:
www.flowandgrowkidsyoga.com

Flow & Grow
KIDS YOGA

Flow & Grow
KIDS YOGA

yoga poses for kids

DANCER POSE

"I am elegant."

For more on kids yoga, visit us:
www.flowandgrowkidsyoga.com

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Flow & Grow
KIDS YOGA

YOGA POSES FOR KIDS: AIRPLANE

"I am free"

For more on kids yoga, visit us:
www.flowandgrowkidsyoga.com



STEAM | **SCIENCE • TECHNOLOGY • ENGINEERING • ARTS • MATH**

Locomotive Community Org. (LCO)

Join us at the LCO! The LCO meets the 2nd Wed. of the month in the Library. The mission of the Locomotive Community Organization (LCO) is to:

Create a community of close relationships between the child's home and school by encouraging communication and engagement between teachers, the administration and families.

Provide support for Washington elementary, its teachers and families of Students.

The LCO is inclusive and constitutes a group of diverse, organized and effective members who will meet this mission through, among other things, developing and participating in school wide activities, providing substantive administrative feedback as appropriate and raising funds for the financial support of the school and teachers.

Membership

All parents, guardians and caregivers of children at Washington Elementary School are members of the Locomotive Community Organization. Unless otherwise entitled, school administrators, teachers and staff are non-voting members. No fees are associated with membership.

Leadership (Terms for 1 YR.)

The elected officers for the LCO are: President, Vice President, Treasure, Classroom Representative

School Site Council

All parents and community members are welcome to attend School Site Council Meetings. The School Site Council (SSC) is a school community's representative body, made up of school staff and parents/community members. The primary responsibility of the SSC is to participate in the development of the Site Plan for Student Achievement (SPSA) and evaluate the effectiveness of programs by monitoring the use of Title I and other supplemental funding available to the school site.

**LOCOMOTIVE COMMUNITY ORG.
AND
SCHOOL SITE COUNCIL**

SEPTEMBER 11, 2024
OCTOBER 9, 2024
NOVEMBER 13, 2024
DECEMBER 11, 2024
JANUARY 8, 2025
FEBRUARY 12, 2025
MARCH 12, 2025
APRIL 9, 2025
MAY 14, 2025
JUNE 4, 2025

All current families are automatically members of the LCO!

SCC 4:30PM & LCO 5:30PM
Washington Elem. Library

Follow us:  

The poster features a light grey background with abstract blue and green scribbles. The title is in bold black text. The meeting dates are listed in a vertical column. The school logo is a circular emblem with a blue border, containing a stylized locomotive and the text 'WASHINGTON ELEMENTARY'. At the bottom, the meeting times and location are highlighted with a yellow oval, and social media icons for Facebook and Instagram are provided.



Download the Parent Square App!

Stay in the loop with SCUSD updates and alerts



SCUSD Academic Office

Elementary School & Pupil Progress Reporting Calendar

2024 - 2025 School Year

Updated 5/24/24

First Trimester August 19, 2024 – November 15, 2024 63 Instructional Days		Second Trimester November 18, 2024 – March 7, 2025 62 Instructional Days		Third Trimester March 10, 2025 – June 12, 2025 63 Instructional Days	
Monday, August 19, 2024	First Day of Instruction	Monday, November 18, 2024	Second Trimester Begins	Monday, March 10, 2024	Third Trimester Begins
Monday, September 2, 2024	Labor Day Holiday	Sat, Nov 23, 2024 – Sunday, Dec 1, 2024	Fall Break	Sat, April 12, 2025 – Sunday, April 20, 2025	Spring Break
Friday, October 4, 2024	Progress Notices Issued	Sat, Dec 21, 2024 – Sunday, January 5, 2025	Winter Break	Friday, April 25, 2025	Progress Notices Issued
Monday, November 11, 2024	Veterans' Day Holiday	Monday, January 20, 2025	Martin Luther King Jr. Day Holiday	Monday, May 26, 2025	Memorial Day Holiday
Friday, November 15, 2024 <i>*Minimum day</i>	First Trimester Ends Report Period Ends Reports & Records Day	Friday, January 24, 2024	Progress Notices Issued	Thursday, June 12, 2025 <i>*Minimum Day</i>	Third Trimester Ends Report Period Ends Report Cards Issued Reports & Records Day
Friday, November 22, 2024	Report Cards Issued	Monday, February 10, 2025	Lincoln's Day Holiday	Friday, June 13, 2025	Non-Instructional Teacher Work Day
		Monday, February 17, 2025	President's Day Holiday		
		Friday, March 7, 2025 <i>*Minimum Day</i>	Second Trimester Ends Report Period Ends Reports & Records Day		
		Friday, March 14, 2025	Report Cards Issued		

Parent-Teacher Conferences (6 Minimum Days):

Parent-Teacher Conferences (5 Minimum Days):

November 4, 2024 through December 13, 2024 Reports & Records (3 Minimum Days): March 7, 2025 through April 11, 2025

November 15, March 7 & June 12