

2023- 2024



NOTE: This handbook is intended for use during normal school conditions. Several policies can be impacted by regulations from the California and Los Angeles County Departments of Public Health, which would supersede this document.



Bonita Unified School District

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Greg Palatto, Vice President
Derek Bahmanou, Member
Chris Ann Horsley, Member

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La Verne Heights Elementary School

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(909) 971-8205

Nicole Grant
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Tanya Bartholomew
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Office Clerk

Angelica Araujo
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August, 2023

Dear La Verne Heights Families,

Welcome to the new school year. I hope you enjoyed your summer break. My name is Nicole Grant and I am the principal of La Verne Heights Elementary. I am very excited to serve as your principal and look forward to serving at a school where teachers, staff, parents, and community members value student achievement, along with social and emotional development.

This handbook was developed using the adopted Bonita Unified School District School Board policies and California Education Code. It is a guide to how these policies apply in our school setting. Your careful review of this information with your children will support their success in school.

I wish for you an outstanding school year, and I am excited to share it with you! If you have any questions, please do not hesitate to contact me.

Best Regards,

Nicole Grant

La Verne Heights Elementary School

Mission Statement

In our mission to develop enthusiastic, high-achieving students who will become successful lifelong learners, La Verne Heights Elementary School promotes high expectations and character development through hard work and a growth mindset.

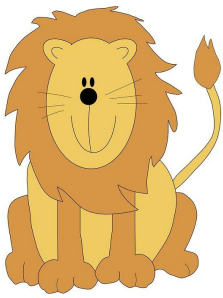


La Verne Heights Elementary School

Student Expectations

We have high expectations of our students. Those expectations include the following:

- Students will attend school regularly and on time.
- Students will give maximum effort and complete all work as assigned.
- Students will model TRRFCC behavior each day.



LVH Daily Bell Schedule

Regular Schedule 2023-2024

| | Kinder* & 1st Grade | 2nd Grade | 3rd Grade | 4th & 5th Grade |
|----------------------|---------------------|------------------|------------------|-----------------|
| Warning Bell | 7:55am | 7:55am | 7:55am | 7:55am |
| School Starts | 8:00am | 8:00am | 8:00am | 8:00am |
| Recess | 10:00am-10:15am | 10:00-10:15 am | 10:20-10:35 am | 10:20-10:35 am |
| Lunch | 11:05 am-11:50 am | 11:35 am-12:20pm | 11:35 am-12:20pm | 12:05pm-12:50pm |
| Dismissal | 2:00pm | 2:00pm | 2:00pm | 2:45pm |

Compact Day all students out at 12:55pm

Minimum Day

| | Kinder & 1st Grade | 2nd Grade | 3rd Grade | 4th & 5th Grade |
|----------------------|--------------------|-----------------|-----------------|------------------|
| Warning Bell | 7:55am | 7:55am | 7:55am | 7:55am |
| School Starts | 8:00am | 8:00am | 8:00am | 8:00am |
| Recess | 10:00am-10:15am | 10:00-10:15 am | 10:20-10:35 am | 10:20-10:35 am |
| Lunch | 10:45 am-11:30 am | 11:10am-11:55am | 11:10am-11:55am | 11:35 am-12:20pm |
| Dismissal | 12:20pm | 12:20pm | 12:20pm | 12:20pm |

Kindergarten Dismissals*

| | 8/21-3/22 | 3/25-6/6 |
|------------------|-----------|----------|
| Dismissal | 1:00pm | 2:00pm |

*Transitional Kindergarten: 8/21-6/6 Start time 8:15am Dismissal 12:00pm

La Verne Heights Elementary
SCHOOL STAFF
2023-2024

Transitional Kindergarten

Mrs. Kurey-rm 6
Mrs. Johnson/Mrs. Kellogg-rm 5

Kindergarten

Mrs. Fincher-rm. 10
Mrs. Hutt- rm. 8
Mrs. Ritchie-rm. 9

1st Grade

Mrs. Bracci- rm. 22
Mrs. Mann- rm. 7
Ms. Quezada- rm. 4

2nd Grade

Mrs. Garcia- rm. 2
Mrs. Grillo- rm. 1
Mrs. Tucker- rm. 3

3rd Grade

Mrs. Salehpour- rm. 19
Mrs. Horne- rm. 16
Mrs. Joyce- rm. 17

4th Grade

Mrs. Bartley- rm. 11
Mrs. Travers- rm. 12

5th Grade

Mrs. Barnes- rm. 15
Mrs. Cerecerez- rm. 14
Mrs. Chin- rm. 18

Specialized Services

Mrs. Martinez- Education Specialist- rm. 23
Ms. Encinas- Reading Intervention- rm. 20
Mrs. Iniguez- Math Intervention- rm. 20
Mrs. Otto- Speech/ Language- speech
Mrs. Carriedo- School Psychologist-
Mr. Hsu- Mental Health Specialist-

Other Support Staff

Mrs. Bellomo- Library Media Technician
Open- Paraeducator
Mrs. Sarrieddine - Paraeducator
Mrs. Perez-Paraeducator
Mrs. Solis-Paraeducator
Mrs. Padilla-Paraeducator
Mrs. Clough-Paraeducator
Mrs. Wellington- Paraeducator
Mrs. Bird- Chorus
Mr. Maniero- Band
Mr. Parra- PE
Mrs. Lara- School Aged Care Supervisor
Mrs. Tibbetts- Office Clerk
Mrs. Araujo- Health Clerk
Mrs. Bartholomew- Secretary
Nicole Grant- Principal



La Verne Heights Elementary School Policies, Procedures, and Plans for the Successful Student

On the following pages, we have included very important information to help your child be successful at school. We ask that you take the time when you receive this handbook to review these pages with your student. Feel free to contact our office or your child's teacher should you have any questions.

ACCEPTABLE USE OF TECHNOLOGY

The Bonita Unified School District provides employees and students with access to the internet. All technology, the computer network, and internet access shall be used in a responsible, ethical, and legal manner consistent with the policies, curriculum, and educational program of BUSD. Students are responsible to report any misuse of the network to a staff member. The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students are expected to abide by acceptable rules of network etiquette, which include, but are not limited to, being polite and using appropriate language.

ACCIDENTS AND INJURIES

In the event that your child has an accident or becomes ill at school, first aid will be administered by a staff member. In the event of a serious medical emergency, it is important that you have provided our school with accurate and adequate information on your child's emergency card so there will be no difficulty or delay in reaching you or another adult as specified by you. Those adults you select to respond to our school in the event that you cannot be reached should always bring photo identification with them. In the event that you or your designated adults cannot be reached, school administration will make the necessary decisions to render aid to your child, including, but not limited to, contacting the school nurse, contacting the paramedics, and/or transporting your child to the hospital via ambulance. Children who are ill or injured will not be released to walk home.

ANIMALS

Animals, other than those brought specifically for class purposes, are prohibited on the school grounds. If a child wishes to bring a pet to school, they must submit a Pet Waiver to the principal's office at least 48 hours in advance of bringing the animal. Any animals, reptiles, or insects brought to school must be properly housed and transported to school by parents. Animals are not permitted on school buses. Any animal found on the school grounds during class sessions is subject to impoundment by Animal Control.

APPOINTMENTS

We urge families to schedule medical and other appointments on non-school days and in the afternoon of compact days and minimum days. If it is necessary for students to leave school before dismissal, parents must sign their child out from the main office. Photo Identification will be required. If a child returns to school following an appointment, they must check into the office to be readmitted to class.

ARRIVAL TIME

Supervision begins at 7:30am in the cafeteria and 7:45 am on the playground. Students are not permitted to play on the playground before school or drop their backpacks off at their classrooms before the 7:45am bell. Students should not arrive at school prior to 7:30 am unless they are taking part in a pre approved supervised activity. Students may enter the campus through the west gates by room 23 or the gates adjacent to the parking lot.

ATTENDANCE

Regular school attendance is essential for school success. California Education Code delineates excused absences for: illness, quarantine, medical appointment, bereavement, court appearance (of student), or religious observance. All other absences (including parent illness, transportation issues) are unexcused. On the day of the absence, please call the school at 909-971-8205 to report the absence.

Compulsory education laws require us to monitor and report excessive absenteeism. ***When absences and/or tardies approach 10% of the elapsed school year, they will be monitored through the Student Attendance Review Team (SART) process.*** If attendance does not improve, students will be referred to the Student Attendance Review Board (SARB). SARB conducts legal hearings and has the authority to refer students and parents to outside agencies. We encourage you to contact our school at any time to review your child's attendance records and request support.



BEHAVIOR EXPECTATIONS

La Verne Heights has adopted a Positive Behavior Intervention and Support (PBIS) Model. PBIS includes a school-wide behavior expectations and an ongoing reward system for positive behaviors. School rules thoughts, actively supervised, and positively reinforced. The following behavior matrix is displayed in classrooms and throughout the school campus.

La Verne Heights Lions ROAR!



| | Classrooms and Other Learning Areas | Playground | Eating Areas- Cafeteria, Lunch and Snack Tables | Restrooms | Walkways, Arrivals and Dismissals |
|--|--|--|---|---|--|
| R RESPECT I respect and care for myself, others, my school, and my community | <ul style="list-style-type: none"> -Follow directions the first time -Respect and listen to others -Encourage and support my classmates -Treat school and others' property with care | <ul style="list-style-type: none"> -Listen and follow directions -Keep hands, feet, and objects to myself -Play appropriate/allowed games -Include and welcome everyone | <ul style="list-style-type: none"> -Follow directions the first time -Wait my turn in line -Sit in my assigned area -Include and welcome everyone | <ul style="list-style-type: none"> -Respect the privacy of others -Use an indoor voice -Wait my turn | <ul style="list-style-type: none"> -Keep hands, feet, and objects to myself -Respect personal space and property of others |
| O OWNERSHIP I take ownership for myself and my choices | <ul style="list-style-type: none"> -Positive attitude -Actively participate -Listen carefully -Come prepared to learn (materials and attitude) -Be honest -Quiet body and voice | <ul style="list-style-type: none"> -Accept responsibility for my actions -Admit and apologize for mistakes -Consider how others' feel in any situation -Share equipment/ take turns -Use appropriate language | <ul style="list-style-type: none"> -Speak kindly and use appropriate language and voice level -Keep lunch areas clean and organized | <ul style="list-style-type: none"> -Clean up after myself -Use during breaks | <ul style="list-style-type: none"> -Listen, respond, and follow directions -Quiet body and voice -Keep hallways clear |
| A ACHIEVEMENT I will give my personal best to reach success | <ul style="list-style-type: none"> -Try my best every day -Be an active listener -Ask for help when needed -Set personal goals -Never give up, keep trying -Choose appropriate tools to complete tasks | <ul style="list-style-type: none"> -Walk on the blacktop and in the sandbox -Use calm words to express my feelings -Show good sportsmanship | <ul style="list-style-type: none"> -Avoid sharing my food (allergies) -Think before I speak or act | <ul style="list-style-type: none"> -Wash my hands -Use restroom only as it is intended | <ul style="list-style-type: none"> -Walk directly to destination -Have all belongings when you arrive and leave -Be a role model |
| R RESPONSIBILITY I am in charge of my actions and learning | <ul style="list-style-type: none"> -THINK before I speak or act -Arrive on time -Use materials appropriately (including technology) -Complete my work and turn in on time | <ul style="list-style-type: none"> -Follow playground rules -Stay in assigned areas -Freeze/walk to my line quickly when directed -Quickly and accurately report problems to an adult | <ul style="list-style-type: none"> -Use good manners -Remain seated/ ask for permission to leave my area -Keep my area clean | <ul style="list-style-type: none"> -Use restroom quickly and return to class -Report any concerns to an adult | <ul style="list-style-type: none"> -Walk in permitted areas at permitted times -Turn off/ put away electronics when entering, avoid distractions from devices at dismissal |
| I am TRRFCC! Trustworthy 🐾 Respectful 🐾 Responsible 🐾 Fair 🐾 Caring 🐾 A Good Citizen | | | | | |

BICYCLE SAFETY

With written parent permission, students in grades 3 through 5 may ride their bicycles to school. Upon entering the school grounds, students must walk their bikes to and from the bike racks and lock their bikes to the racks. The school is not responsible for lost, damaged, or stolen bicycles. Parents should discuss bicycle safety with their children. Disregard for bicycle safety rules will result in the denial of the privilege to ride a bike to school. **Note:** children are required by law to wear a bicycle safety helmet.

BLACKTOP

For student safety, students are asked to walk on the blacktop at all times. In addition, students are to walk up and down ramps to the restrooms instead of jumping through the railings. Students jumping through railings or running on the blacktop will be asked to turn around and walk correctly. This will help to prevent student injuries.

BREAKFAST

Breakfast is served in the cafeteria at 7:30 am each morning. Students must be in line by 7:50 am to be served. Students who participate must remain with the supervisory staff until 7:45 am, at which time they will be released for recess. **Breakfast concludes at 7:55 am.**

BULLYING

Bullying (including cyberbullying) is a form of harassment that will not be tolerated at La Verne Heights. Students and parents are asked to inform a teacher or the Principal when they witness bullying (or cyberbullying) so that the incident can be investigated and handled appropriately. A lot of times kids and adults use the word bullying when the situation is actually conflict between two people or one person is displaying negative behavior by being rude or hurtful to another. Not every situation in which someone is rude or hurtful is bullying; it must fit the whole definition.

Conflict is normal and can be handled ourselves. It can range from a simple disagreement to an intense problem between two people, but it isn't always a bad or negative thing. It should be expected in any relationship and can be resolved quickly when both people are ready to commit to taking steps to fix the relationship.

Teasing is when someone laughs at and criticizes in a way that is either playful and friendly *or* cruel and unkind. But either way it may bother or annoy the person being teased.

When someone is teasing us:

- It is **our job** to tell them to "stop!" if we do not like it.
- It is **their job** to stop immediately.

There are many stories of friends who like to tease each other. Through their words and body language, it is clear that this is a mutual and fun way of relating to a good friend. However, too often a friend who is teased only acts as if it were funny. Inside the friend is very hurt. If we care about a person and are unsure if our teasing is fun or funny to them, we should always ask them if he/she is okay with what we are saying. Offer to stop if it bothers them! Negative teasing does not start as bullying but can turn into bullying if it fits the entire definition of bullying below and it doesn't stop once the target identifies that they are uncomfortable with the teasing and has asked for the person to stop.

Bullying is when someone **TARGETS** and **REPEATEDLY** uses their **POWER** to **HURT** someone's body or feelings. Bullying is never okay and typically needs adult intervention. If you are bullied, tell an adult right away, and if it happens again, tell again. Always tell until it stops. It's the only way adults know that you still need help.

BUSES

Home to School Buses -

Due to low bus attendance, we are no longer offering home to school bussing.

Field Trips -

Students are expected to adhere to all school rules when riding the bus. Students who violate the rules may be issued a citation from the bus driver. If a student receives a bus citation, the privilege may be removed. Serious violations may also result in disciplinary measures.

CALENDARS

The school calendar is located on the homepage of the La Verne Heights website. This calendar has the events for the entire school year and is regularly updated by our office staff. Parents are invited to attend school wide events and to participate on parent committees, such as the Parent Teacher Association (PTA) and School Site Council (SSC).

CELL PHONES

While the Bonita Unified School District acknowledges the importance of electronic communication between students and their parents, it must also be noted that instructional time is precious and must be protected from unnecessary disruption. Therefore, the Bonita Unified School District has adopted the following policy and regulations regarding electronic devices:

Elementary school students may not possess or use electronic communication devices on school district property or at school-sponsored activities unless the principal approves a written request to do so by the parent or guardian. Forms allowing students to carry cell phones may be obtained from the school office. Students who possess electronic communication devices may not turn on or use the electronic communication devices on school grounds until the end of the instructional day, unless there is a life threatening situation. (Education Code 48901.5; Electronic Signaling Devices BP 5511)

(See also Smart Watches)

CLASSROOM PARTIES

Due to our school's focus on academics, we want to limit the amount of interruptions during the school day. Classroom parties are limited to three a year: Winter Holidays, Valentine's Day, and End of Year.

CLOSED CAMPUS

La Verne Heights Elementary School is a closed campus once school begins. Once a student arrives at school, he or she may not leave without being checked out through the main office. All volunteers/visitors are required to sign in through the main office once school starts.

COMMUNICABLE DISEASES

Rashes associated with internal illnesses are usually considered contagious (e.g. Measles, Scarlet Fever, Chicken Pox, Fifth's). The child is not allowed to enter school without a doctor's note stating the student is no longer contagious. Please contact the school as soon as possible if a diagnosis of one of these diseases is made by your doctor.

Students may return from Chicken Pox when all pox marks are scabbed over, and no fever or sore throat is present. Rashes to Impetigo, Ringworm, and Scabies need proper treatment before readmission to school. All exposed and treated Ringworm lesions must be covered at school.

All students having recovered from any of the above conditions must re-enter school through the health office.

CONTACTING YOUR CHILD DURING SCHOOL HOURS

Take the time each day, before your child leaves for school, to inform them of after school arrangements. Be sure you have provided them with everything they need before you drop them off, such as lunch, money, jackets. ***To ensure an uninterrupted learning environment, we are unable to interrupt classrooms to deliver items or messages to your child. The teacher will be emailed that an item is waiting in the office, but please note that teachers may not review their email until the end of the day.***

CURRICULUM STANDARDS

BUSD has developed and adopted curriculum standards as per California State mandates and aligned to the Common Core State Standards (CCSS). Student progress will be monitored using multiple forms of assessment data, including the Smarter Balanced Assessment, STAR Reading and Math Tests, and District Benchmarks.

DANGEROUS OBJECTS

Gag toys (such as shocking devices), laser devices, bullets, toy guns of any kind, guns, and knives of any kind are considered dangerous objects and are strictly prohibited. Possession and/or use of such items may lead to suspension and/or a recommendation for expulsion.

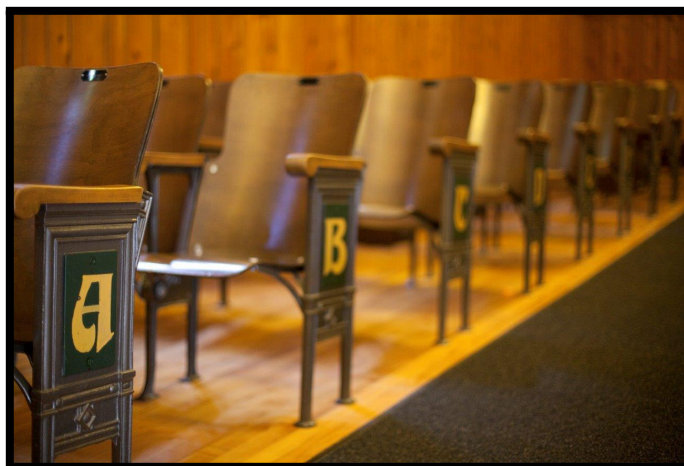
PICK UP and DISMISSAL

Pick up -

The campus opens at 7:30am for supervised breakfast. At that time, students will be allowed to enter the campus with their parents and either go to the cafeteria for breakfast or sit on the outside lunch tables until 7:45 am. At 7:45 am additional staff will provide supervision on the black top and in the parking lot. At that time, students will be allowed to walk to their classes and drop off their backpacks and then proceed to the black top where they are allowed to walk and talk until 7:55am. At 8:00am La Verne Heights turns into a closed campus.

Dismissal -

Upon releasing students from school, staff supervises students outside for ten minutes past the dismissal bell. Children are then brought inside and must be signed out by a predesignated person on the child's emergency card. This is marked on the child's attendance record as a "late pick-up" and is a part of the child's attendance record. Transitional Kindergarten and Kindergarten students have a 1:1 direct pick up daily. Teachers will positively identify each person who is picking the student up. Although dismissal is supervised by staff for grades 1-5, parents/guardians are responsible for arriving on time to ensure children go home with the correct individuals.



DISCIPLINE PLAN

At La Verne Heights, we believe all students have the right to learn and all teachers have the right to teach. To ensure a safe and distraction free learning environment, La Verne Heights implements PBIS (see Behavior Expectations) and the Character Counts program to teach the Six Pillars of Character (see appendix).

Each teacher has a fluid and progressive discipline plan in place that includes both rewards and consequences. Rewards may include praise, parent contact, and other teacher choice acknowledgements. Consequences are progressive^{1,2}, and include verbal warnings, written warnings, parent contact, and office referral. This plan is reviewed at Back to School Night.

If a student is referred to the office, their behavior has been deemed by the teacher as detrimental to the learning environment or the safety of themselves or others. Site administration will handle all disciplines progressively. This may include verbal warning, written warning, parent contact, or other more formal discipline aligned with BUSD Board Policies and California Education Code. School teachers and administrators have discretion with respect to the application of these guidelines on a case by case basis. Progression may vary depending on severity of offenses or repeated offenses.

Every effort is made to respect the privacy rights of all children. Although your student may report what they perceive to be the consequences of another student's actions, this information is only shared with each child's own parent or guardian.

EARLY RELEASE OF STUDENTS

For the safety of your child, a valid photo ID is required when checking out students. Anyone signing your child out of school **MUST** be listed on the student's electronic emergency card. Please be aware that when students leave early it will affect their attendance and achievement.

EMERGENCY CONTACTS

It is important to keep emergency contacts updated in case of an emergency or disaster. Should changes to the information of any contacts occur throughout the year, please notify the office. All changes to emergency contacts must be made in person. Our school will not allow changes or additions to be made on the phone. Persons listed on the emergency contact record are required to show photo identification when checking out students. Photo identification must be an official, unexpired form of identification, and the name on the identification must match the name of the person listed on the emergency contact. Cards from local stores, banks, or membership clubs are not permissible forms of identification.

EMERGENCY DRILLS

Emergency drills are part of our regular education program and are scheduled monthly as required by law. Teachers will instruct children on procedures in the event of a fire, earthquake, lockdown or other disaster. Students are expected to follow their teacher's directions quickly, quietly, and exactly.

EMERGENCY PROCEDURES

In the event of an emergency (e.g. earthquake, fire, lockdown), be assured that the staff of La Verne Heights in conjunction with Bonita Unified have established procedures in place. Your child's safety is our priority, and monthly drills allow us regular opportunities to prepare for various emergencies. Included in our handbook below are important information points that can assist our school in the event of an emergency.

Keep your child's emergency contacts up-to-date. Let us know when phone numbers change. **Note:** when a parent or guardian comes to the office to change emergency contacts, he or she will be asked to show photo identification.

Know our student release procedures. In the event students are released from school, we will require you to have photo identification. Students will be released from either the front office area or the parking lot, whichever location is the safest.

Follow the directions of the La Verne Heights Staff. In the event of an emergency, we are required to keep record of all students. Please be calm and patient, so that our staff may focus their attention on ensuring the safety and well-being of all students.

The BUSD adopted phone notification system, Remind, and electronic mail may be used in the event that we need to contact families.



FEVER

When a child has a fever of 100° or higher, they will be sent home from school. Children must be fever free for 24 hours before they may return to school.

FIELD TRIPS

Field trips are funded through the hard work and dedication of our PTA and the generosity of the City of La Verne's Prop "C" Program. Students are provided with an off campus educational experience relating to the curriculum being taught. Children are required to ride on the bus both to and from all field trips and may not be signed out. Selection of chaperones is under the discretion of the teacher and Principal.

FIFTH GRADE ACTIVITIES

During the school year 5th grade students participate in a number of activities, including Science Camp and the 5th grade party. Participation in these activities is based on the completion of assigned work and good behavior. Students who have not completed assigned work, received behavioral referrals, or have been suspended from school may lose their privilege of attending these activities. Children in danger of losing privileges will be placed on a contract.

FORGOTTEN ITEMS

There are times throughout the school year when students forget to bring required materials to class. These materials may include homework, musical instruments, or their lunch. When this happens, the classroom needs to be contacted to have the student come to the office to pick-up their forgotten materials. This interrupts the teaching and learning process. In an effort to help teach our students responsibility, there is an "I Forgot Table" outside our office. All forgotten items will be placed on the table and it is the student's responsibility to check the table during recess and lunch.

HAZING

Per California Education Code 32052, no student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this policy shall be subject to district discipline and penalties specified in the law. (Education Codes 32051, 32052)

HEALTH SERVICES

A part time registered nurse is employed to assist in meeting the needs of all children during the week. Our office staff tends to all children who become ill, administers first aid and maintains health requirements and records. The nurse is on call for emergency situations that may arise. Vision and hearing screening is conducted for students in grades K, 2 and 5.

HOME HOSPITAL

Home teachers are available should a child have an extended illness. A doctor's written verification is required. Arrangements for home teachers are made through the office. Should you plan to have your child absent from school for necessary reasons other than illness, please contact your child's teacher to arrange for an Independent Study Plan.

HOMEWORK

Homework directly affects student achievement and also teaches responsibility. Although schedules may vary slightly from teacher to teacher, student to student, and assignment to assignment, the average homework for La Verne Heights students is:

7

- Grade K - an average of 10 minutes per day, 4 days per week
- Grade 1 - an average of 15 minutes per day, 4 days per week
- Grade 2 - an average of 20 minutes per day, 4 days per week
- Grade 3 - an average of 30 minutes per day, 4 days per week
- Grade 4 - an average of 40 minutes per day, 4 days per week
- Grade 5 - an average of 50 minutes per day, 4 days per week

In addition to regular homework, students are expected to read outside of school on a daily basis. The reading should be a balance between self-selected readings and teacher assigned readings. Teachers may provide guidance to the selection of reading material to ensure that students are reading a good representation of grade level appropriate fiction and non-fiction materials. The following are suggested guidelines for accomplishing this goal:

- Grades K to 3: 80 to 100 minutes per week.
- Grades 4 to 5: 120 to 150 minutes per week.

INDEPENDENT STUDY

If you plan to have your child absent from school for necessary reasons other than illness, please contact your child's teacher to arrange for an Independent Study Plan to enable your child to continue in the educational process. Independent Study is no more than 14 school days. The plan must be completed by the first day back at school. Please refer to BUSD Board Policies for further information.

INSURANCE

Student accident insurance by a private carrier is available during the year. Application forms will be sent home to all parents at the start of the year. It is the parent's responsibility to complete and submit this optional application, if desired.

INTERVENTION

Students who have academic needs may be referred to the intervention. There is a reading specialist and math specialist who hold small group classes throughout the day to help students with make up growth. Students are refereed by their teacher and are in fluid groups based on need.

LIBRARY

The library is available for student exploration and enjoyment. Teachers may send groups of students to do research by appointment. Students are guided in their classroom library time by the classroom teacher and the library clerk. Library skills, research skills, and book exploration are facilitated by the teacher.

Students and their parents are responsible for all books (textbooks and library books) issued to them, and lost or damaged books must be paid for. 5th graders are required to return all books and pay any fines prior to participating in any end of the year 5th grade activities. (California Education Code 48904.c)

LOCKDOWN PROCEDURES

As outlined in the School Safety Plan, defined procedures are in place in the event that the school needs to be secured due to an intruder on campus or unsafe conditions near the campus. These procedures are practiced with students throughout the year. In the event of an actual lockdown, the La Verne Heights campus will be fully secured and not accessible to anyone other than the police and emergency personnel. Notices will be sent home at the end of the day should a lockdown occur. In addition, The BUSD adopted phone notification system, Remind, and electronic mail may be used in the event that we need to contact families.

LOST AND FOUND

All personal belongings should be marked with your child's name. There is a large box located outside the cafeteria for lost articles. Small items such as watches, jewelry, etc. are turned into the office. Items left unclaimed are donated to a charity on a monthly basis. Any personal items of value should remain at home.

MAKE UP POLICY

Students are responsible for making up work missed due to an absence or student activity. Parents may request homework for students who will be absent for an extended period of time by contacting their child's teacher. (see also Independent Study)

MASCOT & COLORS

Our school mascot is a Lion, and his name is Dandy. Our school colors are navy blue and gold.

MATERIALS

Students should only bring required materials to school, as directed by school staff. This includes pencils, books, homework, and assignments. Other materials, including toys (such as but not limited to balls, games, cameras, trading cards), must remain at home. If a parent requests a fidget for their child, an appointment should be made with the school administration to discuss its educational value. Items deemed inappropriate or unnecessary for the learning environment may be held by staff and returned to parents. Candy and gum are not permissible.

MEDICATION

All medication must be stored in the Health Office. The school nurse will confer with the parent and physician in regards to the dispensing of the medication. The following procedures must be adhered to by the parent:

1. The Medication Request Form needs to be completed and returned to the school.
2. The medication must be brought to school in the original container. The pharmacist's label must indicate: Name of the student, date, name of the doctor, name and dosage of the medication, and method of administration.

The Medication Request Form authorizes the school nurse to administer medication or to give instructions to non-medical personnel in the administration of the medication. The principal and the nurse will determine who will administer the medication.

Please note: Students are prohibited from having any medication in their possession. This includes over-the-counter medication, such as aspirin and cough drops.

MUSIC PROGRAM

A credentialed music instructor instructs 4th and 5th grade students once a week in the areas of music appreciation and instrumental music practice. Fourth and fifth grade students may also elect to learn to play a musical instrument through participation in the Band program. Students may also elect to join the Choir. Both Band and Choir meet after school on Thursdays from dismissal until 2:45.

NOON SUPERVISORS

Noon Supervisors provide supervision of the lunchroom and playground during student lunch periods. They are a vital part of La Verne Heights Elementary School staff and deserve the same respect that would be given any adult on campus.

OBSERVATIONS

Any parent or legal guardian wishing to conduct a formal observation in a teacher's classroom must make this request through the principal. Requests must be made at least 24 hours in advance.

OFFICE HOURS

The school office is open from 7:30 a.m. to 3:30 p.m., Monday, Tuesday, Wednesday, and Friday. On Thursday Compact Days and all Minimum Days, the office closes at 1:30pm. Parents may call the school after hours and leave a voicemail message.

PARENT CONFERENCES

Parent conferences provide an opportunity for teachers to explain a student's progress, and it provides parents and guardians the opportunity to ask questions regarding how to support their child's learning. As a reminder, custodial parents or guardians must be in attendance at the conference unless otherwise requested in writing. Formal parent conferences are held twice a year, with dates noted on the school calendar. Parents may also contact teachers should they want to discuss student progress.

PARKING

The parking lot is for staff only. Visitors and guests may not park in the parking lot. There are just enough spots for our staff to park. Cars who park in the parking lot will be subject to tow at the owner's expense. To help us maintain a safe entrance and exit for our students, do NOT block the driveway or park in the crosswalk.

For student safety, cars are **not** permitted to turn right when exiting the parking lot. Turning right creates danger for those students and families using the crosswalk. While in the parking lot, all drivers must follow the directions given by district staff.

PHOTO AUTHORIZATION

Some of the learning experiences students enjoy during the school year are photographed and videotaped. Occasionally the photographs and tapes may be shown or displayed representing the school site or District. A photo excusal form is provided at the time of your child's annual registration. This will also exclude your student's photo from school publications (including Yearbook).

PHYSICAL EDUCATION

Physical Education (PE) is a part of the daily instructional program at La Verne Heights. Students receive at least twenty minutes of PE each day (200 minutes each two weeks). Proper attire is expected in order to run, jump, throw, and actively participate in the PE program. Proper attire would include supportive closed-toe tennis shoes and clothes that will permit adequate movement. Participation is a large percent of your child's PE grade, therefore proper attire is essential. Children in 4th and 5th Grade will be graded on the California State Standards, effort, participation, improvement, sportsmanship and safety. Please note: children are competing with only themselves and not with others.

PTA (Parent Teacher Association)

The PTA Board is an active group of parents and school staff who seek parental support throughout the year. Everyone is invited to attend Association meetings, held each trimester. Anyone interested in volunteering on PTA may speak with the front office.

RECOGNITION OF STUDENT ACHIEVEMENT

We are proud of the students at La Verne Heights! Outstanding behavior and academics are recognized at our Student of the Month assemblies. Student of the Month categories are aligned to our Character Counts program as well as academics. 5th graders may qualify for the Presidential Award for Academic Excellence. Students who have outstanding attendance and academic growth are honored at the end of the school year.

REPORT CARDS

Grades are based on the student's individual achievement in relation to the established criteria and objectives of the class. The grades earned are indicative of the student's individual achievement rather than a competitive standing in relation to other students.

SCHOOL SITE COUNCIL

School Site Council is a group of parents and staff who guide the direction of our School Site Plan and provide direct input in regards to our school program. Parents who are interested in being elected to serve on our School Site Council may contact the office.

SMART WATCHES / GPS WATCH / APPLE WATCH

A smart watch that has independent capabilities similar to a smartphone will be treated as an electronic device and be under the same rules as a smartphone. Children who wish to wear smartwatches of any type must first have their request approved in writing. Request forms are available in the front office. Per BUSD policy, these devices may not be turned on or in use during the school day. Students who are receiving phone calls or text messages, or students who are using these devices without teacher permission may lose permission to have these devices while at school. (Reference Education Code 48901.5; Electronic Signaling Devices BP 5511)

SMOKE FREE ZONES

Smoking or other use of tobacco products by students, staff, or visitors is prohibited at all times on school property.

STAFF DEVELOPMENT

In order to provide La Verne Heights students with the most well qualified and highly trained staff possible, the District has provided teachers with non-student in-service days and compact days. These days do not take away from student instruction time, in that the state requirements for the number of days and minutes have been met.

STUDENT GOVERNMENT

The Student Council, or ASB, is made up of elected officers and classroom representatives. The Student Council promotes leadership, initiative, and responsibility. It is the duty of the representatives to report activities to their class and bring suggestions and concerns to the attention of the Council. All participants must maintain satisfactory grades, behavior and attendance. Officers must be 5th graders.

STUDENT PICK UP / DROP OFF

The drop-off / pick-up area is located within our parking lot. All families who choose to use this area are asked to follow the direction of school staff to ensure drop-off and pick-up is both safe and efficient. Children are asked to wait either along or behind “the yellow brick road,” the striped yellow area behind the yellow poles.

When arriving to the drop-off/pick-up area, please...

1. *Pull forward to the stop sign at the very top.* If you are behind a car, please pull forward directly behind the car in front of you. This ensures we are helping to unload/load as many cars as possible.
2. *Remain in your vehicle.* If your child needs help loading or unloading, we ask that you park in the street and walk. Our loading/unloading area is reserved for those families with children who are able to independently and quickly load and unload.
3. *Continue around if your child isn't ready for pick-up.* When arriving to the top of the loading area, your child must be immediately available to load. If your child isn't available, staff will ask you to loop around the lot until they are available. At dismissal, various distractions may cause children to be late. Since our goal is to dismiss anywhere from 200-300 cars in a ten minute window, we ask for everyone's support with this.
4. *Use hands-free devices and refrain from texting.* Doing so will ensure safety.
5. *Go straight or left when exiting.* We ask families to not make right turns when exiting. This slows the process for other families and is a safety concern for families using the crosswalk.

As a reminder, the front section of our school is designated as a loading zone. Cars are only to remain there for three minutes, and drivers must remain in their vehicles. Double parking will be subject to a traffic ticket. If you choose to park in our parking lot, there are only a limited number of spaces available for visitor parking. They are marked “Visitor” and are located on the north side of the parking lot. If you park in a spot designated as “Staff,” your car is subject to tow. **Please note: For their safety, children are not permitted to cross the parking lot. They should only use the sidewalk area.**

If you are parking across the street, please ensure your child's safety by crossing the street with them. Please do not let them cross the street alone or watch them from your car. Please also ensure you are legally parked. The police department will cite drivers parking even momentarily at the red curb, in the driveway, inappropriately in disabled parking, or double parking on the street in front of the school. Our utmost concern is for the safety of our students. Your cooperation is greatly appreciated.

STUDENT STUDY TEAM/RESPONSE TO INTERVENTION

Students who have academic, behavioral, attendance, or health needs may be referred to either the Student Study Team Process (SST) and/or Response to Intervention Team (RTI). SST/RTI teams may include classroom or special education teachers, the Principal, and other support personnel as needed. The group discusses a student's particular need and provides recommendations to assist the classroom teacher in helping each student reach his or her potential. In the event that a student is struggling to master grade level concepts or exhibiting behavior that prevents learning, the school team may initiate a Student Study Team (SST) meeting to identify possible supports. Families will be contacted to attend a meeting where we will discuss the student's strengths, areas of need, and possible support. Parents and guardians can request a meeting if they have concerns for their child's progress. Please contact your child's teacher to learn more.

TARDIES

Being tardy is a disruption to the learning process. Repeated tardiness will require a parent conference. In the case of on-going tardiness, the student and parent may be referred to the School Attendance Review Team or School Attendance Review Board. Please remember, students must be in their assigned seat when the 8:00 a.m. bell rings.

TECHNOLOGY

Students have access to a wide array of technology at La Verne Heights, including desktops and Chromebooks. Also, multimedia projectors and interactive StarBoards are installed in each classroom. The entire school is connected to a wide area network (WAN) and our library, classrooms, and office are connected to the internet wirelessly.

TELEPHONE CALLS

The office telephone is for school business use only. Students are not allowed to use the telephone except in emergency situations (forgotten musical instruments, missing library books, or forgotten homework are not an emergency). Please note that the office cannot guarantee messages to be delivered to your child during the day, but an email can be sent to the classroom teacher should you need to relay a message. All calls related to your child will only be accepted from parties authorized on the emergency card and verification of authorization will be made.

TRUANCY

Attendance is mandatory. Students who willfully miss school or are tardy 3 times in excess of 30 minutes without the consent of their parents or school personnel are considered truant from school. The school will make every effort to remediate the behavior of students who are truant. Remediation may include formal letters, parent conference, referral to the School Attendance Review Board (SARB), and a referral to the District Attorney (Ed Code 48200 and 48262).

VISITORS

All visitors and volunteers must check-in and check-out through the main office, no matter how short the stay or whether they enter a classroom or not. Visitors must present a photo identification that will be processed using the Raptor Visitor Management System. Students arriving past 8:00 am must also enter through the main office and obtain a tardy slip. Knowing who is on campus will help us provide for the safety and security of all of our students. The following guidelines have been adopted for all visitors:

- District policy states that the teacher must have notification and consultation at least 24-hours prior to classroom visits.
- Upon entering the classroom, introduce yourself to the teacher and ask where you can sit during your visit.
- Do not disturb the lesson in progress. Save questions for after class time.
- Confidentiality is important. Please remember that other students have a right to privacy. Anything that you observe regarding other students should be kept confidential, e.g. teacher comments, grades on papers.
- Classroom visitors must be over the age of 18. Non-school age children are welcome at Student of the Month assemblies, Dance Festival, Walkathon, and after school events, but are not permitted at other during school events or field trips.

VOLUNTEERS

If you are interested in volunteering in your child's classroom, please check in with your child's teacher. Classroom volunteer selection is up to teacher discretion based upon classroom needs. As children get older, they become more independent, so there may be more classroom volunteering opportunities in the lower grades than in the upper grades. Our PTA welcomes your support, so please reach out to them if you are interested in supporting LVH beyond the classroom. The BUSD Volunteer Policy outlines specific requirements for volunteers which are based on the number of hours and breadth of contact with students. Please refer to this policy for specific information about requirements for photo identification, fingerprinting and TB testing.

WHITE SLIP (TICKET)

One form of parent communication regarding student discipline is called the White Ticket (or White Slip). The purpose of this slip is to inform family members of the concern and identify alternatives to the behavior of concern. We ask the parent to sign and return these slips the day following the incident. Your signature does not indicate agreement with the incident or the consequences; it lets us know that you have seen the White Ticket. If you have questions or concerns about the information, please contact your child's teacher or school administration.

APPENDIX

The following pages contain important reporting information on legal policies and guidelines required to be included per state and federal law as well as district administrative regulations. Should you have any questions, please feel free to contact the Principal at 909-971-8205.

STUDENT INFORMATION

EDUCATION CODE, PROCEDURE AND POLICY

Uniform Complaint Procedures

Under annual notification requirements of the Code of Regulations, Title 5, Section 4622, the district announces its Uniform Complaint Procedures. Complaints may be filed by any individual, public agency or organization regarding an alleged violation by the district of federal or state law or regulations governing educational programs including adult education, career/vocational education, child development, consolidated programs, migrant education, special education, child nutrition, and civil rights grantees including gender equity or allegations of unlawful discrimination.

The district's Policy 1312 provides a 60-day timeline for mediation/investigation, review, and appeal. The policy also describes the right of the complainant to appeal to the California Department of Education within 15 days after the local agency's written report is issued.

Discrimination complaints must be filed no later than 6 months from the first acknowledgment of the complaint. The district must protect the confidentiality of the parties and the facts related to any discrimination complaint.

Civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders may also be available to complainants outside of the district's UCP process, (EC262.3). The timeline for seeking civil law remedies in discrimination complaints stipulate that the complainant may not pursue such remedies until 60 days after filing an appeal to the California Department of Education, (EC262.3).

Students

If you have a problem or complaint about school, talk with your parents about it. After that, talk with your teacher, counselor or principal about your problem. The school will help you follow the Uniform Complaint Procedures under the annual notification requirement of the Code of Regulations, Title 5, Section 4622.

If your problem regards an alleged violation by the district of federal or state law or regulations governing educational programs, including adult education, career/vocational education, child development, consolidated programs, migrant education, special education, child nutrition, and civil rights grantees including gender equity or allegations of unlawful discrimination persists, you or your parent may file a complaint. The school has 60 days to help you solve your problem. If you are still unhappy or unsatisfied, you can appeal your complaint to the California Department of Education within 15 days.

Discrimination complaints must be filed no later than 6 months from the first acknowledgment of the complaint. The district must protect the confidentiality of the parties and the facts related to any discrimination complaint.

There are also civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders that can help you resolve your complaint. These are available to you outside of the district's Uniform Complaint Procedures process. You must wait 60 days after appealing to the state to begin this process.

The Uniform Complaint Procedures and Title IX Compliance Officer is:

Carl Coles
Assistant Superintendent Human Resources Development
115 W. Allen Ave.
San Dimas, CA 91773
(909) 971-8200

Positive School Climate

The District desires to provide an orderly and caring learning environment in which students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. The staff shall encourage and reward success and achievement, participation in community projects and positive student conduct.

The District shall encourage attitudes and behaviors that promote mutual respect and harmonious relations. The school shall promote nonviolent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices. The school administration may initiate campus beautification projects, buddy systems, vandalism prevention campaigns, and other programs in which students may identify and solve problems that affect their school.

Students shall not bully other students or use vulgar, obscene, or fighting words. Students who do so shall be subject to appropriate counseling and discipline in accordance with the law.

Strategies that encourage classroom use of cooperative learning strategies that foster positive social interactions among students from diverse backgrounds are promoted throughout the school. The District shall provide instruction and counseling designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias, and show them how to deal with discriminatory behavior in appropriate ways.

BP 0100, BP 0200, BP0410

It is the policy of the Bonita Unified School District to maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. Any student or employee, who believes they are the subject of sexual harassment should discuss the matter with an administrator. The administrator will help resolve the concern at the stage of informal discussion or in filing a formal complaint.

BP 4119.11

La Verne Heights Elementary School is a “Drug and Tobacco Free School” and has a drug abuse resistance education program for all students. The policy and programs convey to all students that the unlawful possession, use or distribution of illicit drugs or alcohol on school property or during any school sponsored activity is wrong and harmful.

Legal Reference:

EDUCATION CODE

35160 Authority of Governing Boards

35160.1 Board Authority of School Districts

48907 Student Exercise of Free Expression

48950 Freedom of Speech

Student Organization and Equal Access

The Bonita Unified School District does not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs and activities it conducts. BP5145.3

where

CHARACTER COUNTS![®]

The character education system utilized at La Verne Heights is Character Counts. Character Counts is a “framework centered on basic values called the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring and citizenship ... embraced by thousands of schools, communities, public agencies and nonprofit organizations for a simple reason – it works.”¹ Through classroom lessons, assemblies, and morning announcements, students will learn the importance of each pillar, and students who demonstrate growth and effort in each of the pillars will be awarded as Student of the Month during our monthly assemblies.

TRUSTWORTHINESS

Be honest • Don't deceive, cheat, or steal • Be reliable – do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal – stand by your family, friends, and country¹

RESPECT

Treat others with respect. Follow the Golden Rule. Be tolerant and accepting of differences. Use good manners, not bad language. Be considerate of the feelings of others. Don't threaten, hit or hurt anyone. Deal peacefully with anger, insults, and disagreements.¹

RESPONSIBILITY

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act – consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others¹

FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly¹

CARING

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need¹

CITIZENSHIP

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer¹

¹ From www.charactercounts.org, a division of The Josephson Institute



La Verne Heights Elementary School
BASIC SCHOOL RULES

Playground Rules

Students should...

- Ask permission from an adult before leaving the playground.
- Refrain from hitting balls against the buildings.
- When on the slide, only go down while sitting, facing forward, one at a time.
- Use play structure properly, without bumping or pushing others.
- Allow all students to play all games.
- Refrain from contact sports.
- Refrain from throwing rocks, sand, or any other objects.
- Show good sportsmanship.
- Only play tag on the field.
- Always walk on the blacktop and in the sand.
- Freeze at the bell and line up when the whistle is blown.
- Eat snacks in designated areas only.
- **Note:** The spinner and zip line are for 2nd-5th graders only.

Cafeteria/Lunch Area

Students should...

- Walk safely to and from the cafeteria and lunch area.
- Follow the directions given by noon supervisors or other school personnel.
- Remain in designated areas.
- Raise hands to be dismissed, throwing away trash before leaving.
- Eat their own food and throw away their own trash.
- Refrain from sharing food to ensure proper student health.
- Always talk softly and not disturb others.

Assemblies

Students should...

- Enter quietly and be courteous.
- Enter and exit at their teacher's direction.
- Keep their feet off the chairs.
- Refrain from stomping and tapping.

Classroom Rules

- Each teacher will have a specific classroom plan, which will be reviewed with students and shared with parents at Back to School Night.

DRESS CODE

The Bonita Unified School District Board of Education believes that appropriate dress and grooming contributes to a productive learning environment. It is shown that dress affects attitude and behavior, and most students who dress properly arrive at school ready to learn.

Standards for all Students

1. All students are to give proper attention to personal cleanliness, modesty and safety in dress and grooming.
 2. Clothing is to be neat, clean, safe and non-distractive.
 3. No student is permitted to attend school if their appearance is disruptive to the operation and administration of the educational process.
 4. Certain types of clothing and attire that have the potential to cause a disruption of school activities will be prohibited.
- A. Clothing, jewelry and/or accessories, which may provoke others to acts of violence, may be disruptive to the educational environment, or may be used as weapons, including but not limited to professional sports attire, gloves, hair nets, shoestrings, wristbands, belts, belt buckles, chains and any gang-identified or unsafe items are prohibited.
 - B. Clothing, and jewelry shall be free of writing, pictures, and any other insignia or indications which are profane, obscene, sexually suggestive, or which advocate racial, ethnic, sexual or religious prejudice, tagging, gambling, violence, the use of drugs, alcohol or any other illegal activity.
 - C. Only unaltered school-affiliated or solid-colored (devoid of logo or design) hats or medically/religiously-required hats, as approved by the school principal are allowed. Hats must be removed when indoors.
 - D. Footwear must be worn at all times. Students must wear footwear that is safe and appropriate for the learning environment. Students must wear shoes that have a back or strap on the heel and have a platform of no more than 1 ½ inches. All shoes must be closed toe. Footwear commonly considered as bedroom/house shoes/slippers is prohibited. Steel-toed footwear is prohibited.
 - E. Oversized clothing, including oversized white T-shirts with creased sleeves, or creased down the front and oversized and/or sagged pants are prohibited. Pants must fit and be worn at the waist without requiring alteration.
 - F. Gang-associated attire, which may include, but is not limited to belts, footwear, jackets, dark glasses not medically prescribed and worn in-doors, bandanas and/or headgear is prohibited.

- G. Shorts to the knee or longer worn with white socks to the knee and/or bib overalls (unless both straps are buckled over the shoulders at all times) are prohibited.
- H. Clothing shall not be excessively revealing and must be sufficient to conceal undergarments at all times. Examples of clothing that may be inappropriate include, but are not limited to: short shorts/skirts, low-rise pants with high-rise underwear, see-through or fishnet fabrics, halter tops, muscle shirts, tank tops (with straps of less than one inch), tube tops, spaghetti strapped clothing, off-the-shoulder or low cut tops and bare midriffs. Dress/Skirt/Pant length cannot be shorter than the tip of the middle finger when a child's arm is fully extended.
- I. Other clothing or accessories, including body markings/piercings, determined by the school administration to be a deterrent to safety or to detract from the educational process, are prohibited.

NOTE: The administration retains the sole discretion to determine if these standards are being met.

Violations of the dress code will result in progressive consequences.



**BONITA UNIFIED SCHOOL DISTRICT
STUDENT STATEMENT OF UNDERSTANDING / DISCIPLINE AGREEMENT**

SUSPENSION

California Education Code 48900: A student is subject to suspension or expulsion if he/she has:

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- (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.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a 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.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
- (t) Aided or abetted in the infliction or attempted infliction of physical injury to another person.
- (.2) Committed sexual harassment.
- (.3) Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
- (.4) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils.
- (.7) Made terroristic threats against school officials or school property, or both.

INVOLUNTARY TRANSFER

A student is subject to involuntary transfer to another school for any of the following acts:

- 1. Student in possession of or under the influence of drugs or alcohol
- 2. Student has accumulated 10 or more days of suspension within the school year
- 3. Other serious offenses at the discretion of the school principal

EXPULSION

California Education Code 48915: A student is subject to expulsion for any of the following acts:

- (A1-A) Causing serious physical injury to another person, except in self-defense.
- (A1-B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (A1-C) Unlawful possession of any controlled substance.
- (A1-D) Robbery or extortion.
- (A1-E) Assault or battery upon any school employee.
- (C1) Possessing, selling, or otherwise furnishing a firearm.
- (C2) Brandishing a knife at another person.
- (C3) Unlawfully selling a controlled substance.
- (C4) Committing or attempting to commit sexual assault or sexual battery.
- (C5) Possession of an explosive.

As prescribed by the Education Code schools shall adopt rules and procedures which are consistent with any applicable policies adopted by the governing board and state statutes governing school discipline. State statutes, as it pertains to this handbook, focuses on Education Code 48900 and Education Code 48910.

Education Code 48900, Grounds for Suspension

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(a)(2) Willfully used force or violence upon the person of another, except in self-defense

(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object 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 by the principal or the designee of the principal.

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

(d) 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 an intoxicant of any kind, and then 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.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(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, chew packets, snuff, and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(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.

(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.

(l) Knowingly received stolen school or private property.

(m) Possessed an imitation firearm.

(n) 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.

(o) 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.

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

(q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.

48900.2 Sexual Harassment - sufficiently severe or pervasive as to have a negative impact upon academic performance or to create an intimidating, hostile, or offensive educational environment.

48900.3 Hate Violence - a pupil in any of grades 4 to 12, inclusive, may be suspended or recommended for expulsion if it has been determined that the pupil has caused, attempted to cause, or threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5.

48900.4 Prohibited Actions - in addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended or recommended for expulsion if it is determined that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

48900.7 Terroristic Threats - a pupil may be suspended from school or recommended for expulsion if it is determined that the pupil has made terroristic threats against school officials, or school property, or both. A "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in the death, great bodily injury to another person, or property damage in excess

of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

Penal Code 417.27 Laser Pointers - prohibits possession of a laser pointer by any student on any elementary or secondary school premise, unless possession is for valid instruction. Further, prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

Administrative Actions for Violation of Education and Penal Codes

In accordance with BUSD Board policy, California Education Codes, and Penal Codes, consequences for the offenses listed above can include (but are not limited to):

Counseling referral

Behavior contract

Separation contract

Alternative to suspension contract

1-5 day suspension from classroom

1-5 day suspension from school

Report to law enforcement

Administrative hearing

Change of placement

Recommendation for expulsion

Restitution

School administrators retain the discretion to apply these consequences on a case-by-case basis.

LEGAL REFERENCES

EDUCATION CODE

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension or expulsion

48908 Duties of students

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

245.6 Hazing

417.25-417.27 Laser scope

CALIFORNIA CODE OF REGULATIONS, TITLE 5

300-307 Duties of pupils

UNITED STATES CODE, TITLE 42

2000h-2000h6 Title IX, 1972 Education Act Amendments