

ROMERO ELEMENTARY SCHOOL

STUDENT/PARENT HANDBOOK



“Home of the Patriots”

Romero Elementary School

13500 Luis Avenue
Santa Nella, CA 95322
(209) 854-6177 Office
(209) 826-6858 Fax

Mascot: Patriot
School Colors: Blue and Gold

ROMERO ELEMENTARY WELCOMES YOU

Dear Parents and Students,

The staff at Romero Elementary School extends a warm welcome to all our students and their families!

Our Mission

Every student at Romero Elementary is important and has value and worth. We understand that we play an integral part in creating a safe classroom environment where students are encouraged to share their thoughts and ideas. Patience, guidance, and respect are the norm at Romero as we all uphold the highest standards of professionalism. High expectations are held for every student. At Romero, challenges are not barriers; they are mere obstacles that will be met and overcome. Education should not only open the door to a brighter career future, but ultimately education should open the door to a better community, and a better world.

SCHOOL STAFF

ADMINISTRATION & OFFICE STAFF

Nicholas Freitas - Principal	nfreitas@gustineusd.org
Jacqueline Garcia - School Secretary	jagarcia@gustineusd.org
Mariana Franco - Attendance Clerk	mfranco@gustineusd.org
Mariana Franco - Bilingual Liaison	
Cara Oliveira - Health Aide	cnunes@gustineusd.org
Stacia Orr - District Nurse/504 Coordinator	sorr@gustineusd.org

CERTIFICATED STAFF

Margaret Loucks - Kindergarten Teacher	mloucks@gustineusd.org
Emily Fontes - 1st grade Teacher	efontes@gustineusd.org
Shannon LaSalle - 1st grade Teacher	slasalle@gustineusd.org
Kaisa Freitas - 2nd grade Teacher	kfreitas@gustineusd.org
Jacklyn Rubio - 2nd grade Teacher	jrubio@gustineusd.org
Peter Gonzalez - 3rd grade Teacher	pgonzalez@gustineusd.org
Gail Tallman - 4th grade Teacher	gtallman@gustineusd.org
Danet Estabillo - 4th grade Teacher	dkothenbeutal@gustineusd.org
Prima Chavez - 5th grade Teacher	pchavez@gustineusd.org
Kathleen Borba - Special Day Class Teacher	kathleenb@gustineusd.org
Luke Quilici - PE teacher	lquilici@gustineusd.org
Rachael Johnson - ELD/Intervention Teacher	rjohnson@gustineusd.org
Jessica Moua - Counselor	jmoua@gustineusd.org
Heather Barco - School Psychologist	hbarco@gustineusd.org

CLASSIFIED STAFF

Dawn Caughney - Yard Duty	Gloria Olivarez - Intervention Aide
Alfredo Lerma - PM Custodian	Joanna Perez - SDC Aide
Katrina Limon - Yard Duty/Aide	Enrique Romo - AM Custodian/Maintenance
Lisa Miske - Library Clerk/Intervention Aide	Elodia Sanchez - Cafeteria
Maria Martinez - Cafeteria	Rosenda Sanchez-Avina - Intervention Aide
Dawn Mees - Cafeteria Lead	Maria Vaca - SDC Aide
	Daniel Wilson - SDC Aide

SCHOOL INFORMATION AND PROCEDURES

Please carefully read the handbook and discuss this information with your child/children.

SCHOOL RULES:



Romero Pride

	Classroom	Playground	Bathroom	Library	Cafeteria	Bus
P repared	Come to class with all your school supplies	<ul style="list-style-type: none"> Appropriate clothing and shoes for safe playing Get snack or second chance breakfast at the beginning of recess 	<ul style="list-style-type: none"> Go Flush Wash your hands Walk back to class 	Walk in Turn in your book Wait for your library card. Find a book Check it out	<ul style="list-style-type: none"> Inside voices Come in Get your food Have a seat 	Before school: Be on time for the bus. After school: Wait in the bus line Make sure you have all of your belongings
R espectful	<ul style="list-style-type: none"> Walk into class at appropriate voice level Raise your hand Keep hands, feet, and objects to yourself Have a positive mindset 	<ul style="list-style-type: none"> Use kind words Good manners Use equipment properly Listen to everyone 	Respect everyone's privacy	Have a respectful voice level when others are reading	<ul style="list-style-type: none"> Raise your hand if you need anything Make room at your table for other students Listen to everyone's thoughts and needs 	Be silent at railroad crossing Use a quiet voice at other times.
I nvolved	Participate with class activities	<ul style="list-style-type: none"> Involve all peers Explain problems and discuss solutions 	Throw away all trash in garbage cans	Volunteer to read to a younger class, recommend a good book you read, help put books away	Walk to throw away garbage when dismissed	Clean up your trash
D ependable	Follow Directions Work when you are supposed to	<ul style="list-style-type: none"> Freeze with whistle Wait for second whistle Walk to line 	No playing in the restroom	<ul style="list-style-type: none"> Remember to bring your book back each week. Keep the bookshelves organized 	<ul style="list-style-type: none"> Walk in the cafeteria Walk on any sidewalk to the playground when dismissed 	Wear your seat belt Stay in your seat
E veryone United	Let's all work together to make Romero an awesome place	Let's all work together to make Romero an awesome place	Let's all work together to make Romero an awesome place	Let's all work together to make Romero an awesome place	Let's all work together to make Romero an awesome place	Let's all work together to make Romero an awesome place

Please discuss these with your child. If you have any questions about the expectation rules, feel free to contact the school or your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. In addition, please review the information in this handbook carefully. It has been prepared to help answer many of the questions that students and parents often have about school procedures and policies. We ask that you support these policies and procedures and reinforce them with your children. They are designed to create a sound learning environment in which each child can develop to his/her full potential.

TITLE IX REGULATIONS

In compliance with Title IX of the Educational Amendments of 1972, Romero Elementary School does not discriminate on the basis of sex in its educational programs or activities.

What this regulation means for you and your child is that girls and boys will not be separated on the basis of sex for instructional purposes. All children will be provided with equal educational opportunity, without invading the privacy and rights of each student.

The law mandates that each parent and student be notified of their individual rights and if they have a complaint regarding sex discrimination, they are to contact the teacher. If the complaint cannot be settled verbally, parents do have the right to file a grievance on behalf of the student. Upon request from the principal, a detailed grievance procedure will be provided.

Romero Elementary School is striving to meet the requirements of Title IX. In the event you have a complaint regarding gender equity in the Gustine Unified School District, contact Marisol Juarez, Title IX Coordinator at 209-854-3784.

DISTRICT PARENT HANDBOOK

The Gustine Unified School District's Parent Handbook has been distributed to all households in the district. This handbook contains useful information related to district practices and procedures. If you have not received your copy or have misplaced it, please call us or you can access it at <https://www.gustineusd.org>

ADDRESSES AND TELEPHONE NUMBERS

It is very important that all students' information is up-to-date at all times. If you have moved or have changed your home or work telephone number, please notify the office immediately about the changes. Also, please inform us if there are changes in the emergency telephone numbers of people to contact if you are not available. Please have all custody court orders current with our office.

BELL SCHEDULE

Bell Schedule 2022-2023

School begins at 7:55 am (First Bell)

Every Monday and Wednesday, K-5 is dismissed at 1:20 pm

Minimum Day dismissal is at 1:00 pm

Morning Recess

Grade	Time
K – 2 nd & SDC	9:45 – 10:05
3 rd	10:05 – 10:25
4 th – 5 th	10:10 - 10:25

Lunch

Grade	Lunch Time
K	11:15-12:00
1 st – 2 nd & SDC	11:20-12:00
3 rd – 5 th	12:00-12:40

Dismissal Times

The first week of school schedule will be as follows **ONLY for Kindergarten:**

August 10-19 will be minimum days for **Kindergarten** 8:00 am to 12:30 pm.

Kindergarten – Dismissal is at 1:20 pm (Starting on August 22)

1st – 3rd Grade, SDC, Dismissal is at 2:23 pm

4th – 5th Grade Dismissal is at 2:28 pm

Gustine Unified School District

2022-2023 SCHOOL YEAR CALENDAR

SCHOOL IN SESSION

July 2022

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	31

August 2022

School Begins: August 10th

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
26	27	28	29	30		

School Ends: June 2nd

- = Minimum Day (District)
- = Holidays
- = School Break
- = No School: Staff Development/Buy-Back

Early Release Times: Every Monday(all district) Weds: GES & RES ONLY			
RES 1:20 p.m.	GES 1:20 p.m.	GMS 1:19 p.m.	GHS 1:45 p.m.

School Begins:		School Ends:	
School Holidays & Breaks			
Jul 4, 2022	Independence Day Holiday	Jan 16, 2023	ML King Day Holiday
Sep 5, 2022	Labor Day Holiday	Feb 20-24	President's Holidays/Break
Nov 1, 2022	Staff Development/Buy-Back Day	Mar 13, 2023	Staff Development/Buy-Back Day
Nov 11, 2022	Veteran's Day Holiday	Apr 7, 2023	Non-School Day/Holiday
Nov 21 - 25	Thanksgiving Break/Holidays	Apr 10-14	Spring Break
Dec 21-Jan 4	Winter Break/Holidays	May 29, 2023	Memorial Day Holiday

GUSTINE UNIFIED SCHOOL DISTRICT 2022-2023 SCHOOL YEAR CALENDAR

HOLIDAYS/BREAKS/MINIMUM DAYS

JULY

4 4th of July Holiday

AUGUST

8 Teachers Report
10 School Begins/Minimum Day (Districtwide)
10-19 TK/Kinder Minimum Days
31 Minimum Day (Districtwide)

SEPTEMBER

5 Labor Day Holiday
28 Minimum Day (Districtwide)

OCTOBER

14 End 1st Quarter
25 Min Day GMS/GHS, Parent Conferences

NOVEMBER

1 No School: Staff Dev/Buy-Back Day
4 1st Trimester Ends
11 Veteran's Day Holiday
15 Min. Day, GES/RES
Parent Conferences
21-25 Thanksgiving Break/Holidays
30 Minimum Day (Districtwide)

DECEMBER

19-20 Min. Day GHS Finals & Districtwide
20 End 1st Semester
Dec 21- Jan. 4 Winter Break
23-26 Winter Break Holidays
30 New Year's Eve Holiday

JANUARY

2 New Year's Day Holiday
5 School Resumes
16 Martin Luther King Holiday
25 Minimum Day (Districtwide)

FEBRUARY

20-24 President's Day Break/Holiday

MARCH

3 2nd Trimester Ends
13 No School: Staff Dev/Buy-Back Day
17 End 3rd Quarter
29 Minimum Day (Districtwide)

APRIL

7 Non-school Day/ Holiday
10-14 Spring Break
26 Minimum Day (Districtwide)

MAY

29 Memorial Day Holiday
31 Min. Day GHS Finals & Districtwide
31 Pioneer High Graduation

JUNE

1-2 Min. Day GHS Finals & Districtwide
1 Middle School Graduation
2 High School Graduation
2 End 2nd Semester/3rd Trimester
2 Last Day of School

ARRIVAL AND SCHOOL SCHEDULES

Playground supervision is provided for all students beginning at 7:30 AM. Students should arrive at school no later than 7:55 AM. Breakfast is served from 7:30 AM-7:50 AM. Any student wishing to eat breakfast may go to the cafeteria. Upon arrival at school, students will need to report to the blacktop/playground area until the first morning bell rings. For everyone's safety, no one is allowed to be between classrooms/hallways, before school starts.

AFTER SCHOOL PICK UP

Parents are responsible for picking up their children **on time**. Please make arrangements with your children prior to the start of the school day if someone other than you will be picking up your child. See parking lot procedures map for more details about pick up/dismissal.

STUDENT METHOD HOME

Our teachers and staff strictly comply with a student's method home (if a student walks, is picked up or rides the bus), as indicated by you at the beginning of the school year. If there is a change in the method home, please make sure to notify the school office the day of the needed change. **Messages to students must be received by 11:00 a.m. to ensure delivery to your child's teacher.** Parents are NOT allowed to pick up students in the bus loading area if their child will not be riding the bus that day. For safety reasons, please do not tell your child to deliver a message to the teacher, as it creates an uncertainty for our staff. Always call the school office.

For parents that pick up their students: please make sure to pick up your child in the designated areas. Please do not walk past the entrance gates. If you need to speak to a teacher, the teacher will meet you in the parent pick up area or you can sign in through the office for a parent-teacher meeting.

ARRIVAL & DISMISSAL RULES & PROCEDURES

Traffic safety rules and procedures have been developed with the safety of students in mind and secondly, to optimize the flow of traffic. All parents are expected to follow the rules and procedures at all times. Consider it a small investment of time in the safety of our children. If you don't drop off or pick up your children yourself, make sure that the parties that do (grandparents, nannies, etc.) understand our traffic rules.

Parking Lot Rules

1. Watch out for pedestrians.
2. Keep crosswalks, bus loading and disabled spaces clear.
3. Drive slowly.
4. Drop off students only in designated drop off/loading zone areas.

CLOSED CAMPUS

To provide a safe and secure environment for our students, Romero Elementary School is a closed campus to everyone except students and authorized personnel during school hours. This means that only Romero Elementary students and staff members are allowed on the playground, in the corridors, cafeteria and other campus areas during school hours. Parents are encouraged to visit and volunteer, but we request that you follow school procedures and guidelines. Parent volunteers and guests are required to sign in the front office at all times.

ATTENDANCE

According to Education code Section 48260, a pupil who is absent from school without a valid excuse for three days in one school year or is tardy or absent for more than any 30-minute period during the school year, or any combination thereof, is a truant and shall be reported to the district's attendance supervisor (SART or SARB). A doctor's note is required if absent for more than 3 days.

ABSENCES – WHAT CAN YOU DO?

1. Make every effort to have your child in school every day on time.
2. Call the school before 9:00 a.m. at 854-6177 to report your child absent. If you do not have a telephone or are unable to reach the school be sure to send a note explaining the absence with your child upon his/her return. Parents can also verify absences via Parent Square.
3. On days your child must be absent for 5 days or more for reasons other than illness (family, emergencies, trips, etc.) arrangements can be made to continue his/her studies through independent studies. The school must depend upon the parent to notify the office and make

arrangements for INDEPENDENT STUDY assignments. These arrangements must be made at least 5 school days prior to the 1st day absent.

Both attendance and tardiness are verified and monitored carefully. The Attendance Review Process will be followed when students have excessive absences, tardies, or truancies. Continued excessive absences, tardies, or truancies will be referred to SART (School Attendance Review Team) or SARB (School Attendance Review Board).

TARDINESS

All students enter the campus through the designated entry gates. The gate is locked promptly at 8:00 a.m. Any student arriving after 8:00 a.m., when the gate is locked, is considered tardy for class. STUDENTS WHO ARE LATE TO SCHOOL MUST REPORT TO THE OFFICE **BEFORE** GOING TO CLASS. Tardiness is very disruptive to the instructional program. Students who develop a pattern of tardiness or who are, in the principal's judgment, habitually tardy may be subject to loss of extra curricular activities, including field trips.

GENERAL INFORMATION

There will be no interruptions of the school instructional program from 8:00 a.m. to lunch time. This block of time will be used to give students intensive reading instruction. In order to be successful with this goal, we ask that you help by making doctor and dental appointments after school hours. If your child forgets his/her lunch, homework, etc., it may be delivered to the office and the teacher will pick it up during their morning recess break. ***Messages to students must be received by 11:00 a.m. to ensure delivery to your child's teacher.*** Teachers will check their mailboxes during morning recess and lunch time for messages and/or items to be picked up in the office. Please do not use the office to send reminders of appointments. Balloons, flowers, and gifts will be picked up by the student in the office at the end of the school day.

CLASSROOM ASSIGNMENTS

Students' classroom assignments are based on date of registration and available space. The numbers of students enrolled in school dictate to a large extent the organization of grades and levels within the school and classroom. Each classroom consists of students working at various ranges of academic levels. Since students learn at a different pace throughout their development, teachers have developed skills for grouping and regrouping students for learning based on mastery of skills. Effective the 2018-19 school year and continuing thereafter, class requests will no longer be a practice in the Gustine Unified School District. We believe that all teachers are excellent teachers; therefore, there is not one classroom that is better than another at our schools. However, if there is an unusual circumstance with a teacher, and that circumstance has been documented, then a move may be considered.

SCHOOL APPROPRIATE SNACKS

Students may bring snacks to school for recess time; however, only the following types of snacks are allowed at school: **Fruit, vegetables, cheese sticks, sugar-free pudding/Jell-O, peanut butter and jelly sandwich, nuts, yogurt, granola bars, fruit snacks, beef jerky, pretzels, and crackers.**

Nutrition plays a significant part in a student's education. Snacks that contain large amounts of sugar and salt are not healthy for young growing minds, and in some cases are factors in regards to inappropriate behavior. We are asking for your help in making sure that students have healthy snacks at school. We will continue to offer healthy snacks at recess for students to purchase. Students can continue to bring snacks from home, but please be aware that the following snacks are not allowed at school: **Candy of any kind, chips of any kind, sweets such as packaged danishes, donuts, Rice Krispy Treats, cookies, etc., soda, etc.** Parents bringing treats to celebrate birthdays, etc., please contact your child's teachers prior to the event. Treats must be store/bakery prepared.

STUDENT MEALS

Breakfast and lunch are free for all students. Second chance breakfast is available during morning recess for students that did not eat before school.

Students are able to bring a sack lunch from home or eat lunch from the cafeteria. If your child forgets his/her lunch at home (this should not be a chronic issue), you may bring in the lunch (homemade), but it must be delivered between 10:45 and 11:15AM. There will be no exceptions. If your child's lunch is not delivered by the specified time the cafeteria will make sure your child receives a lunch from the cafeteria. Thank you in advance for your cooperation in this matter.

DRESS AND GROOMING

Dress should be neat and clean. It is the intent of the school that dress should not contradict the purposes of educational programs that promote health and good personal social habits.

GUSD Dress Code Policy

Students MUST Wear:

- Top with straps, must touch the trim (waistband) of the bottoms
- Bottom: pants, skirts, shorts, etc. covering buttocks (no micro minis or short shorts with entire thigh exposed)
- Shoes (no backless footwear for elementary students)
- **Secured** clothing that protects and covers personal body parts (private body parts, stomach)

Students MAY Choose to Wear:

- Hats, including religious headwear
- Hooded shirts/jackets (over the head is allowed outdoors only)
- Teachers/staff may direct students to remove/adjust the position of hats/hoods over the head on campus in situations that include but are not limited to, classroom activities, headphone/earbud use issues, or visual identification of a student's face. This does NOT apply to any headwear worn for religious reasons.

Students CANNOT Wear:

- Clothing that depicts violent language or images
- Clothing that includes, but is not limited to hats, shoes, headgear, belts, shirts, pants, piercings, and key chain holders that are deemed a potential threat to student and/or staff safety (studded bracelets, wallet chains)
- Clothing that illustrates images or language depicting drugs or alcohol (or any illegal item, weapon or activity) or the use of the same
- Clothing that displays hate speech, profanity, pornography
- Clothing that includes images or language that create a hostile or intimidating environment based on any protected class
- Clothing that is sheer or see-through, (clothing must be opaque). Ripped jeans with the entire thigh exposed.
- Visible underwear, bralettes, bandeau tops, sports bras, or backless shirts
- Unsecured clothing that allows personal body parts to be visible with movement or contact
- Helmets, hoods, or other headgear that obscures a student's identity (except as a religious observance)

- For identification purposes, a student's face must be clearly visible, including when taking school photos; this may require the removal of a hood and/or hat

Examples of clothing deemed a potential threat to student and/or staff safety:

- Pants oversized at the waist such as folded in at the waist or belt line (e.g. student with a 32" waist should wear pants no larger than 32" waist)
- Wearing pants below the waist line (sagging)
- Steel-toe combat style boots
- Jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire worn or carried on campus, or at school activities, that may be intimidating to students/staff
- Predominantly red or blue shirts or sweatshirts (two or more articles of clothing)
- Solid red or blue items including, but not limited to, scrunchies, belts, shoelaces, and beanies
- Red or blue items hanging over the shoulder or out of pockets
- Red or blue apparel exposed under any shirt or collar and/or pants
- Non-team color or intimidating hats, knit caps, baseball-type caps, or headgear
- Bandannas, red or blue belts, red or blue shoelaces, or red or blue rags

EMERGENCY DRILLS

Students and staff will practice a variety of emergency drills during the school year. Fire drills are conducted once each month and earthquake drills and emergency evacuation/lockdown drills are conducted twice each year. Evacuation routes are posted inside each classroom. Each class has an escape route to an outside area a safe distance from the building.

LIBRARY SERVICES

Each student will be checking out books from the school library. Students are responsible for the materials that they check out. Books are to be returned promptly and in good condition. If a book is lost or damaged, it needs to be paid for before a student may check out any other materials or given a report card at the end of the year. It is also possible that they may be denied other school activities. Students may not check out books if anything is overdue. Classes will be going to the library each week.

LOST AND FOUND

Any items lost during the year will be placed in a lost and found area which will be located outside the cafeteria on the first Friday of each month. After many failed opportunities for lost items to be found by their owner, items will be donated to a charity.

STUDENT RESPONSIBILITY FOR MATERIALS

At the beginning of the school year, students are issued textbooks and other materials and supplies. They must maintain these materials (including chromebooks, library books) in good condition and return them when asked or else pay for any loss or damage.

CHROMEBOOKS/ SCHOOL DEVICES

It is the student's responsibility to care for their Chromebook. K-5 students will be using chromebooks during class only. Students are expected to handle these devices with care and use appropriately for school business. Students are not to delete emails without permission. All emails should be academic in nature. Group emails are prohibited unless students are communicating about class assignments. Students sending emails that lead to negative interactions, instigation and other non-academic reasons may be assigned disciplinary actions. SOCIAL MEDIA - Any social media posts that disrupt the students ability to focus in class or at school may receive disciplinary action.

CELLPHONE EXPECTATIONS - Students are expected to comply with directives given by adults in regards to cell phones; if they do not comply they will face disciplinary action. Phones are expected to be **off and in backpacks at ALL times unless there is a medical plan on file**. Cell phone use will not be permitted in the bathrooms or office. Students recording staff members/students without explicit permission and/or fights are in violation of cell phone expectations and may receive disciplinary action.

ELECTRONIC SIGNALING DEVICES

Although the district recognizes that cellular phones and other electronic signaling devices have become a common addition to family life, the District does not authorize their use during the instructional day. It is the intention of the Board of Education, in exercising its authority to regulate the use of electronic signaling devices, to establish guidelines and regulations that will ensure the continuation of a positive climate of learning, free from unnecessary disruptions. The District has set forth the following policy in order to permit their **appropriate use** but to prevent disruption to the learning process. In accordance with BP 5131.4 effective September 29, 2010, as well as Education Code 51512, students may possess and use electronic signaling devices on school district property and at school sponsored activities subject to the following:

1. Use of devices on school grounds: Electronic signaling devices may be used before school begins and after the regular school day ends (School begins when the first bell rings and ends when the students are dismissed from class and are out of the classroom area). Electronic signaling devices must be turned off and not visible during the instructional day including passing periods, recesses, and lunch. (*Students with a shortened schedule must wait until off campus in order to use the cell phone.*)
2. Permission for other uses: If a student wishes to use an electronic signaling device at an unauthorized time for medical purposes, his/her parent or guardian must submit a written request. A licensed medical doctor shall sign the request, which will be submitted to the principal or his/her designee, who will determine its validity. Electronic signaling devices such as tablets, laptop computers and smartphones may be used **for academic purposes** at the discretion of the administration, teacher, or staff.
3. Unauthorized usage of Electronic signaling devices: Students who violate this policy will be subjected to further discipline as per the California Education Code. (i.e. 48900k: defiance/disruption; 48900: aiding and abetting; 48900.2: sexual harassment; 48900.4: harassment; 48900i: obscene act; 48900r: bullying). Additionally, the items will be confiscated by school staff.
4. Student responsibility: It is the student's responsibility to ensure that his/her electronic signaling devices are turned off and secured at all times within above specified time period. In the case of a lost, stolen, damaged or confiscated signaling device, the school and the District shall NOT be deemed responsible for its replacement, stolen air time or damage.

PERSONAL PROPERTY

Bringing any personal property of value to school is discouraged as the school cannot assume responsibility for it if it should be lost or damaged. The Gustine Unified School District, its officers, agents or employees shall not be responsible, in any manner, for the loss, theft, damage, or destruction of any personal property whatsoever, including, but not limited to, a request by a staff member. Students who bring personal property onto school premises assume all risk of loss, theft, damage or destruction of the personal property which may occur.

PHONE/E-MAIL

Phone calls made to students or teachers during the day will be given to the teachers, or forwarded to their voicemail. You may email staff member with their first initial last name @gustineusd.org (for example, mfranco@gustineusd.org). Please allow up to 24 hour turnaround time for teacher to respond in order not to disrupt teaching time. Parents may contact teachers via Parent Square as well.

CAFETERIA

- Student Breakfast and Lunch – FREE FOR ALL STUDENTS
- Breakfast will be served from 7:30 a.m. -7:50 a.m. daily in the cafeteria

BUS RULES/INFORMATION

Bus transportation is available. If you have any questions or concerns please contact Cheryl Pometta, Transportation Director at (209) 854-2607 or via email: cpometta@gustineusd.org

Riding the school bus is a privilege and can be taken away for habitual defiance of the bus driver's instructions. The school district uses video cameras on bus routes. Students riding the bus to and from school or a school-sponsored activity are to be respectful of and follow the bus driver's instructions. The bus driver has ultimate authority to enforce bus rules to ensure the safety of all students who ride the bus. Students must obey the following rules:

1. Remain seated facing the front of the bus.
2. Talk quietly and behave in an orderly manner.
3. No eating, drinking or chewing gum on the bus.
4. Keep head and arms inside the bus.
5. Do not tamper with the bus seats and/or equipment.
6. When standing in the bus line, no running, crowding, pushing or rough play.
7. No glass of any kind on the bus.
8. No animals or pets such as lizards, snakes, spiders, etc. on the bus.
9. A student will not be left off at any place other than his/her regular stop unless the parent requests, **IN WRITING**, the driver to do so and the change is approved by the school office.
10. A student not designated by school to regularly ride the bus will be prohibited from use of the bus.
11. A student, who rides the bus to a school activity such as a field trip, must also return to the school on the bus unless prior approval to do otherwise has been obtained from the principal. Approval must be requested in writing by the student's parents at least **24 hours before** activity.

MISCONDUCT ON SCHOOL BUS

Any conduct that is dangerous to the student or to other students/adults on the bus may constitute an immediate bus suspension and a parent meeting.

1st Offense:	Warning. Includes call home by transportation. Document in Aeries. Reflection with Administration.
2nd Offense:	Check-in/Out Sheet. Set goals on CICO. Call home by transportation. Alternative consequences. Parent conference with Transportation Director, site Administrator and student.
3rd Offense:	Students will not be allowed to ride the bus for 3 days. Call home by transportation and site Administrator. Revised CICO.
4th Offense:	Students will not be allowed to ride the bus for 5-10 days. Call home by transportation and site Administrator. Referral to BCBA for bus behavioral plan.
5th Offense:	Student will not be allowed to ride the bus for 20 days or end of the grading period. Call home by transportation and site Administrator. Refer to BCBA for revision of the bus behavioral plan.
6th Offense:	Not allowed to ride the bus for a semester or remainder of the school year. Call home by transportation and site Administrator.
Note:	For students with IEPs BEFORE bus suspension, consult with site Administration.
Note:	Depending on the seriousness of the act, the student may lose bus privileges for the remainder of the school year on the first or succeeding offenses.

Note: Depending on the circumstances, alternatives to suspension from the bus may be used as determined by the site administrator.

POLICY FOR BULLYING PREVENTION

In compliance with BP 5131.2, the Gustine Unified School District believes that all students have a right to a safe and healthy school environment. The District, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Gustine Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Gustine Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the Gustine Unified School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

GUSTINE UNIFIED SCHOOL DISTRICT POLICY FOR CONFLICT RESOLUTION

The Gustine Unified School District believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, each school within the Gustine Unified School District will incorporate conflict resolution education and problem-solving techniques into the campus counseling programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment.

The Gustine Unified School District will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following:

- Students are to resolve their disputes without resorting to violence.
- Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.
- Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators.
- Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

EMERGENCY INFORMATION

The registration card which is filled out at the time of registration or at the beginning of each year is the only link between the school and home. It is extremely important that our school has up-to-date emergency information regarding your child (ren). Please see to it that the following information is kept current:

1. Home phone and work phone numbers
2. Home and/or work phone number of friends/relatives who can be contacted in case of an emergency.
3. Phone number of child care facility or baby-sitter if one is used on a regular basis.
4. Any unusual medical problem.

The only adults to whom students may be released are parents, legal guardians and those listed as emergency contacts on the Registration Card.

STUDENT SECURITY PROCEDURES

The following information is very important for the safety and security of your child.

1. Parents **MUST** sign out students in the office. No student will be released directly from the classroom.
2. Parents/guardians must have a picture ID and his/her name must be on the student's enrollment card to be released by the office. If you send someone to pick up your child and his/her name is not on the card, the office **WILL NOT** release your child to that person.
3. A bus pass issued by the school office, is the only way a bus driver will allow students to depart from the bus at a stop other than their regular stop. To get a bus pass you must:
 - a. Send a note to the office indicating your desire to have your child released at a location other than his/her regular bus stop. (Bring the note to the office in the morning.)
 - b. Include in the note the student's name, parent's name, location change and phone number where to reach you to verify the note.
 - c. Once the office has verified the note the bus pass will be issued.

If your child is a bus rider and you are not at the school to pick up your child BEFORE the bus leaves, your child will be put on the bus to be taken home. If your child is late arriving home on the bus, you may call the school before 3:30 p.m. or the district transportation office at 854-2607.

AFTER-SCHOOL PROGRAM ASSETS (After School Student Education: Teamwork for Success)

ASSETS is open to all students in grades 1st - 5th. The ASSETS program runs Monday through Friday beginning right after school and ends at 6:00 p.m. Students receive a snack and dinner. The program is supervised by the county ASSETS leader. The program provides homework support and recreational, enrichment activities in a safe and structured environment.

PARENT INVOLVEMENT

We are committed to building a partnership with our families. We welcome volunteers and encourage parent participation. Together our students succeed. How families can get involved: Any volunteer (in any capacity) who has contact with students must be fingerprinted, with the exception of school functions or events. Once cleared **fingerprints and TB** are received, parent(s) are able to volunteer for classroom time, PTC events, and field trips.

VISITORS/VOLUNTEERS

Visitors and volunteers that have been fingerprinted and have TB clearance are welcome at Romero Elementary! We ask that you make arrangements with your teacher 24 hours prior to your visit. Sign in at the school office before going on campus and sign out prior to leaving. Visitors signing in at the school office must present identification for the Raptor ID system and wear a badge while they are on campus. All staff members have been asked to question adults who are on campus without an identifying badge. Please continue cooperating with our efforts to ensure the safety and security of all students. Volunteers are an important part of education. If you are interested in helping in other ways – library, PTC, SSC, ELAC, etc. – please contact the school. One of the best ways to be involved is to assist your child; know what they are doing in school. The education of your child is greatly influenced by you. Determine areas in which they are having trouble, and contact their teacher to find out how you can assist at home. Know when an award comes home, and praise positive behavior.

FIELD TRIP CHAPERONES/CLASSROOM VOLUNTEER FINGERPRINT PROCESS

Administrative Regulation 1240

"Health and Safety Code 1596.871 now requires all volunteers who chaperone any off-site field trip shall be fingerprinted for criminal record clearance."

Gustine Unified School District Board Policy: Effective August 13, 2015, any volunteer (in any capacity) who has contact with students must be fingerprinted. In addition to having fingerprints cleared, parent volunteers must be at least 21 years of age and TB-tested every 3-5 years. Proof of TB clearance will be required to chaperone for field trips or volunteer.

To begin the fingerprint process:

1. Please let the school office personnel or the teacher that you'd like to be fingerprinted.

2. Go to the Gustine Unified District Office, 1500 Meredith Avenue, to obtain the necessary paperwork (Request for Livescan Service). Office hours are Monday – Friday 8:00 AM to 4:00 PM.
3. The fee is payable to the agency you choose for fingerprinting and the amount varies to be included with the “***REQUEST FOR LIVESCAN SERVICE***” form required for fingerprinting. Please have exact change when paying with cash. Nearby Agencies: Merced County Office of Education (pay GUSD for this service), Gustine Police Department, Newman Police Department
4. Gustine Police Department: call 209-854-3737 to schedule an appointment, usually within 3-5 days of call. The GPD is open Monday-Thursday 9:00-3:00 for fingerprint services located at 682 3rd Avenue. Gustine CA, 95322.

Please allow a minimum of two months prior to the field trip for processing. If you have any questions please call Romero Elementary School at 854-6177 or the GUSD at 854-3784.

PARENT/TEACHER CLUB (PTC)

The Parent/Teacher Club is an organization including parents and teachers designed to assist the school in its educational mission. Our P.T.C. is an active one that has informative meetings, plans special activities for students, helps our school with field trips, and builds communication between the school and home.

SCHOOL SITE COUNCIL (SSC)

School Site Council, composed of parents and staff, oversees the special programs at school that are funded through state and federal monies. The council provides ideas, and community involvement in the school improvement process. If you are interested in serving on the School Site Council, please call Romero Elementary School at 854-6177.

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

ELAC is a committee composed of our parents forming a stronger bond through communication between school and community. The purpose of the meetings are for parents to give input on English Learner needs.

SCHOOL HEALTH INFORMATION

Healthy children learn best and your school nurse is here to help each child reach and maintain optimal health. We would like to share some information with you to help ensure a safe, healthy year for your student.

- **EMERGENCY INFORMATION**

Please keep the office informed of changes in home and work phone numbers. It is also important that you have local emergency numbers for when you cannot be reached. We will always attempt to notify parents/guardians first, but need the emergency number so an ill or injured child can receive prompt care.

- **CHRONIC HEALTH PROBLEMS**

If your child has a chronic health problem such as diabetes, epilepsy, asthma, allergic reactions, etc., please notify your school nurse and child’s teacher. This allows them to plan for any special needs your child might have.

- **MEDICATIONS**

California Education Code 11753.1 allows the school to assist in the administration of medication if requested to do so by the physician and parent. An authorization form, available from the school office, must be completed by the physician and parent. Medications must be brought to school by an adult in the original pharmacy labeled bottle. Medication requests must be renewed each year and any changes in the medication should be reported to the school by the parent. School personnel are legally not allowed to give children ANY medication. This includes Tylenol and cough drops, without the written permission of a physician and the parent.

- **ILLNESS**

Your child will be in close contact with other children in the school setting. Please be alert to signs of illness and keep your child home if you suspect he/she is not well. This will reduce the spread of illnesses in the school setting. If you think your child might have a communicable

disease such as chicken pox, ringworm, impetigo, strep throat, pink eye etc., please notify the school office. When they have a fever of 100 degrees or higher, the student must stay home and **MUST** be fever free without the use of fever-reducing medication for at least 24 hours. If the student has vomiting or diarrhea, the child must be symptom free for at least 24 hours before returning to school.

- **LICE**

Individuals trained to identify head lice, such as Teacher Aides, Office staff, Volunteers, will send the child to the office for confirmation by the experts at the school; School Nurse, Principal, Health Aide or Secretaries. Information is noted on Head Lice Worksheet. Health Aide, Nurse or Secretary will phone parents and give written information regarding head lice treatment. Parents will be informed of the following:

- (1) The student should have been treated with a pediculicide
- (2) The student should return the next day (no longer than 3 days)
- (3) Lice should have been removed
- (4) Upon return to school, the student shall report to the school office for a head check
- (5) The school may request proof of treatment and/or do the following:
 - a. Identify siblings in other classrooms
 - b. Call other schools where siblings attend and do a head check on siblings
 - c. Do a classroom check

Upon return to school, Nurse, Health Aide, Secretary, will:

- (1) Check the student's head to verify absence of lice.
- (2) If clear, the child may return to class.
- (3) If there is evidence of continued infestation, send the child home and review instructions with parents regarding treatment.
- (4) Recheck in one week once a child has been readmitted to school.
 - a. If more than three days are missed, refer to a school nurse or designee for personal contact (phone or home call).

- **FIRST GRADE PHYSICALS**

The California Health and Safety code requires that every child entering first grade in a California school have a health check-up certificate signed by a doctor. The certificate must be up to 18 months before or three months after entering the first grade.

- **KINDERGARTEN DENTAL REQUIREMENT**

California law requires every Kindergarten student to have an oral health assessment prior to May 31st. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered health professional. Oral health assessments that have happened within the last 12 months before your child enters school meet the requirement.

- **IMMUNIZATIONS**

All entering new students are required by law to be set up to date on their immunizations or have a **medical** exemption before the first day of school or they will **NOT** be able to be enrolled in school. Due to the new State Law we will not be allowed to accept Personal Belief Exemptions.

- **IMPORTANT STUDENT HEALTH NOTE**

It is important to keep our students healthy and well! Please help your child(ren) to learn to cover their coughs and sneezes and wash their hands after doing so. It is also recommended that they wash their hands after using the restroom before eating, and when hands are soiled. To minimize episodes of illness, dress your child appropriate for the weather.

TELEPHONE USE

Students are permitted to use school phones for emergencies only. Special arrangements for non school activities or for transportation should be made prior to school. Forgetting homework is not deemed an emergency. Students requesting use of the phones to call home after school are asked to wait 15 minutes after the final bell before calling.

HOME-SCHOOL COMMUNICATION

We hope you will find our various methods for home-school communication useful and informative. We send out all of the information primarily via Parent Square (informational posts and digital flyers sent directly to parents by email, text messages or auto phone dialer). Information will also be shared via our school's website, Facebook site. Parents will have an opportunity to obtain a paper copy of flyers. Please make sure you check your child's backpack daily for important school flyers.

PARENT SQUARE

ParentSquare is a safe and secure platform for all school-to-home communication. The two-way group messaging, private conversations, district-wide alerts and notices, and simple user interface keeps everyone connected, creating a vibrant school community. Parents can access posts, events, photos, files, and a directory on the site. School administrators and teachers can post polls and use two-way messaging via the Web, email, and text messages.

STOP!T REPORTING

STOP!T Solutions is an anonymous reporting software program available across the district, geared toward students who feel the need to express concerns of any kind to school administrators without fear of being discovered. The Stop!t app software is free, easy to use and can be downloaded to a smartphone or computer.

School code for reporting is: RESPATRIOTS

SCHOOL WEBPAGE

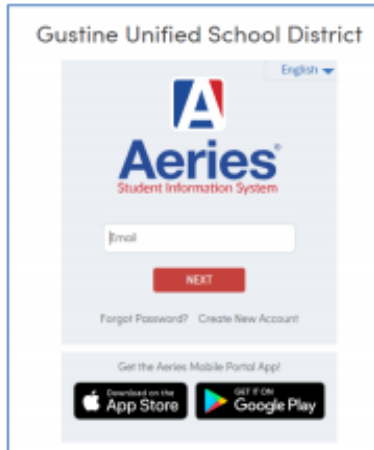
Visit our school website at: <https://res.gustineusd.org/> for school updates!

ARIES PARENT/STUDENT PORTAL

The Aeries Parent and Student Portals are available for both parent and student use to access student information records, attendance, grades, state assessment results and much more.

Creating a New Parent Account on the Gustine Parent Portal

Open your Internet browser. Type in the URL address <https://aeries.gustineusd.org/parent>



Click on Create New Account located on the bottom.

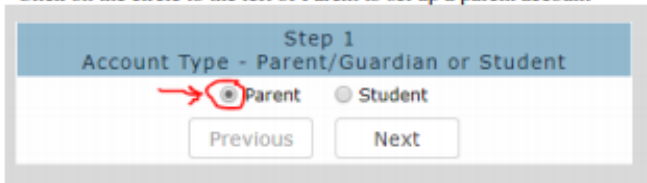
In order to create an account, you must have the following three pieces of information:

Student's Permanent ID
Telephone number on file
Verification Code

The information must be supplied by your child's school.

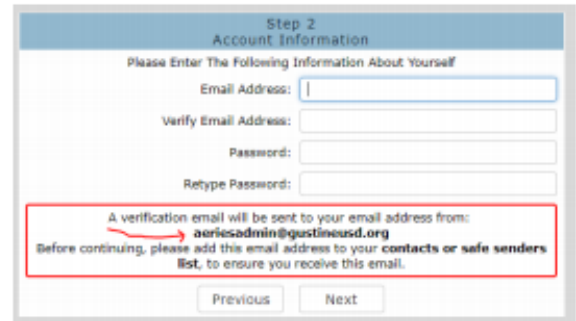
Step 1:

Click on the circle to the left of Parent to set up a parent account



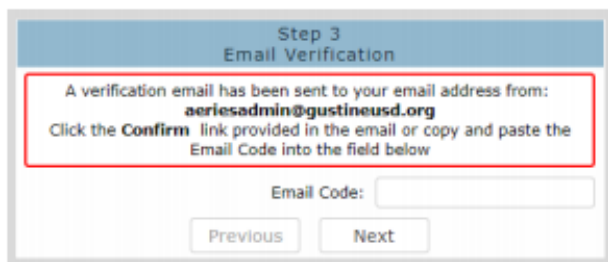
Step 2:

- Type in your email address in the Email Address Box
- Retype your email address in the Verify Email Address box
- Type in a Password
- Retype the password in the Retype Password box.
- Please read the message in the red box about the email that will be sent to you.
- Click Next



Step 3:

You will get an email from the Aeries verification system. Go to your email and look for the email from aeriesadmin@gustineusd.org.



Step 3 cont'd:

You will receive an email message similar to this example.

Thank you for registering for an *Aeries Browser Interface* account. In order to ensure the account was requested by you, please click on the appropriate link below or copy and paste the URL into the Address bar of your browser.

If you can, please click on the following links to confirm or reject this account:

[Confirm Current Email Address](#)

[Reject Current Email Address](#)

If you are unable to click the links above, you need to copy and paste the following URL into your web browser's Address bar.
<http://sis.ggusd.us/parent/ConfirmEmail.asp>

You will then be prompted for the following information which you can copy and paste into the page:
Email Address: samjones@yahoo.com
Email Code: 53A3S111T2J2658WY7X1

Example of Email from Aeries verification

Please click on the [Confirm Current Email Address](#) link in the email message. Another browser window will open with the following message.

Final Step
Login to Aeries

Thank you for confirming your email address. You may now login to Aeries and link your account to a student.
[Return to Login Page](#)



If the Confirm Current Email Address link does not work, please follow the remaining directions in the email. PLEASE DO NOT DO BOTH.

The remaining directions in the e-mail are ONLY used if the [Confirm Current Email Address](#) link does not work.

Final Step
Login to Aeries

Thank you for confirming your email address. You may now login to Aeries and link your account to a student.
[Return to Login Page](#)

Click the link on the message "Return to Login Page"
You will be taken back to the original Portal Login Page

Enter your Email address that you just used to register for an account and click Next

Gustine Unified School District

English

Student Information System

gmail.com

NEXT

[Forgot Password?](#) [Create New Account](#)

Get the Aeries Mobile Portal App!

Download on the App Store | GET IT ON Google Play

Gustine Unified School District

English

Student Information System

Password

SIGN IN

[Forgot Password?](#) [Create New Account](#)

Get the Aeries Mobile Portal App!

Download on the App Store | GET IT ON Google Play

Enter your password and click Sign In

Step 4:

Using the information that you have received from your child's school to enter the student's

- Permanent ID Number
- Home Telephone Number (*this is the phone number that you gave as the main telephone contact number*)
- The Verification Code that you can only get from the school office

Step 1
Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

You must have all three of these pieces of information to access your student's information in the Aeries Portal

An emergency contact box will appear showing that you are now linked to your student in the Aeries system.

Look for your name in the box and click it if it is there. If it is not, click "None of the Above."

Click Next

You will get a message that the process is complete. If you have another student in the District, there is a button that you can click to link up to another student account.

Step 3
Process Complete

Your account is now linked to [redacted]

Step 2
Emergency Contact Verification

Your account is now linked to [redacted]

If your name appears below, please select it so that the email address on the record can be updated.

Name	Relationship
[redacted]	Mother
[redacted]	Father
[redacted]	Other
[redacted]	Other
None of the above	

You have now accessed the Aeries Parent Portal for Gustine Unified. Use this email and password to login to your Parent Portal account. You can also download the Aeries Mobile App and access the portal from your smartphone!

Use the menus at the top of the window to look up the information on your student

2018-2019 Gustine Unified School District

Home **Student Info** Attendance Grades Medical Test Scores Change Student

Profile
Demographics
Contacts
Data Confirmation
Classes
Activities and Awards
Authorizations
Fees and Fines

Pro
Your account is

Step 5:

After you have checked on your student's data, you can logout by going to the Upper Right corner and clicking on your email address.

[redacted]@gmail.com ^

- Change Password
- Change Email
- Add New Student To Your Account
- Log Out

If you have any questions please contact the school office.

GUSTINE UNIFIED SCHOOL DISTRICT

STUDENT CODE OF CONDUCT

GRADES TK-5

TABLE OF CONTENTS

STUDENT DISCIPLINE	1
VIOLATIONS AGAINST PERSONS	3
VIOLATIONS OF WEAPONS	6
VIOLATIONS OF CONTROLLED SUBSTANCES	8
VIOLATIONS OF ROBBERY OR EXTORTION	9
VIOLATIONS OF DAMAGE TO SCHOOL PROPERTY AND PRIVATE PROPERTY	10
VIOLATIONS OF STOLEN SCHOOL OR PRIVATE PROPERTY	11
VIOLATIONS OF POSSESSION OR USE OF TOBACCO	11
VIOLATIONS OF OBSCENE ACTS, PROFANITY OR VULGARITY	12
UNLAWFUL POSSESSION OR SALE OF DRUG PARAPHERNALIA	13
VIOLATIONS OF DISRUPTING SCHOOL ACTIVITIES OR DEFIANCE OF SCHOOL AUTHORITY IN THE PERFORMANCE OF THEIR DUTIES	13
VIOLATIONS OF KNOWINGLY RECEIVING STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY	16
VIOLATIONS OF POSSESSION OF IMITATION FIREARM	16
VIOLATIONS OF COMMITTED OR ATTEMPTED TO COMMIT SEXUAL ASSAULT OR SEXUAL BATTERY	16
VIOLATIONS OF HARASSED, THREATENED, OR INTIMIDATED A STUDENT WHO IS A COMPLAINING WITNESS OR WITNESS IN A SCHOOL DISCIPLINE PROCEEDING	17
VIOLATIONS OF BULLYING (INCLUDING ACTS OF ELECTRONIC BULLYING)	17
VIOLATIONS OF DISTRICT POLICY AND SCHOOL RULES	18

STUDENT DISCIPLINE

The Gustine Unified School District has implemented a discipline prevention program, Positive Behavior Intervention Support (PBIS) to be proactive in minor behavior issues to prevent the minor issues from becoming a progressive disciplinary incident.

The Gustine Unified School District has established a policy of progressive discipline. The goal of all discipline actions is to redirect the undesired action to the desired action. Except for actions specifically noted in this conduct code, site administrators should try other means of discipline which may include, but not be limited to counseling the students, detentions (after--school and lunchtime), campus beautification, Saturday school (if available), and in--school suspensions.

SPECIFIC CONDUCT CODE AND CONSEQUENCES FOR VIOLATIONS PERTAINING TO EDUCATION CODE

WHEN "SUSPENSION" IS INDICATED IN THIS DOCUMENT, THE SITE PRINCIPAL OR PRINCIPAL DESIGNEE WILL DETERMINE WHETHER THE CONSEQUENCE SHOULD INCLUDE, BUT NOT BE LIMITED TO, HOME SUSPENSION/IN-SCHOOL SUSPENSION/SATURDAY SCHOOL/INTERVENTION GROUP/DETENTION/COMMUNITY SERVICE. COMMUNITY SERVICE MAY INCLUDE, BUT IS NOT LIMITED TO, WORK PERFORMED ON SCHOOL GROUNDS DURING NON-SCHOOL HOURS IN THE AREAS OF OUTDOOR BEAUTIFICATION, CAMPUS BETTERMENT, AND TEACHER OR PEER ASSISTANCE PROGRAMS *EC 48900.6*.

LAW ENFORCEMENT AGENCIES MAY BE NOTIFIED AT THE DISCRETION OF THE ADMINISTRATION.

IF THE NATURE OF THE OFFENSE MAKES AN ALTERNATIVE EDUCATION PLACEMENT OR EXPULSION RECOMMENDATION APPROPRIATE, THE STUDENT WILL BE SUSPENDED FOR FIVE DAYS FOR THE INFRACTION.

STUDENTS MAY BE SUSPENDED ON THE FIRST OFFENSE IF IT IS DETERMINED THAT THE PUPIL'S PRESENCE CAUSES A DANGER TO PERSONS OR PROPERTY OR THREATENS TO DISRUPT THE INSTRUCTIONAL PROCESS *EC 48900.5*.

GANG-RELATED OFFENSES - A STUDENT MAY BE SUSPENDED FOR FIVE DAYS ON THE FIRST OFFENSE AND RECOMMENDED FOR AN ALTERNATIVE EDUCATION PLACEMENT OR EXPULSION.

A PUPIL MAY BE SUSPENDED OR EXPELLED FOR ACTS THAT ARE ENUMERATED IN THIS SECTION AND RELATED TO A SCHOOL ACTIVITY OR SCHOOL ATTENDANCE THAT OCCUR AT ANY TIME, INCLUDING, BUT NOT LIMITED TO, ANY OF THE FOLLOWING: (1) WHILE ON SCHOOL GROUNDS.

- WHILE GOING TO OR COMING FROM SCHOOL.
- DURING THE LUNCH PERIOD WHETHER ON OR OFF THE CAMPUS.
- DURING, OR WHILE GOING TO OR COMING FROM, A SCHOOL-SPONSORED ACTIVITY.

VIOLATIONS AGAINST PERSONS

Education Code 48900 (a)

(1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.

FIGHTING

Note: An incident will be considered a mutual fight when two students engage in a physical altercation, regardless of who initiated the conflict. A student who allows him/herself to be provoked into fighting will be considered as guilty as the one who starts the fight. It is the responsibility of the administrator to conduct an investigation to determine if one of the parties was acting in self--defense.

1st Offense:

2nd Offense:

3rd Offense:

1--day suspension.

Up to 3--day suspension and possible recommendation for alternative education program.

Up to 5--day suspension and possible recommendation for alternative education program or expulsion.

Note: Any act against school staff shall warrant consequences starting at Step 2.

Note: If a student caused serious physical injury (as defined in Penal Code Section 243) to another person, except in self--defense, the principal or principal designee must recommend expulsion or report in writing to the superintendent who will advise the governing board that expulsion is inappropriate due to the nature of the particular circumstances which shall be indicated in the report of the incident *EC 48915*.

CAUSE PHYSICAL INJURY TO A PERSON EXCEPT IN SELF DEFENSE

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: "Serious bodily injury" means a serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement *P.C. 243 (f) (4)*.

Note: An incident will be considered a mutual fight when two students engage in a physical altercation, regardless of who initiated the conflict. A student who allows him/herself to be provoked into fighting will be considered as guilty as the one who starts the fight. It is the responsibility of the administrator to conduct an investigation to determine if one of the parties was acting in self- defense.

SEXUALLY HARASSING STUDENTS, TEACHERS, OR OTHER SCHOOL PERSONNEL

1st Offense: Warning to student and/or other alternative consequences. (possible CPS report and/or law enforcement).

2nd Offense: Up to 3-day suspension.(possible CPS report and/or law enforcement).

3rd Offense: Up to 5-day suspension and recommendation for alternative education program or expulsion.(possible CPS report and/or law enforcement).

Note: In the event an allegation of sexual harassment is not resolved informally to the satisfaction of a complainant, the complainant may use the District complaint process for formal resolution of such complaints *AR 5145.7*.

HARASSMENT, THREATS OR INTIMIDATION AGAINST STUDENT(S) (May also invoke 48900 (a) (1) or (2))

1st Offense: Warning to student and/or other alternative consequences.

2nd Offense: Up to 3-day suspension.

3rd Offense: Up to 5-day suspension and recommendation for alternative education program or expulsion.

AIDING OR ABETTING THE INFLECTION OR ATTEMPTED INFLECTION OF PHYSICAL INJURY TO ANOTHER PERSON

1st Offense: 1-day suspension.

2nd Offense: Up to 3-day suspension.

3rd Offense: 5-day suspension and possible recommendation for expulsion.

TERRORISTIC THREATS including, but not limited to, a bomb threat *EC 48900.7*. This includes any threatening statement, written or oral, which threatens death, great bodily injury or property damage in excess of \$1,000, even if there is no intent of actually carrying it out. Immediate notification of law enforcement and Superintendent or designee.

1st offense: 3-5 day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: The elements of a Terroristic Threat include the intent that the statement be taken as a serious threat, the gravity and immediacy of the threat is unequivocal, unconditional, immediate and specific, and causes sustained fear in the person/people threatened.

HAZING

Committing any act that injures, degrades, or disgraces any other person attending

school. Causing, attempting to cause, threatening to cause, or participating in an act of hate violence *EC 32050--52 EC 33032.5 EC48900 (a) (k) (q) EC 48900.3.*

"Hazing" includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause bodily danger, physical harm, or personal degradation or disgrace *E.C. 32050.*

USE OF SLURS either verbally or in writing based on race, religion, ethnic background or national origin, language, gender, sexual orientation, economic status, physical or developmental disabilities, or other special needs.

Note: A student **may** be suspended on the first offense for 5 days if such behavior disrupts school activities, threatens to disrupt the instructional process, or causes a danger to persons or property *EC 48900 (k) EC 48900.5.*

1st Offense: 1-day suspension.

2nd Offense: 3-day suspension

3rd Offense: 5-day suspension and recommendation for expulsion.

VIOLATIONS OF WEAPONS

Education Code 48900 (b)

Possessed, sold or otherwise furnished any firearm, knife, explosive, or other objects unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.

Education Code 48915

POSSESSION OF DANGEROUS OBJECTS

Note: Toy guns (imitation) are considered objects of a dangerous nature. Look-a-like (imitation) toy guns refers to a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm *EC 48900 (m)*. Possession of any toy weapon that appears to be real to a reasonable person or that is used in a threatening manner may result in alternative placement or recommendation for expulsion *EC 48900 (m)* (*refer to pg. 17*)

Note: Laser pointers, pepper spray, stun guns are considered objects of a dangerous nature.

Note: Principal or Principal designee must report in writing to the superintendent who will advise the governing board that expulsion

is inappropriate due to the nature of the particular circumstances which shall be indicated in the report of the incident *EC 48915*.

- 1st Offense: Warning to student. Notification of parent and/or other alternative consequences.
- 2nd Offense: Up to 3 day suspension.
- 3rd Offense: Up to 5 day suspension and possible recommendation for alternative education program.

POSSESSION OF WEAPONS

Note: A knife includes, but is not limited to, a dirk, dagger, ice pick, razor, any folding blade knife, any locking blade knife, fixed blades longer than 3 ½", or objects with a fixed, sharpened blade designed to cut or stab *EC 48915 (g)*.

Note: Look-a-like (imitation) toy guns refers to a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm *EC 48900 (m)*.

Note: Possession of tear gas/tear gas weapon/pepper spray is considered a dangerous object *PC 12401 PC 12402 EC 49330*.

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

POSSESSING, SELLING OR FURNISHING A FIREARM

Note: Look-a-like (imitation) toy guns refers to a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm *EC 48900 (m)*.

Note: Possession of tear gas/tear gas weapon/pepper spray is considered a dangerous object *PC 12401 PC 12402 EC 49330*.

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

BRANDISHING A KNIFE AT ANOTHER PERSON

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: Brandishing means to display or wield in a threatening manner.

POSSESSING AN EXPLOSIVE DEVICE

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

VIOLATIONS OF CONTROLLED SUBSTANCES (DRUGS AND ALCOHOL)

Education Code 48900 (c)

Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of the Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.

UNLAWFULLY POSSESSED, USED, SOLD, OR OTHERWISE FURNISHED, OR BEEN UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE

1st Offense: Up to 3-day suspension and notification of appropriate law enforcement agency. Shall be referred to the district mental health clinician to address substance abuse.

2nd Offense: Up to 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency. Refer to county support agencies.

3rd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Refer to county support agencies.

Note: Students appearing at school functions and having consumed or having in their possession alcoholic beverages or drugs may be handled by police action *PC 647 Health and Safety Code 11550*.

Education Code 48900 (d) (p)

Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and

represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

**UNLAWFULLY OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY
“FAKE” CONTROLLED SUBSTANCE**

1st Offense: Up to 3-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency. Refer to county support agencies.

2nd Offense: Up to 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Refer to county support agencies.

**UNLAWFULLY OFFERED, ARRANGED, OR NEGOTIATED TO SELL OR SOLD
THE PRESCRIPTION DRUG SOMA.**

1st Offense: Up to 3-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency. Refer to county support agencies.

2nd Offense: Up to 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agencies. Refer to county support agencies.

VIOLATIONS OF ROBBERY OR EXTORTION

Education Code 48900(e)

Committed or attempted to commit robbery or extortion.

***ROBBERY – THEFT OF PERSONAL PROPERTY ACCOMPLISHED BY MEANS
OF FORCE OR THREAT OF FORCE OR ATTEMPTED ROBBERY***

1st Offense: 1-3 day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: Up to 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

EXTORTION OR ATTEMPTED EXTORTION – ACQUISITION OF PROPERTY FROM ANOTHER PERSON BY USING THREATENING OR FORCEFUL BEHAVIOR

1st Offense: 1-3 day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: Up to 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

VIOLATIONS OF DAMAGE TO SCHOOL PROPERTY AND PRIVATE PROPERTY

Education Code 48900 (f)

Caused or attempted to cause damage to school property or private property

WILLFUL DAMAGE TO SCHOOL OR OTHER PERSONAL PROPERTY

Note: Damage valued in excess of \$500.00 will result in police notification.

1st Offense: Consequences other than suspension

2nd Offense: Up to 3-day suspension and possible recommendation for alternative education program

3rd Offense: Up to 5-day suspension and recommendation for expulsion.

Note: Parents/ guardians will be held responsible for damage to school district property up to the State established limit. When the minor and parent are unable to pay for the damages, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Parents or guardians of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage up to the State established limit *EC 48904*.

CAUSED OR ATTEMPTED TO CAUSE DAMAGE TO SCHOOL OR PRIVATE PROPERTY VIA DESTRUCTION (DEFACING, VANDALISM, TAGGING, GRAFFITI)

Note: Damage valued in excess of \$500.00 will warrant police notification.

1st Offense: Consequences other than suspension

2nd Offense: Up to 3-day suspension and possible recommendation for alternative education program

3rd Offense: Up to 5-day suspension and recommendation for expulsion.

Note: Parents/guardians will be held responsible for damage to school district property up to the State established limit. When the minor and parent are unable to pay for the damages, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Parents or guardians of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage up to the State established limit *EC 48904*.

VIOLATIONS OF STOLEN SCHOOL OR PRIVATE PROPERTY

Education Code 48900 (g)

Stolen or attempted to steal school property or private property

THEFT – UNLAWFUL TAKING OF SCHOOL OR OTHER PERSON’S PERSONAL PROPERTY

Note: Stolen items valued greater than \$500.00 will warrant reporting theft to law enforcement.

1st Offense: Consequences other than suspension

2nd Offense: Up to 3-day suspension and recommendation for alternative education program.

3rd Offense: Up to 5-day suspension and recommendation for expulsion.

CAUSED OR ATTEMPTED TO STEAL SCHOOL OR OTHER PERSON’S PRIVATE PROPERTY

Note: Stolen items valued greater than \$500.00 will warrant reporting theft to law enforcement.

1st Offense: Consequences other than suspension.

2nd Offense: Up to 3-day suspension and recommendation for alternative education program.

3rd Offense: Up to 5-day suspension and recommendation for expulsion.

VIOLATIONS OF POSSESSION OR USE OF TOBACCO

Education Code 48900 (h)

Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a student of his or her own prescription products.

SMOKING – POSSESSION OF TOBACCO OR USE ON SCHOOL GROUNDS IS NOT ALLOWED- Including Vaping

1st Offense: Consequences other than suspension; parent contact, referral to counseling office.

2nd Offense: Up to 2-day suspension. Refer to mental health clinician for tobacco use diversion.

3rd Offense: Up to 3-day suspension. Refer to county resources.

Note: No school shall permit the smoking or use of tobacco, or any product containing tobacco, or nicotine products, by pupils of the school while pupils are on campus, or while attending school-sponsored activities or while under the supervision and control of school district employees *EC 48901*.

Confiscated materials will be returned to parents upon request if possible. Confiscated materials will not be returned to students.

VIOLATIONS OF OBSCENE ACTS, PROFANITY OR VULGARITY

Education Code 48900 (i)

Committed an obscene act or engaged in habitual profanity or vulgarity. Immediate contact of the District's Title IX Coordinator.

PROFANITY / VULGARITY – EITHER VERBALLY OR IN WRITTEN FORM ON SCHOOL GROUNDS OR AT SCHOOL SPONSORED EVENTS

Note: A student **may** be suspended on the first offense for up to 3 days if such behavior disrupts school activities, threatens to disrupt the instructional process, or causes a danger to persons or property *EC 48900 (k) EC 48900.5*.

1st Offense: Warning to student and/or alternative consequences. Parent contact.

2nd Offense: Consequences other than suspension. Refer to the counselor.

3rd Offense: Up to 3-day suspension. Parent contact.

Note: Any act committed against school staff would warrant consequences starting at Step 3.

COMMITTED AN OBSCENE ACT - Contact District Title IX Coordinator

Note: A student **may** be suspended on the first offense for up to 5 days if such behavior causes a danger to persons or property *EC 48900 (k) E.C. 48900.5*.

1st Offense: Warning to student and/or alternative consequences.

2nd Offense: Consequences other than suspension.

3rd Offense: Up to 3-day suspension.

4th Offense: Up to 5-day suspension.

Note: Any act committed against school staff would warrant consequences starting at Step 2.

UNLAWFUL POSSESSION OR SALE OF DRUG PARAPHERNALIA

Education Code 48900 (j)

Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

UNLAWFUL POSSESSION OR OFFERING FOR SALE ANY DRUG PARAPHERNALIA

1st Offense: Consequences other than suspension.

2nd Offense: 5-day suspension and notification of appropriate law enforcement agency. Shall be referred to district mental health clinician.

3rd Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency. Refer to county support agencies for further services.

VIOLATIONS OF DISRUPTING SCHOOL ACTIVITIES OR DEFIANCE OF SCHOOL AUTHORITY IN THE PERFORMANCE OF THEIR DUTIES

Education Code 48900 (k)

Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

DEFIANCE – ALL STUDENTS ARE TO OBEY SCHOOL RULES AND FOLLOW THE INSTRUCTIONS AND DIRECTIONS OF TEACHERS, ADMINISTRATORS AND OTHER SCHOOL PERSONNEL.

1st Offense: Warning to the student and parent contact / or consequences other than suspension. parent contact.

2nd Offense: Consequences other than suspension.

3rd Offense: Consequences other than suspension

4th Offense: Consequences other than suspension.

Examples: Including but not limited to: Eating/drinking in class, willfully defying staff in non-safety related incident, non-habitual use of profanity or vulgarity, verbal insults/put-downs/name calling (non-discriminatory), horseplay, etc.

ANY ACT OF DEFIANCE OR DISOBEDIENCE – EITHER IN LANGUAGE ACTION AGAINST SCHOOL PERSONNEL OR REFUSING TO COMPLY WITH THE REASONABLE REQUESTS OR ORDERS OF SCHOOL PERSONNEL.

1st Offense: Warning to the student and parent contact or consequences other than suspension.

2nd Offense: Consequences other than suspension.

3rd Offense: Consequences other than suspension.

4th Offense: Consequences other than suspension.

Examples: Including but not limited to: Eating/drinking in class, willfully defying staff in non-safety related incident, non-habitual use of profanity or vulgarity, verbal insults/put-downs/name calling (non-discriminatory), horseplay, etc.

BEING IN A PARKING LOT OR ON/IN UNAUTHORIZED AREAS WITHOUT PERMISSION.

1st Offense: Consequences other than suspension.

2nd Offense: 1-day suspension.

3rd Offense: 3-day suspension.

FORGERY, FALSIFYING, OR ALTERING SCHOOL CORRESPONDENCE PASSES OR READMITS.

1st Offense: Consequences other than suspension.

2nd Offense: Up to 3-day suspension.

3rd Offense: Up to 5-day suspension and possible recommendation for alternative education program.

GIVING FALSE INFORMATION TO SCHOOL PERSONNEL OR FAILURE TO IDENTIFY ONESELF

1st Offense: Warning to student and/or alternative consequences.

2nd Offense: Up to 3-day suspension.

3rd Offense: Up to 5-day suspension and possible recommendation for alternative education program.

FIRE-SETTING OR ATTEMPTED FIRE SETTING INCLUDING THE ACTIVATION OF FALSE ALARMS OR TAMPERING WITH EMERGENCY EQUIPMENT (Penal Code SEC. 447 & 445, 148.4 ((EC 48900 F)

1st Offense: Up to 3-day suspension.

2nd Offense: Up to 5-day suspension, recommendation for expulsion.

Note: Fire-setting of any nature may lead to recommendation for alternative education program or expulsion on the first offense. Fire-setting is never considered to be a prank. The burning of trash cans can lead to immediate and serious consequences.

ACT OF HATE VIOLENCE: USE OF SLURS either verbally or in writing based on race, religion, ethnic background or national origin, language, gender, sexual orientation, economic status, physical or developmental disabilities, or other special needs.

Note: A student **may** be suspended on the first offense for 5 days if such behavior disrupts school activities, threatens to disrupt the instructional process, or causes a danger to persons or property *EC 48900 (k) EC 48900.3 EC 48900.5.*

1st Offense: Consequences other than suspension. (Grades 4-5 starts at 2nd offense)

2nd Offense: Up to 3-day suspension

3rd Offense: Up to 5-day suspension and possible recommendation for alternative education program.

VIOLATING THE USE OF TECHNOLOGY, NETWORK, AND ELECTRONIC INFORMATION POLICY (UNAUTHORIZED/ INAPPROPRIATE WEBSITES)

Note: A student may be suspended and or recommended for expulsion for causing damage to school property. This includes electronic files and databases (48900 U). This includes any unauthorized recording (audio, video or other form of recorded information) in violation of Ed Code 51512.

1st Offense: Consequences other than suspension.

2nd Offense: 1-day suspension and loss of network and computer use.

3rd Offense: 3-day suspension and possible recommendation for expulsion or alternative education program.

VIOLATIONS OF KNOWINGLY RECEIVING STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY

Education Code 48900 (l)

Knowingly received stolen school property or private property

KNOWINGLY RECEIVED STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY

Note: Stolen items of value greater than \$500.00 will be reported to law enforcement.

1st Offense: Consequences other than suspension.

2nd Offense: Up to 3-day suspension and possible recommendation for alternative education program.

3rd Offense: Up to 5-day suspension and possible recommendation for expulsion.

VIOLATIONS OF POSSESSION OF IMITATION FIREARM

Education Code 48900 (m)

Unlawful possession of an imitation firearm that is so substantially similar in physical properties to existing firearm as to lead a reasonable person to conclude that the imitation is an actual firearm.

POSSESSION OF IMITATION FIREARM

Note: Look-a-like (imitation) toy guns refers to a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm *EC 48900 (m)*.

- 1st Offense: Consequences other than suspension.
- 2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: If look alike weapon was brandished, then 48900 (a) (1) or (2) may also be violated and consequence would include that violation.

VIOLATIONS OF COMMITTED OR ATTEMPTED TO COMMIT SEXUAL ASSAULT OR SEXUAL BATTERY

Education Code 48900 (n)

Committed or attempted to commit a sexual assault or committed a sexual battery.

COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT (48900 (a) (1) or (2))

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency and CPS mandated reporting.

COMMITTED A SEXUAL BATTERY (48900 (a) (1) or (2))

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency and CPS mandated reporting.

VIOLATIONS OF HARASSED, THREATENED, OR INTIMIDATED A STUDENT WHO IS A COMPLAINING WITNESS OR WITNESS IN A SCHOOL DISCIPLINARY PROCEEDING

Education Code 48900 (o) see Also (48900 (a)(1) or (2))

Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.

1st Offense: 5-day suspension and possible recommendation for expulsion and notification of law enforcement.

2nd Offense: 5-day suspension, possible recommendation for expulsion.
Mandatory removal from campus.

VIOLATIONS OF BULLYING (INCLUDING ACTS OF ELECTRONIC BULLYING)

Education Code 48900 (r)

Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward pupil or school personnel.

1st Offense: Consequences other than suspension.

2nd Offense: Up to 3-day suspension.

3rd Offense: Up to 5-day suspension and possible recommendation for alternative education program or expulsion.

Note: Any act committed against school staff would warrant consequences starting at step 2.

Note: Tag victim in Aeries (incident ID #).

Bullying is one or more acts by a pupil or group of pupils directed against another pupil or school personnel in order to cause fear, distress or harm. Bullying can be *physical* (hitting, kicking, spitting, pushing), *verbal* (taunting, malicious teasing, name calling, threatening), *emotional* (spreading rumors,

manipulating social relationships, extorting, or intimidating) or a combination of the three.

An “**electronic act**” is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

VIOLATIONS OF DISTRICT POLICY AND SCHOOL RULES

Education Code 35291.5 Power of School Boards to Issue Rules of Conduct. Each school district governing board has the power to prescribe rules for the discipline of its schools, must notify parents and guardians of these rules as they pertain to student discipline and must communicate those rules to students at the beginning of each school year.

California Administrative Code Title 5 Section 300 (Student Responsibilities). Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teacher and others in authority; observe good order and propriety of deportment; be diligent in study, respectful to his/her teacher and others in authority; kind and courteous to school mates; and refrain from the use of profane and vulgar language.

Any other prohibited acts which may subsequently be added to the Education Code Section 48900 or successor sections by the Legislature.

It is the intent of the Legislature that alternatives to suspensions or expulsions be imposed against any student who is truant, tardy, or otherwise absent from school activities. (Amend. Stats. 1987, Ch. 383)

TARDINESS / ATTENDANCE TO CLASS

UNAUTHORIZED DEPARTURE FROM CLASSROOM OR SCHOOL GROUNDS DURING SCHOOL HOURS

1st Offense: Consequences other than suspension.

2nd Offense: Other means of correction, including, but not limited to restorative practices with the teacher. Parent conference.

3rd Offense: Consequences other than suspension.

MISCONDUCT ON SCHOOL BUS

Any conduct that is dangerous to the student or to other students/adults on the bus may constitute an immediate bus suspension and a parent meeting.

1st Offense: Warning. Includes call home by transportation. Document in Aeries. Reflection with Administration.

2nd Offense: Check-in/Out Sheet. Set goals on CICO. Call home by transportation.

Alternative consequences. Parent conference with Transportation Director, site Administrator and student.

3rd Offense: Student will not be allowed to ride the bus for 3 days. Call home by transportation and site Administrator. Revised CICO.

4th Offense: Student will not be allowed to ride the bus for 5-10 days. Call home by transportation and site Administrator. Referral to BCBA for bus behavioral plan.

5th Offense: Student will not be allowed to ride the bus for 20 days or end of the grading period. Call home by transportation and site Administrator. Refer to BCBA for revision of bus behavioral plan.

6th Offense: Not allowed to ride the bus for a semester or remainder of the school year. Call home by transportation and site Administrator.

Note: For students with IEPs BEFORE bus suspension, consult with site Administration.

Note: Depending on the seriousness of the act, the student may lose bus privileges for the remainder of the school year on the first or succeeding offenses.

Note: Depending on the circumstances, alternatives to suspension from the bus may be used as determined by the site administrator.

GAMBLING AND WAGERING, OR HABITUALLY BEING PRESENT WHERE GAMBLING OR WAGERING IS TAKING PLACE

1st Offense: Consequences other than suspension.

2nd Offense: Up to 2-day suspension.

3rd Offense: Up to 5-day suspension.

VIOLATING OF SCHOOL DRESS CODE; MANDATORY SECTIONS

Note: Any attire/paraphernalia/symbol that signifies gang affiliation will not be allowed on campus.

Any attire/paraphernalia/symbol that displays a logo or other message promoting alcohol or controlled substances, promoting violence, illegal activity, or relating to gangs may not be worn on campus.

Note: In addition to this Conduct Code, schools may have additional rules approved by School Safety Committees.

1st Offense: Warning to the student. Notification of parent. The student may be sent home to dress properly, if necessary.

2nd Offense: Parent Conference to review dress code policy. Consequences other than suspension.

3rd Offense: Alternative consequences other than suspension.

Note: All subsequent violations are subject to additional referrals to In-school suspension.

EXCESSIVE DISPLAYS OF AFFECTION ON SCHOOL GROUNDS AND/OR DURING SCHOOL ACTIVITIES

1st Offense: Warning

2nd Offense: Notification of parent and possible referral to school counselor

OTHER VIOLATIONS OF LAW AND REGULATIONS PERTAINING TO STUDENTS

Any other violation not addressed specifically in this Student Conduct Code is left to the school's principal or designee to decide on the needed actions that he/she deems appropriate for the level of the infraction against the Education Code. When considering this action, the site administrator should employ the least amount of consequence available that (s)he feels will deter the violating behavior from being repeated.

**ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF
DISCIPLINE POLICY/STUDENT CONDUCT CODE**

Sign and return this page to your child's school indicating you have read the online copy of the School HANDBOOK and the STUDENT CONDUCT CODE. (See school website)

Student's Name: _____

School: _____ Grade: _____

I hereby acknowledge receipt of information regarding my rights, responsibilities and protections as it relates to my student's conduct and the district's discipline policies.

Signature of Parent or Guardian: _____

Date: _____

**RECONOCIMIENTO DEL PADRE O TUTOR DE LA POLÍTICA DE
DISCIPLINA /CÓDIGO DE CONDUCTA DEL ESTUDIANTE**

Firme y devuelva esta página a la escuela de su hijo/a indicando que ha leído la copia en línea del MANUAL DE LA ESCUELA y el CÓDIGO DE CONDUCTA DEL ESTUDIANTE. (Ver el sitio web de la escuela).

El nombre del estudiante:

Escuela: _____ Grado: _____

Por la presente reconozco haber recibido información sobre mis derechos, responsabilidades y protecciones en relación con la conducta de mi hijo y las políticas de disciplina del distrito.

Firma del padre o tutor: _____

Fecha: _____