

***PARENT-STUDENT
HANDBOOK
2018-19***

***Newman – Crows Landing Unified
School District
Grades TK-5***

DIRECTORY

Newman-Crows Landing Unified School District

Randy Fillpot, Superintendent

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District Transportation-First Student: (209)862-2921

<p>Barrington Elementary Principal: Lupe Robles 838 Eucalyptus Ave Newman, CA 95360 (209) 862-2585</p>
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ACCIDENT OR ILLNESS AT SCHOOL

Whenever a student becomes ill or is in an accident at school, he/she is sent to the office for minor first aid. Depending on the nature of the injury or illness, the parent is called and requested to take the student home or for further care. **It is the parent/guardian's responsibility to keep emergency contact information updated at all times.**

In case of a serious injury to a student, when the parents are unavailable and the school is unable to contact the person(s) you have designated to act on your behalf for the student to receive emergency care and treatment, the following steps will be taken:

1. Any special written instructions given by the parent will be followed.
2. At the discretion of school personnel, the student will be transported by ambulance or private vehicle to a local hospital.
3. Ambulance expenses are the responsibility of the student's parent or guardian.

AFTER SCHOOL PROGRAM

The Newman-Crows Landing Unified School District After-School Program (**ASP**) is offered to all students across all grades levels within the boundaries of the Newman-Crows Landing Unified School District. The K-8 programs are funded through After School Education and Safety (ASES) grants. The high school program is funded through Local Control Accountability Plan (LCAP).

The goal of (**ASP**) is to align and expand on the regular day curriculum by introducing hands-on enrichment activities coupled with a connection to cultural experiences to stimulate the brain and educate the senses. Simply said, the ASP staff strives to connect with every child in a meaningful way every day.

The District approach focuses on improved student academic achievement and increased social development activities for youth to promote connectedness and to develop the ability to navigate multiple cultural contexts in an effort to reduce drug use and youth disengagement.

It is a privilege to be a part of ASP and students should follow the rules set forth at the beginning of the year including the Education Code of conduct. If students are unable to follow the rules they will receive a conduct violation. A conduct violation form is to be filled out for the following:

Safety Violations

- Playing in the restroom
- Improper use of playground equipment
- Throwing objects
- Rough playing
- Possession of dangerous object for no reasonable use to student***

Disrespect for Others and Self:

- Ignored directions
- Disrespectful/Rude/Disruptive Behavior
- Used foul language/actions
- Name calling
- Bullying of another student
- Getting into teacher's/students desk or belongings
- Stealing***
- Bodily harm to another person***

The consequences of the conduct violation follows:

- 1st – Warning, student guidance and parental contact
- 2nd – Parental Contact, Student counseling, Administrator/student conference
- 3rd – Suspension, student home, parent conference
- 4th – Dismissal from the program

*** Immediate suspension or dismissal

ALCOHOL/DRUG POLICY

The use of alcohol and other drugs is not allowed on the school site. Prescription medication must be in an original prescription bottle with student's information and doctor's instructions typed on it (including dosage and time for medication to be administered). The doctor and the parent must complete a Request for Administration of Medication at School form. These forms are available in the school office if your doctor does not have one available. The governing board intends to keep district schools free of alcohol and other drugs. The school cannot dispense any medication without this form on file. This includes cough medication, aspirin, or any over-the-counter-drugs.

ATTENDANCE

Education is an opportunity and a right. If students do not exercise their right to attend school, they have limited their opportunity for the basic education necessary to become mature, knowledgeable, and productive members of society. Absenteeism has a direct, negative effect on student achievement, promotion, graduation, behavior, and employment potential. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school.

When a student is absent from school all day for **ANY** reason, the **SCHOOL MUST BE NOTIFIED** that day. Such notification may take place by:

1. A phone call to the school office
2. A personal visit to the school office
3. A Note sent with student

If a note is sent with the student, it must be submitted to the school office before 8:00 a.m. upon the students return to school.

Unverified Absences (Truant)

Absences, which cannot be verified, will be considered an absence without parent/guardian or school approval (truancy). Assignment make-up is NOT allowed.

CONSEQUENCES FOR EXCESSIVE ABSENTEEISM

1. Truancy [E.C. 48260-48263, 48900(k), 49164]

Students may not be absent from school during any part of the school day without verified approval of a parent/guardian or the school. The following procedures will be followed when a student is absent from school during any part of the school day without a valid excuse or is tardy without the school's approval in excess of 30 minutes:

First Incident (Truancy Letter #1 mailed home): The student and parents will be informed of the mandatory attendance laws and the school's attendance policy and procedures. The student will be instructed to attend class.

Second Incident (Truancy Letter #2 mailed home): The student and parents will be informed of the mandatory attendance laws and the school's attendance policy and procedures. The student will be instructed to attend class.

Third Incident (Truancy Letter #3 mailed home): The student and parents will be informed of the mandatory attendance laws and the school's attendance policy and procedures. The parents may be required to attend a Student Attendance Review Team Meeting. The student is a legal truant (absent from school without a valid excuse for 3 days or tardy in excess of 30 minutes on each of 3 or more days). (E.C. 48260) The school may recommend that the parent/guardian attend school one day with the student.

2. Excessive Absenteeism

Once a student accumulates a total of fourteen days (excused and/or unexcused) during one school year:

- A. A school administrator may place the student on Attendance Supervision (DART) which imposes a requirement that additional absences must be verified by a licensed medical practitioner. (CAC Title 5 sec. 421b)
- B. A student may not be placed on Attendance Supervision unless the parent/guardian has been notified previously in conference (Student Attendance and Review Team Meeting) or by letter of the school's excessive absence policy after the student has been absent ten (10) days or more.
- C. Once a student has been placed on Attendance Supervision, a school administrator shall call and hold a School Attendance and Review Team Meeting (SART). The parent/guardian will again be informed of the school's excessive absence policy. If the parent/guardian cannot be contacted, a certified letter shall be sent to the parent/guardian informing them of the pertinent provisions of the excessive absence policy and that the student is placed on Attendance Supervision.

Tardy Policy

One of the responsibilities of each student is to be in the classroom when the bell rings or when class is to begin. Being tardy is irresponsible behavior in that it is disruptive to the learning process.

The faculty and staff are aware of the importance attendance and classroom participation contributes to the education of students. Therefore, we are making a concerted effort to reduce—for students and teachers—unnecessary distractions caused by a small number of students who do not arrive to class on time. Tardies cannot be excused unless it is a doctor's excuse with note or court appointment with documentation. There are three warnings before a consequence is enforced; this is to allow for student/family emergencies.

• TARDIES: CRITERIA

1. A student is tardy when he/she does not arrive to a classroom prior to the bell signaling the beginning of class.
2. If a student is tardy in excess of 10 minutes but not more than 30 minutes, the teacher has the option of not allowing assignment make-up because of a lack of class participation.
3. A tardy in excess of 30 minutes without a valid excuse will be considered a truancy. (E.C. 48260) and must obtain a Re-admit/Tardy slip (indicating Truant) from the office before being allowed to enter the classroom
4. The administration will keep a record of tardies for each student.
5. Tardies are accumulated on a TRIMESTER basis. A student tardy more than three times during the trimester will receive a disciplinary consequence as described below

Number of Tardies	Consequence
AFTER 3rd	Letter Home
5th	Administrator Makes Contact
AFTER 10TH	Student Attendance and Review Team Meeting(SART) Held
15th	Home Visit(s) and or School/District Attendance and Review Team Meeting as needed

District Attendance Review Team (DART)

Students with excessive absences and/or tardies will be referred to the District Attendance Review Team (DART). DART is comprised of officials from Newman-Crows Landing Unified School District

and Newman Police Department.

DART Procedures

1. When a student has six (6) or more unexcused absences, or when a pattern of excused/frequent absences has been formed, the student is then a candidate for the District Attendance Review Team (DART).
2. After the 3rd Unexcused Absence, a letter is sent informing parent(s) of the school's concern and possible DART referral.
3. After the 6th unexcused absence, a second letter is sent, establishing a DART hearing.
4. During the DART hearing, the parent and student are informed that under Education Code Section 48260, their son/daughter is classified as truant and they are in violation of Penal Code 272.
5. DART will give due process to the parent and student. Once this has been completed, DART members will discuss and agree upon the appropriate actions.
6. An attendance contract will be signed and enforced by NCLUSD and/or Newman Police Department.
7. For K-5 students that continue to be truant, a letter will be sent to the parent(s) indicating that the case will be referred to the Newman Police Department because the student has become a habitual truant as defined in Education Code Section 48263 and in violation of Penal Code 272.
8. If truancy continues for students in grades 6-12, the student may be assigned community service hours, lose their driving permit or license per Newman Police Department, and / or be transitioned to Newman – Crows Landing Unified School District's Alternative Education program.
9. Any time during the proceedings, the Newman Police Department may elect to cite the parent/guardian and/or student and refer the case the Stanislaus County Court System.

ATTIRE AND GROOMING REGULATIONS

The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste and is safe and appropriate for a school day. Students will be restricted from attending school if their attire does not meet the following regulations:

1. Skirt and short length must be long enough to reach the tips of the fingers when arms are lowered by side.
2. Shirts must have at least 1 inch of material at the shoulder. No spaghetti strap shirts, halter-tops, backless clothes, short tops exposing midriff or mesh-type see through jerseys are permitted. Shirts with inappropriate writing, sayings or designs may be distracting to the learning environment and are not permitted.
3. Shoes must have an ankle strap or a back. No thong sandals, flip-flops, cleats, open back shoes/sandals, or roller shoes are permitted. Appropriate shoes must be worn at all times.
4. Pants must be worn securely at the natural waist.
5. Hats, caps, or sunglasses will not be worn in the buildings during the school day.
6. Hair color or extreme hair/styles should not distract from the learning environment.

Students who wear clothing or items that are disruptive to the learning environment will be sent home to change clothes or given clothes to wear until the end of the day. The purpose of the dress standard is to foster a positive environment for learning.

ABSOLUTELY NO ATTIRE THAT IS GANG-RELATED, AS DEFINED BY LOCAL AUTHORITIES, OR ADVERTISES TOBACCO, DRUG OR ALCOHOL USE WILL BE ACCEPTED.

BICYCLE/ROLLERBLADES/SKATEBOARDS/SCOOTERS

Students may ride bicycles to school. Bikes must be locked in the designated bicycle parking area. Bicycles may NOT be ridden on campus. Students MUST wear bicycle helmets when riding their bicycles. Students who violate these bicycle rules may lose the privilege of riding a bicycle to school. Roller blades, skateboards or scooters may NOT be used on school grounds. They may be ridden to school as long as a student wears a helmet. Violation of these conditions may be cause for suspension of riding privileges.

BOOKS

Students are responsible for care of textbooks and library books. Students will be charged for lost or damaged books. At the end of the year, students with outstanding books will not be able to receive their report cards and may not be allowed to participate in field trips and activities.

BUSES First Student (Telephone: 862-2921)

All pupils are expected to follow instructions regarding bus conduct. Bus riding is a privilege and may be revoked temporarily or permanently if students do not abide by safety regulations. For the safety of your child, the school cannot accept "bus/dismissal" phone calls, except in an extreme emergency. The school secretaries can identify the voices of several parents/guardians, but we would not want to be responsible for sending your child with someone by mistake. Anyone we dismiss the child with must be written on his/her First Student Registration form. It is critical, once your child has established a dismissal routine to continue using that daily routine. Remember, any change from your student's daily dismissal routine, MUST have a signed note from the parent/guardian. This note is turned in to the teacher/office. Please include the following information:

1. Date(s) the note will be effective
2. Your child's first and last name (remember we have several students with the same first name)
3. Your child's teacher or room number
4. The first and last name of the student your child will be going home with
5. The bus number (or name of driver) they will be riding with
6. Your signature

If someone other than the established person will pick up your child, they must be written on the First Student Registration form or the parent/guardian MUST send a signed note stating the first and last name of the person who will be picking up the child. That person may be requested to show identification. If you do not send a note, or the person is not listed on the First Student Registration form, for your child's safety, we cannot release your child. The student will be instructed to follow their normal dismissal routine.

BUS DISCIPLINE

District provided transportation is a privilege, not a right. Students shall follow all rules set by First Student. Student Referrals will be issued for students that do not follow bus rules and procedures. These rules and procedures are in place to provide safety for all students. The following consequences may be enforced **in addition to** site based and/or educational code based discipline merited:

1st Offense Warning to student and/or alternative means of correction.

2nd Offense Not allowed to ride the bus for 1 day.

3rd Offense Not allowed to ride the bus for 3 days.

4th Offense Not allowed to ride the bus for 5 days.

5th Offense Not allowed to ride the bus for 10 days or the remainder of the current semester/trimester, whichever is greater.

6th Offense Not allowed to ride the bus for the remainder of the school year.

Note: Depending upon the seriousness of the act, the administrator has the right to increase consequences and/or revoke riding privileges for the remainder of the school year, regardless of the number of offenses.

CAFETERIA

The school provides lunch and breakfast for students who wish to participate. There are reduced and free breakfasts/lunches available for those families who qualify. Applications are available in the cafeteria, online at <https://www.lunchapplication.com/> and in the school office. We ask all students to complete an application so that we are certain not to miss anyone. We encourage parents to pay for their student's meals in advance. Meal charges must be paid in full at the end of each trimester. Students are responsible for all charges. **\$10 in unpaid lunch charges** may result in the student receiving an alternate lunch. Campus visitors and parents are not allowed to be in cafeteria while students are eating. If there is a medical reason, such as allergies to different foods that your child needs to be monitored make sure the school is informed so appropriate actions can be taken.

Breakfast	Full Cost	Reduced Cost
KG-5th Grades	\$1.00	\$ 0.00

Lunch	Full Cost	Reduced Cost
KG-5th Grades	\$2.10	\$0.00

CAMPUS VISITATIONS AND VOLUNTEERS

All volunteers must submit an application, provide a photocopy of valid ID, and have a cleared TB test before they can volunteer. This process must be completed at least 14 days prior to the activity. If you would like to visit your child's classroom or volunteer for an activity, please make arrangements with the teacher. If you are interested in a general school visitation, please make arrangements with the principal. Parent volunteers may not bring children who are not enrolled in the class with them while they volunteer. **All visitors must report to the office, sign in upon arrival, wear a visitor tag, and sign out when leaving campus.**

CELL PHONES

(Reference: Board Policy 5131.11)

The district acknowledges the importance of electronic communication between students and parents, particularly in school-wide emergency situations. Further, the district recognizes that instructional time must be protected from unnecessary disruption.

Therefore, students shall be permitted to have in their possession an electronic signaling device on campus during the school day, while attending school sponsored activities, or while under the supervision and control of a school district employee only in accordance with the following requirements:

1. Cellular radio telecommunication devices may be used before and after school only or during school activities that occur outside of school hours.
2. During the school day instruction time, cellular radio telecommunication must be turned off unless instructor approves the use of cell phones for educational purposes. Programming such devices to vibrate rather than ring does not fulfill the "off" requirement
3. Phone must be stored in a backpack, purse, pocket or other place where it is not visible during normal school hours.
4. During District, state and national assessments, students are prohibited access to any electronic devices at any time during the entire testing session.

5. Cellular radio telecommunication may not be used to conduct any activities, which violate Board policy, school rules, state law or federal law.
6. Cellular radio telecommunication may not be used in any manner, which interferes with, or is disruptive to, education or extracurricular activities or events.
7. Students must comply to a request made by school personnel to cease the use of a cellular phone or other signaling device even before or after school.

Notwithstanding the rules set forth above, cellular radio telecommunication devices may be used at any time to respond to or report an emergency situation.

Violations of this policy will result in disciplinary action, including confiscation of the cellular radio telecommunication, suspension and/or expulsion.

Electronic signaling devices include any device that operates through the transmission or receipt of radio waves, including, but not limited to pagers, cellular phones, and two way radios. In permitting student possession of such devices, the district assumes no liability for the loss of the device or its misuse by another person.

CHANGE OF ADDRESS/TELEPHONE/GUARDIANSHIP

Please contact your school office if you have any changes in address, telephone numbers, emergency contact information, or legal documentation pertinent to school education or guardianship during the school year.

CHEATING

All students should be fully aware that unless otherwise specified, all assignments are to be done individually. Any unauthorized copying or sharing of work or answers will be considered cheating. Both the person who takes and copies the information, as well as the person who provides it, will suffer the same consequences. In grades fourth and fifth, cheating will result in an automatic referral to the principal.

CHECKING STUDENTS OUT EARLY

All students must be checked-out through the office. All students must be signed-out on the "Student Sign-Out Sheet". The office will contact the student's teacher and have them send the child and their homework to the office for dismissal.

Continuously checking your student out early results in the loss of several hours of vital instructional time, which could have a high impact on his/her academic success.

SPECIAL NOTE: Instructional time is sacred; we try to avoid as many classroom interruptions as possible. Please do not call the school to relay last minute dismissal messages to students. Please send a note to the teacher with your child in the morning. The teacher will be sure the note is directed to the appropriate staff member.

DELIVERIES

Because we are working hard to increase the amount of learning time in the classroom, we will not be able to make personal deliveries to students in classes. Teachers will be notified of the delivery and will select an appropriate time for the student to pick-up the item. Please note that some deliveries cannot be taken home on the bus.

We discourage parents from dropping off fast food lunches as it does not fall under our nutritional guidelines. Classrooms will not be called during instructional time.

Delivery of flowers, balloons or other gift items is also discouraged at school. All items will be held in the office until the end of the day or parents/guardians may be contacted to pick them up if deemed

appropriate.

It is the responsibility of students to bring their supplies that are needed for the day. If a delivery of school supplies is made, the office staff will make every effort to notify the student that it is available. However, office staff will not do so at the expense of instructional time.

DISCIPLINE POLICY

PHILOSOPHY

Every school, just like any organization, must have a purpose. Newman-Crows Landing Unified School District's purpose is to provide opportunities for academic, personal, and school growth in a safe and productive environment. The means by which this environment can be established is through an effective discipline policy.

The school believes that all children are entitled to the kind of opportunities that teach self-control and develop emotional stability. Therefore, our school will provide experiences which will promote understanding and attitudes which the students will need to function in our society today and in the future.

We believe that it is the shared responsibility of administrators, teachers and parents to provide a school environment, which promotes positive student behavior and stresses the prevention of discipline problems.

Therefore, it is also our responsibility to establish rules and to enforce them in order to prevent disorder and chaos, and to allow all students to function productively. Students are expected to take advantage of the positive school environment to develop self-control and emotional stability. Students who behave irresponsibly will be held accountable for their behavior based upon school policy and the California Education Codes. Students who behave responsibly will be rewarded for their good behavior.

VERBAL WARNING

Verbal warnings are given to students as an initial step to correct misbehavior. Depending on the severity of the misbehavior, the warning and intermediary steps can be skipped.

FORMAL WARNING

A staff member may issue a formal warning when there is a problem they wish to have acknowledged by a parent/guardian. A formal warning is given to a student in an effort to remedy a situation before it results in a detention. A formal warning must be signed by the parent/guardian and returned to the teacher/administrator issuing the warning on the following day of school. Failure to do so may result in further disciplinary action.

LUNCHTIME DETENTION

Lunchtime Detention is assigned as an intermediary step to correct misbehavior. Students will perform activities in detention that are appropriate to the inappropriate behavior. These activities may include completion of homework, quiet reflection time, developing a behavior plan, writing an apology letter, or a written statement of how a student could have handled a situation in a more positive manner.

Students who fail to serve detention may be reassigned to two (2) detention periods or suspension. If your child has detention and you have a conflict, please call the office BEFORE the detention is to be served so that it can be rescheduled.

Repeat offenses result in more serious disciplinary consequences per progressive discipline steps.

Progressive Discipline Steps

TK-5 LEVEL I

OFFENSES CAUSES FOR HOME SUSPENSION OR OTHER ALTERNATIVE CONSEQUENCES WITH THE EXCEPTION OF SERIOUS VIOLATIONS OF THE STUDENT CONDUCT CODE, CORRECTIVE MEASURES WILL NORMALLY BEGIN AT A MINIMAL LEVEL AND THEN PROCEED TO MORE SERIOUS LEVELS. THESE PROCEDURES MAY INCLUDE BUT ARE NOT LIMITED TO: COUNSELING, PARENT CONFERENCE, BEHAVIOR PLAN, CLASSROOM INTERVENTIONS, COMMUNITY SERVICE, RESTITUTION, CONFLICT RESOLUTION, PARENT SUPERVISION IN SCHOOL, DETENTION, LOSS OF SCHOOL PRIVILEGES, CLASS SUSPENSION, BEHAVIOR CONTRACT, SATURDAY SCHOOL, IN- SCHOOL SUSPENSION, HOME SUSPENSION, ALTERNATIVE EDUCATION TRANSFER, EXPULSION RECOMMENDATION. 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 FIVE DAYS FOR THE INFRACTION.

- STUDENT MAY BE SUSPENDED ON THE FIRST OFFENSE IF IT IS DETERMINED THAT THE PUPIL'S PRESENCE CAUSES A DANGER TO PERSONS. (E.C. 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.
 - OFFENSES 1-3, 7-9, 11-13, 20, AND 25-28 ONLY – IF THE SERIOUSNESS OF THE ACT LEADS TO A DETERMINATION THAT THE PRESENCE OF THE STUDENT CAUSES A DANGER TO PERSONS, THE STUDENT MAY BE RECOMMENDED FOR AN ALTERNATIVE EDUCATION PLACEMENT OR EXPULSION ON THE FIRST OR SUCCEEDING OFFENSES.
1. CAUSING, ATTEMPTING, OR THREATENING TO CAUSE PHYSICAL INJURY OR WILLFULLY USING FORCE OR VIOLENCE UPON ANOTHER PERSON, except in self- defense. (E.C. 48900, sub-sections (a) (1), (a) (2), r, and s) An individual must do everything possible to avoid a conflict. Acts of aggression will not be considered self-defense.

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: 1-day suspension.

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

3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion. Note: Any act committed against school staff

would 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 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. (E.C. 48915).

2. POSSESSING ANY OBJECTS of a dangerous nature (unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal) ON CAMPUS if the principal deems expulsion inappropriate. (E.C. 48900 sub-section b)

Note: Toy guns (imitation) are considered objects of a dangerous nature. Look-a-like (imitation) toy guns refers to a replica of a fire arm that is substantially similar in physical properties to an existing fire arm as to lead a reasonable person to conclude that the replica is a fire arm (E.C. 48900 sub-section 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. (E.C. 48900, sub-section m)

Note: Laser pointers are considered objects of a dangerous nature.

- 1st Offense: Warning to student and/or other alternative means of correction.
- 2nd Offense: 1-day suspension.
- 3rd Offense: 3-day suspension and possible recommendation for alternative education program.

3. POSSESSING, USING, OR BEING UNDER THE INFLUENCE OF an alcoholic beverage or intoxicant of any kind. Possessing not more than one ounce of marijuana. Using or being under the influence of marijuana or any controlled substance (as defined in Section 11053 of the Health and Safety Code). (E.C. 48915 and E.C. 48900, sub-section c)

- 1st Offense: 5-day suspension and notification of appropriate law enforcement agency. May be assigned to a substance abuse counseling program.
- 2nd Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.
- 3rd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: Does not include the possession of over-the-counter medication used by the student, or medication prescribed for the student by a physician (AB 2537).

4. CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO PROPERTY - cutting, defacing, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Penal Code Sec. 594) (E.C. 48900, sub-section f)

Note: If a prior offense was committed during the previous two school years, damage valued in excess of \$25.00 will warrant consequences starting at Step 2.

- 1st Offense: Behavioral interventions and/or other alternative means of correction.
- 2nd Offense: 3-day suspension.
- 3rd Offense: 5-day suspension and recommendation for expulsion.

Note: Parent/guardian 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 guardian 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. (E.C. 48904).

5. STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY (E.C. 48900 sub-section g)

Note: If a prior offense was committed during the previous two school years, stolen items of value greater than \$25.00 will warrant consequences starting at Step 2.

1st Offense: Behavioral interventions and/or other alternative means of correction.

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

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

6. POSSESSING OR USING TOBACCO (or any products containing tobacco or nicotine products). (E.C. 48900, sub-section h) Tobacco and nicotine products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (E.C. 48011, sub-section h)

1st Offense: Behavioral interventions and/or other alternative means of correction.

2nd Offense: 2-day suspension.

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

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. (E.C. 48901) Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited. Confiscated materials will be returned to parents upon request. Confiscated materials will not be returned to students.

7. COMMITTING AN OBSCENE ACT OR ENGAGING IN HABITUAL PROFANITY OR VULGARITY either verbally or in writing. (E.C. 48900, sub-section i)

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

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 1-day suspension.

3rd Offense: 3-day suspension and possible recommendation for alternative education program. Note: If a prior offense was committed during the previous two school years, any act committed against school staff would warrant consequences starting at Step 2.

8. UNLAWFULLY POSSESSING OR UNLAWFULLY OFFERING, ARRANGING, OR NEGOTIATING TO SELL ANY DRUG PARAPHERNALIA, as defined in Section 11014.5 of the Health and Safety Code. (E.C. 48900, sub-section j)

1st Offense: 5-day suspension and notification of appropriate law enforcement agency. May be assigned to a substance abuse counseling program.

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

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

9. ACTIVATION OF FALSE ALARMS OR TAMPERING WITH EMERGENCY EQUIPMENT, FIRE-SETTING OR ATTEMPTED FIRE-SETTING. (Penal Code Sec. 447 and 455, 148.4)

(E.C. 48900, sub- section k)

1st Offense: 5-day suspension.

2nd Offense: 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.

10. CHEATING (E.C. 48900, sub-section k)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 1-day suspension.

3rd Offense: 3-day suspension.

11. WILLFUL DEFIANCE OR DISOBEDIENCE: A willful act, verbal or non-verbal, that demonstrates deliberate resistance or refusal to obey a reasonable request or directive issued by a school district employee. Student's action does not create a safety risk. (E.C. 48900, sub-section

k) Depending on the circumstances, the frequency and severity of the offense, behavioral interventions and alternatives to suspension may be used as determined by the site administrator. Suspension (including in-school suspension) may be imposed only after other means of correction have failed to bring about proper conduct unless the student's presence poses a danger to other persons.

Examples: Including but not limited to: Chewing gum/eating/drinking in class, willfully defying staff in non-safety related incident, student walking from staff and/or refusing to talk to staff about an incident in non-safety situation, non-habitual use of profanity or vulgarity, verbal insults/put-downs/name calling (non-discriminatory), horseplay, etc.

12. INTERFERING WITH THE PEACEFUL CONDUCT OF THE CAMPUS OR CLASSROOM:

Any willful act of a minor but annoying nature, verbal or non-verbal, that disrupts the educational process, distracts from the educational environment, or interrupts any administrative, disciplinary, or other activity sponsored or approved by the district. (E.C. 48900, sub-section k). Depending on the circumstances, the frequency and severity of the offense, behavioral interventions and alternatives to suspension may be used as determined by the site administrator. Suspension (including in-school suspension) may be imposed only after other means of correction have failed to bring about proper conduct unless the student's presence poses a danger to other persons.

Examples: Including but not limited to: Minor altercation not resulting in actual fight (i.e. pushing/shoving), etc.

13. WILLFUL DEFIANCE CAUSING A MAJOR CAMPUS OR CLASS DISRUPTION: Any willful major act of insubordination, verbal or non-verbal, that causes a major campus disruption and significantly distracts from or interrupts the educational environment, or any administrative, disciplinary, or other activity sponsored or approved by the district. Student's behavior creates a clear threat to the safety of self or others. (Penal Code Sec. 148.1) (E.C. 48900, sub-section k)

1st Offense: 3-day suspension. (If it is determined that the action created a danger to other persons.)

2nd Offense: 5-day suspension. Recommendation for alternative education program or expulsion. Mandatory removal from campus.

Examples: Including but not limited to: Activating a fire alarm, physical altercation, instigating a fight, etc.

14. FAILING TO IDENTIFY ONES SELF or giving false information to school personnel. (E.C. 48900, sub- section k)
- 1st Offense: Warning to student and/or alternative means of correction.
 - 2nd Offense: 2-day suspension.
 - 3rd Offense: 4-day suspension and possible recommendation for alternative education program.

15. FORGING, FALSIFYING, ALTERING, OR USING FORGED SCHOOL CORRESPONDENCE, PASSES, OR RE-ADMIT SLIPS (E.C. 48900, sub-section k)
- 1st Offense: Warning to student and/or other alternative means of correction.
 - 2nd Offense: 1-day suspension.
 - 3rd Offense: 3 day suspension and possible recommendation for alternative education program.

16. BEHAVIOR ON BUS
- 1st offense: Warning to student and/or alternative means of correction.
 - 2nd Offense: Not allowed to ride the bus for 1 day.
 - 3rd Offense: Not allowed to ride the bus for 3 days.
 - 4th Offense: Not allowed to ride the bus for 5 days.
 - 5th Offense: Not allowed to ride the bus for 10 days or the remainder of the current semester/trimester, whichever is greater.

6th Offense: Not allowed to ride the bus the remainder of the school year.

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.

17. LOITERING ON OR ABOUT ANY CAMPUS without apparent lawful purpose. (E.C. 48900, sub- section k) (Penal Code 653b and 627.2)
- 1st Offense: Warning to student and/or alternative means of correction.
 - 2nd Offense: 1-day suspension.
 - 3rd Offense: 3-day suspension and possible recommendation for alternative education program.

Note: A student may be subject to arrest according to Penal Code 653b if he/she loiters at or near any school or public place at or near where students attend or normally congregate, or re-enters or comes upon such school or place after being asked to leave by a school official. According to PC 653b, punishment for loitering includes a fine not to exceed \$1,000 and/or imprisonment in the county jail not to exceed six months.

18. BEING IN A PARKING LOT OR OUT OF BOUNDS without proper authorization. (E.C. 48900, sub- section k)
- 1st Offense: Warning to student and/or alternative means of correction.
 - 2nd Offense: 1-day suspension.
 - 3rd Offense: 3-day suspension.

19. POSSESSING OR USE OF ANY ELECTRONIC SIGNALING OR COMMUNICATION

DEVICE Students may possess electronic signaling or communication devices that operate through the transmission or receipt of radio waves on campus during the school day, while attending school sponsored activities, or while under the supervision and control of school district employees. Electronic signaling or communication devices shall be turned off and not be visible during class time, unless used for instructional purposes. (No pupil shall be prohibited from using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and use of which is limited to health-related purposes or during a school-wide emergency affecting the school or community.) (E.C. 48901.5)

1st Offense: Warning to student and/or alternative means of correction. Parent notification.

2nd Offense: Detention, Saturday School, or other alternatives to home suspension.

3rd Offense: 1-day in-school suspension.

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

Note: Unauthorized object may be confiscated by school authorities. The principal/designee will decide whether to return the object to the student or the parent/guardian.

Note: Use of electronic signaling or communication devices to bully, harass or cheat may result in more severe consequences even if such misconduct occurred off-campus and during non-school hours. (E.C. 48900 r)

20. 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. (E.C. 48900, sub-section k)

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

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 3-day suspension.

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

Note: If a prior offense was committed during the previous two school years, any act committed against school staff would warrant consequences starting at Step 2.

21. TAMPERING WITH PROPERTY OF THE SCHOOL DISTRICT or belongings of any other person. (E.C. 48900, sub-section k)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 1-day suspension

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

22. VIOLATING THE USE OF TECHNOLOGY, NETWORK, AND ELECTRONIC INFORMATION POLICY (E.C. 48900, sub-section k and t)

1st Offense: Warning to student and/or loss of network and computer use.

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.

23. POSSESSING OF ANY OBJECT NOT OF A DANGEROUS NATURE (i.e. items a school administrator identifies as disruptive.) (E.C. 48900, sub-section k) (Unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the

designee of the principal.)

Note: Unauthorized object may be confiscated by school authorities. The principal/designee will decide whether to return the object to the student or the parent/guardian.

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: Detention, Saturday School, or other alternatives to home suspension.

3rd Offense: 1-day in-school suspension.

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

24. KNOWINGLY RECEIVING STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY (E.C. 48900 sub-section l)

Note: If a prior offense was committed during the previous two school years, stolen items of value greater than \$25.00 will warrant consequences starting at Step 2.

1st Offense: Behavioral interventions and/or other alternative means of correction.

2nd Offense: 3-day suspension.

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

25. HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A COMPLAINING WITNESS OR WITNESS IN A SCHOOL DISCIPLINARY PROCEEDING for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (E.C. 48900, sub-section o, r)

1st Offense: 5-day suspension and possible recommendation for expulsion.

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

26. ENGAGING IN, OR HAVING ANY PART IN HAZING or 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. (E.C. Sec. 32050-52) (E.C. Sec. 33032.5) (E.C. 48900, sub-section a and/or k and q) (E.C. 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)

1st Offense: 1 day suspension

2nd Offense: 3-day suspension.

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

27. ENGAGING 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 a pupil or school personnel. (E.C 48900, sub-section r)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 3-day suspension.

3rd Offense: 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. Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts

committed by a pupil or a group of pupils as defined in E.C. 48900.2, 48900.3, or 48900.4, directed towards one or more pupils that has been or can be reasonably predicted to have the effect of one or more of the following:

A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

An "electronic act" is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web Site by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. Students may be subject to discipline even if such misconduct occurred off- campus and during non-school hours.

28. THREATENING, INTIMIDATING, MENACING OR HARASSING (INCLUDING SEXUAL HARASSMENT) ANY OTHER PERSON (E.C. 48900 sub-section a, r, and/or k) (E.C. 48900.2) (E.C. 48900.4) Possible removal from campus or separation of student.

1st Offense: Warning to student and/or other alternative means of correction.

2nd Offense: 3-day suspension.

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

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.

29. ANY DRESS, GROOMING, OR APPEARANCE which disrupts, or tends to disrupt the educational process, or affect the health or safety of individuals shall be prohibited. (E.C. 48900, sub-section k) (E.C. 35161, 35183, 35291.5, 35294.1; C.A.C. Title 5, Section 302; and BP 5135, 5135.1, and 5137.) Refer to AR 5135, pg. 22-24.

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 student. Notification of parent. Student may be sent home to dress properly, if necessary.

2nd Offense: Detention, Saturday School, or other alternatives to home suspension.

3rd Offense: 1-day in-school suspension.

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

TK-5 LEVEL II
SUSPENSION
REQUIRED

POSSIBLE RECOMMENDATION FOR EXPULSION

1. CAUSED SERIOUS PHYSICAL INJURY to another person, except in self- defense. (E.C. 48915 sub- section (a) (1) and 48900, sub-section a) An individual must do everything possible to avoid a conflict. Acts of aggression will not be considered 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.

2. POSSESSED, SOLD, OR OTHERWISE FURNISHED ANY FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT of no reasonable use to the pupil on school grounds or at a school related activity off school grounds unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (E.C. 48915 sub-section (a) (2) and 48900, sub-section b)

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.

Note: Furnishing, or possessing an imitation controlled substance (look-a-likes) with the intent to distribute will result in a recommendation for expulsion. Imitation controlled substances are considered "dangerous objects." This offense is also in violation of Health and Safety Code 11680.

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. (E.C. 48900 sub- section m)

Note: Possession of tear gas/tear gas weapon/pepper spray is considered a dangerous object. (Penal Code Sec. 12401, 12402) (E.C. 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.
3. UNLAWFUL POSSESSION ANY CONTROLLED SUBSTANCE as listed in Chapter 2 (commencing with Section 11053) of the Health and Safety Code, except for the first offense of possession of not more than one ounce of marijuana, other than concentrated cannabis. (E.C. 48915 sub-section (a) (3) and E.C. 48900, sub-section c, 48900 sub-section p)
1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of law enforcement agency.
2nd Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

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

Note: Does not include the possession of over-the-counter medication used by the student, or medication prescribed for the student by a physician (AB 2537).

4. COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION E.C. 48915 sub-section (a) (4) and 48900 sub-section e)
 - 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.
5. COMMITTED ASSAULT OR BATTERY ON SCHOOL PERSONNEL (Penal Code Sec. 240, 242) (E.C. 48915 sub-section (a) (5) and E.C. 48900, sub-section a, E.C. 44014)
 - 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.
6. FURNISHED OR SOLD ANY CONTROLLED SUBSTANCE listed in Chapter 2 (as defined in Section 11053 of the Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind. (E.C. 48915 and E.C. 48900, sub-section c, 48900 sub-section p)
 - 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.
7. OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant and then sold, delivered, or furnished look-a-likes or in lieu substances. (E.C. 48900, sub-section d)
 - 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.
8. COMMITTED A TERRORISTIC THREAT including, but not limited to, a bomb threat. (E.C. 48900.7) This includes any threatening statement, written or oral, which threatens death, great bodily injury or property damage in excess of \$1000, even if there is no intent of actually carrying it out.
 - 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: 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.

TK-5 LEVEL III OFFENSES

RECOMMENDATION FOR EXPULSION MANDATED BY LAW E.C. 48915 (c)

“Expulsion” means removal of a pupil from the supervision and control of school personnel. These are serious offenses and notification of appropriate law enforcement agency is required.

1. POSSESSING, SELLING, OR OTHERWISE FURNISHING A FIREARM, unless in the case

of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (E.C. 48915, sub-section (c) (1))

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

2. BRANDISHING A KNIFE AT ANOTHER PERSON (E.C. 48915 sub-section (c) (2))

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.

3. UNLAWFULLY SELLING A CONTROLLED SUBSTANCE listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (E.C. 48915 sub-section (c) (3))

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

4. COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. (E.C 48915 sub-section (c) (4) and E.C. 48900, sub-section n)

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

5. POSSESSION OF AN EXPLOSIVE (E.C. 48915 sub-section (c) (5))

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

SUSPENSION FROM CLASS

A teacher may suspend any pupil from the teacher's class for any violation of E.C. 48900, for the day of the suspension and the day following.

The teacher shall send the pupil to the principal/designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision. As soon as possible, the teacher shall ask the parent/guardian of the pupil to attend a parent/teacher conference regarding the suspension. If an in-person conference cannot be arranged, a telephone conference may be substituted. A school administrator shall attend the conference if the teacher or parent/guardian so request.

The pupil shall not be returned to the class during the period of suspension without the concurrence of the teacher and the principal. A pupil suspended from a class shall not be placed in another regular class during the period of suspension.

DETENTION OF STUDENTS AFTER SCHOOL

Students may be detained after school for up to 15 minutes without prior notice to the parents.

Detention from 16 to 30 minutes requires a reasonable effort to give prior notice to the parent.

Detention longer than 30 minutes requires prior notice to the parent. Prior notice includes telephone calls.

Regardless of the length of detention, prior notice to parents must occur in cases where detention will cause a student to miss the school bus.

DROP OFF/PICK UP PROCEDURES

When dropping off students in the morning:

1. Use only the drive through lane
2. Pull as far forward, as possible.
3. Students are to exit the vehicle as quickly and safely as possible.
4. Once students are dropped off they are to walk on the sidewalk toward campus.
5. Never drop off students at the stop sign or on the street.

When parking:

1. Park in available space on the street. Please do not block driveways.
2. Walk your child onto campus.
3. Always use crosswalks.
4. Always follow the signals of Safety Patrol.
5. Never drop off a child in the parking lot area, at a stop sign or on the street.
6. Do not cross in front of cars in the drive through lane or in front of busses.

When picking up students:

1. Students who are waiting to be picked up will be walked to the Parent Zone by their teacher.
2. Park your car before getting out to pick up your child. It is very important that the vehicle does not block traffic or walkways or is not left running unattended.
3. Due to the heaviness of traffic, it is unsafe to signal for your child to come out on his/her own.
4. Be sure to use the marked crosswalks at all times.
5. Do not park and leave vehicles unattended in pick up/drop off lanes

EMERGENCY CONTACTS

Make sure you have on file with the school office, any people you give permission to act on your behalf in case of an illness, emergency, accident/injury happens to your child. For the safety of your child, the school must be able to contact the parent or a parent designee **at all times**. Parents have an opportunity to update contact information during the Infosnap Returning Student Registration period each year before school starts. Please contact your school office when contact information needs to be updated during the school year.

HOMEWORK

Homework is an important learning tool when it is used to reinforce or expand concepts previously taught in the classroom. Students receive regular written homework and reading assignments as well as studying assignments from the teacher. When a student is absent more than 2 days, please contact the teacher for work missed. You may call the school and ask to leave a message for your child's teacher.

INDEPENDENT STUDY

If you are planning a trip, which will require a period of time away from school, you may still be granted school credit by arranging, in advance, for an independent study program. Independent Study is available for a minimum of 5 days and a maximum of 10 days. Under this plan, your child would complete assignments on the trip and would receive credit for school attendance. Contact the teacher or office personnel to arrange for the program. Independent Study must be requested 5 days in advance to provide time for the teacher to prepare assignments and work. To receive credit, you must arrange for the independent study before you leave on your trip, the student must return on the date indicated AND work must be completed by the due date or the absence will be unexcused and no credit can be given.

INSURANCE

The school district does not carry medical or dental insurance for pupils injured on school premises. However, the school will provide information about low cost medical insurance through Healthy Families upon request.

Internet and Technology Use

The Newman-Crows Landing Unified School District provides access to the Internet to all actively enrolled students through the District's computer network. The District's website is located at www.nclusd.org. All uses of District computers and networks are regulated by NCLUSD's Acceptable Use Policy (AUP) which can be found on the District's website.

Students are authorized to use District equipment to access the Internet in accordance with user obligations and responsibilities specified below and in accordance with Governing Board policy and the District's Acceptable Use Agreement. Students may request permission from Principal or designee to access the Internet or on-line services on a personal mobile device. With permission, students may have access and must meet all obligations and responsibilities specified below.

The Principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use.

Internet Access

The purpose of providing access to the Internet and District network resources is to provide access to unique resources and the opportunity for support of education and research. The Internet is to be used for regular instructional activity or to compile data necessary for educational research. Students shall use the system responsibly and primarily for educational purposes.

Newman-Crows Landing Unified School District is compliant with the Federal Children's Internet Protection Act (CIPA). Specifically, CIPA requires school Districts to use technology to block access to Internet sites that are: A) obscene, (B) contain child pornography, or (C) that are harmful to minors. Internet filtering technology may not be 100% effective, and there is no technical substitute for adequate supervision of a child connecting from school or home. Schools will implement digital citizenship curriculum to educate and empower our students to become safe, responsible and respectful digital citizens. Parents are requested to reinforce responsible, acceptable, and safe use of the Internet at home.

Privacy

The District reserves the right to monitor all use of District technology, including any Internet communications, for improper use. Electronic communications and downloaded material, including files, may be monitored or read by District officials to ensure proper use of the system. Such monitoring/recording may occur at any time without prior notice for any legal purposes. Students should be aware that, in most instances, their use of District technology (such as web searches and emails) cannot be erased or deleted. Since the use of District technology is intended for educational purposes, students shall not have any expectation of privacy in any use of District technology.

Obligations and Responsibilities

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, these require efficient, ethical and legal utilization of the network resources. Access to the Internet through NCLUSD Network and the use of District network resources including email accounts are privileges, not rights.

1. In order to use District technology and Internet, a student must have signed:
 - a. Student Conduct Code and Handbook Acknowledgement
 - b. Technology Acceptable Use Agreement
 - c. Chromebook Policies & Procedures Agreement
 - d. Google Apps for Education Agreement

2. All District equipment should be used with care. Any changes, alterations, or modifications by student of any settings on District equipment, are not permitted. Students shall not install any unauthorized software applications on District equipment.
3. The student, in whose name an account is issued, is responsible for its proper use at all times. They shall use the network only under their own account number. Students shall not share accounts or passwords with anyone.
4. Students shall not access, post, submit, publish, or display harmful or inappropriate material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
5. Students shall not disclose, use or disseminate personal identification information about themselves or others when using any form of electronic communication.
6. Students shall not use material that may infringe copyright, license, trademark, patent, or other intellectual property rights.
7. Students shall not intentionally upload, download or create computer viruses, maliciously attempt to harm or destroy District hardware or software or attempt to harm or destroy data of any other user. This includes disrupting or limiting access to network resources or using the network to make unauthorized entry to any other device accessible via the network (hacking).
8. Students shall abide by all networks filters, applications and network settings that set accessibility to content on the Internet. Students shall not bypass these in order to access content restricted by the District.
9. Students shall report any security problem or misuse of the services to a teacher or administrator.
10. NCLUSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Consequences

Any inappropriate use which is contrary to school policy, local, state and federal law will be subject to disciplinary action per the discipline policy. This may include suspension or expulsion. In addition, violations may be reported to law enforcement agencies as appropriate.

INTERVENTION PROGRAMS

A student may be referred to one or more intervention programs throughout the academic school year:

***Intervention** – Intervention is offered at all elementary sites. This is a period during the day when students receive specially designed instruction at their level to best meet their needs in English Language Arts.

***Summer School** – All students in grades K-5 are invited to attend summer school. There are sessions that provide intervention as well as sessions that provide enrichment. Parents, Teachers or Student Study Team may refer students to attend summer school for intervention or as a requirement to avoid retention.

INVITATIONS

Please do not ask your child to distribute invitations at school unless you are going to invite the entire class. We have seen many disappointed children who have been left out when invitations are distributed in class. Please take the time to call those you wish to invite by telephone, or distribute invitations after school hours.

MEDICATIONS

A "Parents and Physician Request for Schools to assist in the Administration of Medication Given During School Hours" MUST be on file in the school office before administration of any medication by school personnel is allowed. The law is very restrictive and we must have parent cooperation to assist your child. Students cannot carry any medication; it must be kept in a secure place in the nurse's office. If your child requests aspirin or other non-prescription medications, a parent/guardian must bring them to the school and administer them directly to the child.

OFFICE HOURS

Office hours are from 7:30 to 4:00 pm. If you have any questions, please feel free to contact the school during these hours.

PARENT CONCERNS/COMPLAINTS

Occasionally a parent has a concern about something that is happening at school. We encourage parents to establish effective communication channels with the school. We need your input. Please follow this established procedure:

1. Conference with your child's teacher
2. If the situation is not resolved, contact the principal
3. If the principal cannot resolve the issue to your satisfaction, contact the District Superintendent.

PARENT TEACHER CONFERENCES

Parent-Teacher Conferences for all students are scheduled in the fall and the spring. Minimum days are usually provided for conferencing during regular school hours. Parents are requested to come to school at a prearranged time to talk with their child's teacher about his/her academic and social growth. We strongly feel that the Parent-Teacher Conference is the most meaningful method of communication between the school and home. We also encourage you to make arrangements at any time throughout the year to meet with your child's teacher about your child's progress.

PARENT INVOLVEMENT

We are very fortunate to have many parents who make time in their busy lives for their children's school. It has been shown over and over again that children whose parents are actively involved in their education, do better in school. There are many ways for you to become involved and help your child in school. For example:

1. Help in the classroom.
2. Help in special events such as fieldtrips, class parties, and sports events.
3. Assist in our special projects. Two examples are the Fundraisers and Parent Teacher Organization activities.
4. Attend the parent conferences, Open House & Back-to-School Night.
5. Monitor your child's television watching and homework completion habits.
6. Be a member of the School Site Council.
7. Be involved in the Parent-Teacher Club activities.
8. Most importantly, be in contact with your child's teacher.
9. ELAC

Please refer to the Volunteer Policy section for guidelines.

PARENT-TEACHER ORGANIZATION

The Parent Teacher Club is very active. Please contact your school office if you are interested. We encourage you to participate in the meetings and be active in its activities.

PERSONAL STANDARDS

All staff members of the School will maintain the following Personal Standards as principals and rules for success. Students will review these standards in their classes and determine how the standards look and sound when students and staff practice them.

1. Show Respect.
2. Make Good Decisions.
3. Solve Problems.
4. Positive Behavioral Interventions & Supports (PBIS)

PICTURES

A school photography company takes pictures of all students and staff early in the fall and in the spring. Several plans are offered for purchase. Purchase is optional. If you do not like the picture of your child or if your child is absent on picture day, there are fall picture retakes. Pictures are also taken in the spring, but there are no retakes.

POSITIVE CONSEQUENCES OF STUDENT BEHAVIOR

<u>POSSIBLE CLASSROOM RECOGNITION</u>	<u>POSSIBLE SCHOOLWIDE RECOGNITION</u>
Verbal praise, written recognition, Certificates, stickers, stamps, work displayed, reward charts, prize box, lunch with teacher, fun days or periods, Teacher's helper, Free time, Homework pass, Cross Age tutor, etc...	Student of the Month Reception, Awards Assemblies, Safety Club, Fun Days or periods, Assemblies.

PROGRESS REPORTS

Progress reports are sent out at the midpoint of each trimester or at any time that there is a concern by the teacher that a pupil is in danger of failing in one or more subject areas. Grade periods are on a trimester basis. Parents will receive progress reports for all students for all grades. The NCLUSD believes that it is important to relay communication regarding student progress on all levels, positive and negative.

SEXUAL HARASSMENT

The governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the district.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

SPECIAL PROGRAMS – DIFFERENTIAL STANDARDS

Special programs such as GATE and other Special Education Services are available to students. Among the services offered are psychological testing, speech therapy, adaptive P.E., resource program including section 504, English Language Learners and special day class. Differential proficiency standards shall be established for each student who is (1) enrolled in the special education program pursuant to part 30 (commencing with Section 56000) of the Education Code, (2) identified as having a diagnosed learning handicap or disability that would preclude his/her attaining the district's regular proficiency standards with appropriate educational services and support under Section 504, and (3) designated English Language Learners.

Differential standards shall be consistent with objectives established for special education children

in their Individual Educational Plans (IEP's), 504 contract or second language profile. Student success in meeting individually prescribed differential proficiency standards shall be assessed on an individual basis.

Differential standards must be included in the IEP or 504 contract, and teachers and parents of students who are subject to differential standards shall be notified of such as early as practicable.

Students, who transfer to a Newman-Crows Landing Unified School shall, upon enrollment, be subject to the provisions of this policy. Students enrolled for less than twenty days will be evaluated on an individual basis.

Limited English proficient and non-English proficient students shall be required to achieve district competency according to the District/State criteria.

STUDENT STUDY TEAM

The Student Study Team (SST) is a team that evaluates and monitors the process of students toward mastering individual prescribed differential standards. (Not to exclude any other subject areas of the curriculum.) (Authority: E.C. 51215). Parents requesting a SST should speak with the student's teacher and he/she will direct you from there.

STUDY TRIPS/FIELD TRIPS

In advance of a study trip, teachers shall determine educational objectives, which relate directly to the curriculum. Principals shall ensure that teachers develop plans that provide for the best use of students' learning time while on the trip. Teachers shall also provide appropriate instruction before and after the trip.

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation. Students must have written parent/guardian permission using the approved DISTRICT PERMISSION FIELD TRIP FORM in order to participate in trips requiring transportation. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available.

SUPERVISION

1. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide chaperones that may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages, no smoking or smokeless tobacco is allowed, or use of controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place or industry, the teacher shall arrange for an employee of the host company to serve as conductor.
8. No other child may accompany the field trip except the actual students in the class that is taking the trip.
9. After the number of chaperones needed for the trip, has been met, additional parents may attend if bus seats are available. Occasionally, there may need to utilize a lottery system or other manner to determine which parent volunteers may chaperone. Chaperones may not bring other children.

It is the preference of the site administration that students ride to the activity/event on the district provided transportation. However, other arrangements may be made in advance according to Board policy. After the activity, parents may transport their own child from the location of the activity upon completion of the district provided authorization form. Study trips are class activities. Younger children not enrolled or students in other grade levels may not attend the activity. All students and chaperones are expected to ride the district transportation unless special circumstances exist that require prior approval from the principal.

TRIP APPROVAL

Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. Parents will be notified of their child's exclusion from the trip. Teachers also may ask for parents of students who are safety or discipline risks to attend the trip to supervise their child.

TELEPHONE

Classroom telephones are for emergency use only. On occasion, students may be permitted to use the office telephone to call home for forgotten items such as homework, field trip forms, and library books IF recommended by a teacher. However, this practice will be limited to protect instructional time. **This is not meant for students to call home to get permission to change their after school plans.**

TOBACCO POLICY

No one shall be allowed to smoke, chew, or possess tobacco or nicotine products on school property or at school-sponsored events, including field trips. Anyone who violates this policy shall be subject to removal from the grounds or event. The District's buildings and grounds have now been designated a Tobacco Free Campus. We appreciate your cooperation in this matter.

VOLUNTEER POLICY

(Reference: Board Policies 6153 and 1240)

Parent participation is welcome. It is strongly encouraged by the administration but is permitted at the discretion of the classroom teacher. To maximize instructional time and minimize distractions, parents who volunteer shall be limited to 3-5 hours per week, at the discretion of the site administration. More information is available with the application provided in the First Day of School packet. In brief, the policy is:

1. Complete the Annual Volunteer Application form. Only one is needed per family in the district.
2. Provide Driver's License or ID card to school office for photocopying. Original documents only. NO photocopies will be accepted.
3. Provide TB clearance verification to school office for photocopying. Photocopies will be accepted.
4. Submit all of the above to the school office 2 weeks prior to volunteering.
5. Volunteers must wait for official clearance by the school office prior to beginning volunteer service of any kind.
6. The above process will be required ANNUALLY.
7. Review the District Policies on Volunteers and Field Trips. By signing the Volunteer Assistance Form, you agree to uphold these policies.
8. Parent volunteers are not permitted to bring other children with them while performing volunteer service in the District.

WELLNESS POLICY

The District has adopted a Wellness Policy on Nutrition and Physical Activity. A copy of the complete document is available upon request from the school office.

In summary, it will be implemented as follows: Nutrition-

- ❖ The School will make holiday parties more about celebrations rather than just a focus on food.
- ❖ The School will recommend that daily snacks be healthy in nature to help students maintain focus and attention during instructional time.
- ❖ The School will limit all class parties to one per month

GENERAL CAMPUS RULES

Teachers: Please discuss these rules with your class.

All Staff: Please give students a warning/reminder about unsafe behavior before issuing a citation.

FYI: If a student appears to be seriously injured, **DO NOT MOVE THEM; CONTACT THE OFFICE TO CALL 911.**

GENERAL CAMPUS RULES:

- ❖ No students are to be on campus 20 minutes before school begins, unless they arrive on the bus or attend the before school ASP program.
- ❖ No students are to be in front of school during recess or in the morning.
- ❖ At dismissal, students who ride the bus go directly to the bus waiting area. If they are not riding the bus, they go to a designated area for parent pick up. **If students do not have a signed parent/guardian note giving them permission to do something other than their usual dismissal routine, students will be instructed to follow their usual dismissal routine.**
- ❖ No loitering or playing in the restrooms or at drinking fountains.
- ❖ Holding hands or other public displays of romantic affection is not permitted.
- ❖ No gambling or trading of any kind is permitted. This includes sport and game cards.
- ❖ Keep your hands and feet to yourself. No pushing, kicking, hitting, spitting, or biting at any time.
- ❖ Shoestrings should be tied at all times to promote safety.

PLAYGROUND RULES:

- ❖ **ALWAYS USE GOOD MANNERS-FOLLOW THE RULES!**
- ❖ Gum or candy is not permitted at school or on the bus.
- ❖ Use all equipment and structures properly.
- ❖ No horseplay (wrestling, crack-the-whip, tripping or tackling).
- ❖ Tag is only permitted in the grass area.
- ❖ Do not climb trees.
- ❖ Get involved in a game.
- ❖ Do not bring toys to the playground. Items to share should be kept in a bag or backpack until class time.
- ❖ Playing or participating in a game with items in your mouth is prohibited.
- ❖ Students are not permitted to bring toys/equipment to school, without prior authorization by the student's teacher or the school administration. The type of items which are excluded may be but not limited to: toys, balls, games, any electronic equipment or games.

- ❖ Balls are to be kicked on the lawn and kick ball areas only.
- ❖ If a ball goes over the fence, tell the yard supervisor. **DO NOT GO AFTER IT YOURSELF.**
- ❖ Report to the yard duty supervisor if:
 - ✓ You are injured-small scrapes may be washed with cool water in the restroom.
 - ✓ You have a problem that you cannot solve.
 - ✓ Someone is bothering you, or physically assaults you.
 - ✓ You know of any incident that can cause harm to others
- ❖ Do not leave the playground without permission and a “pass” from the yardsupervisor.
- ❖ No playing between buildings.
- ❖ Stunts, flips, etc. are not allowed.
- ❖ Anyone excused from P.E. may not participate in recess activities, or any other sports activity.
- ❖ Balls are not to be thrown against the buildings.
- ❖ Students are NOT to eat food or snacks out on the playground unless they are seated.

BLACKTOP/CEMENT RULES:

- ❖ DO NOT run on blacktop/cement; walk when going to or from recess or any other activity.
- ❖ Do not hang from the basketball rims or swing from volleyball or tetherball poles.
- ❖ No running through an activity that is in progress, unless you are a participant in the activity.

JUMP ROPE RULES:

- ❖ Jump ropes are to be used for jumping only.
- ❖ Jump rope on blacktop/cement areas only.
- ❖ When someone else is jumping, others are to stay back out of the way of the rope. (Interference with someone else’s jumping breaks the rule.)
- ❖ Take a turn turning the rope when you miss or interfere with someone else who is jumping.
- ❖ Line up for your turn to jump.
- ❖ Jump ropes should not be left on the playground at the end of recess.
- ❖ Kindergarten teachers will adjust the rules to suit their grade level.

PLAY STRUCTURE RULES:

- ❖ No running in structure area.
- ❖ No jumping off structure.
- ❖ Everyone goes in one direction.
- ❖ One person at a time on Monkey Bars.

SLIDE RULES

- ❖ Sit flat on your bottom and go down feet first.
- ❖ DO NOT climb/walk up the slide.
- ❖ One person going down slide at a time.

FIELD RULES:

- ❖ No climbing on goals, backstop, buildings or fence.

FOURSQUARE RULES:

- ❖ Server bounces ball, then hits it underhand to any square.
- ❖ The ball must bounce only once in the square and then that player hits it to another square.
- ❖ The ball must bounce before being hit to the next square.

- ❖ The ball must be hit with an open hand.
- ❖ Waiting players line up 3 feet from the game.
- ❖ Stepping on or over the line is a foul, causing the player to be out except when stepping out of your own square.
- ❖ Players rotate towards square A. Only the person who is “out” leaves the game. New players enter at square D.
- ❖ Square A is always the server.
- ❖ If the ball hits on a line, it is an out for the hitter.
- ❖ If the ball is made to bounce over an opponent’s head, it is an out for the hitter.

TETHERBALL RULES:

- ❖ Fouls:
 - For hitting the rope.
 - Climbing the pole or adjusting the rope or chain.
 - PENALTY: Hitting the ball with any part of the body other than the hands.
 - Stopping continuous play by holding or catching the ball.
 - Touching the pole with any part of the body.
- ❖ Touching
 - A player who commits any of the fouls listed above forfeits the game to the opponent. Play stops immediately after a foul has been committed.
- ❖ Scoring:
 - The game is won by the player who first winds the rope completely around the pole or by forfeit in the case of a foul committed by an opponent.

LUNCH ROOM RULES:

- ❖ Students waiting in line are to stand quietly.
- ❖ Students stop at the computer, give their first and last name to the person, pick up their lunch tray and then find a seat.