

BONITA UNIFIED SCHOOL DISTRICT

J. Marion Roynon Elementary School

STUDENT HANDBOOK

2017 - 2018



MISSION STATEMENT

Roynon Elementary School works collaboratively as part of a collegial school community to develop the whole child for academic and social success, both at the next level and throughout life, and to ensure that all children are provided the opportunity to reach their full potential. Students, parents, and school personnel are committed to a partnership which will provide a positive learning experience and a solid educational foundation for all students.



J. Marion Roynon Elementary School
STUDENT CODE

**I am Responsible
I am Respectful
I am Prepared
I am Safe**

By acting this way, I am a capable, caring, and contributing member of our community.

Ricky Song

**Roynton Raccoons, we are the best;
Roynton Raccoons, the best in the West!
See our banner big and true,
Bright with our colors, white and blue!
White for truth and loyalty,
Blue for friendship we all see;
Roynton School we all love you,
So cheer for the white and blue!**

Rah! Rah! Rah!



SCHOOL EXPECTATIONS & DISCIPLINE PHILOSOPHY

All members of the Roynon community are valued and essential for our success. We, at Roynon School, will be responsible, respectful, safe, and prepared. We believe that by acting this way we become capable, caring, and contributing members of our community.

Students have the right to learn.

Students have the right to a safe, secure environment.

Students have the right to expect a school-wide discipline plan that includes:

- Clear expectations
- Clear and consistent consequences

Students will not engage in any behavior that:

- Prevents teachers from teaching or students from learning
- Disrupts the educational process for any individual
- Creates an unsafe environment

GOALS AND RESPONSIBILITIES

Each Roynon student will:

- Develop responsibility and self-discipline
- Accept responsibility and consequences for his/her own actions
- Learn and use problem solving techniques
- Do his/her best
- Respect teachers, staff, and all adults
- Treat each other in a caring and respectful way
- Appreciate the uniqueness of each individual, regardless of ethnic background, physical and mental challenges, beliefs, and social and economic background.
- Come to school prepared for the day and be ready to learn
- Help make a safe and secure learning environment
- Follow the Roynon Home and School Compact

We at Roynon School will be Responsible, Respectful, Safe and Prepared

SCHOOL ATTENDANCE POLICY

ROYNON STUDENTS WILL:

- **Arrive at school by 8:10 a.m.**
- **Will be considered tardy after 8:15 a.m.**

If you arrive to school after 8:15 a.m.:

- Do not report to class. Sign in at the office with a parent or guardian.
- Receive a blue tardy slip to give to the teacher.

If you are absent:

- The parent or guardian will email or call the school on the day of the absence: hensley@bonita.k12.ca.us or (909) 971-8207 ext. 4712.
- Or - you may send a written note to the office the day of return with the student's full name, reason for absence, and parent/guardian signature.
- Absences not cleared within 3 days will be marked as unexcused.

Students returning to school after an injury, accident, hospitalization, or serious illness must have a medical release. This release should include any limitations and list assistance devices, i.e., crutches, sling, wheelchair, etc., and an expected date they may resume normal activities.

Excellent Attendance (formerly known as Perfect Attendance): Attendance is extremely important. However, for the health of your child and the other students, if your child is ill they should remain at home. To better match this philosophy with policy, Roynon will recognize students with excellent attendance (defined as greater than 98%), rather than perfect attendance.

Attendance problems will be remedied by:

- Official letter regarding chronic tardiness and/or absences
- SART meeting (School Attendance Review Team – School Site Level) and placement on an attendance contract
- SARB meeting (School Attendance Review Board – District Level) and placement on a district contract

POSITIVE RECOGNITION

Roynon students may receive:

- Awards for attendance, citizenship, academics, improvement, etc.
- Positive notes home from teachers
- Positive phone calls home by principal, assistant principal, and teachers
- Birthday books from the principal
- Certificates
- Special principal awards
- Individual classroom incentives

CONSEQUENCES

If Roynon students do not follow the discipline plan, the following may be implemented:

- Parent notification
- Time out
- Individual conference with student
- Loss of privileges and/or classroom consequences
- Recess detention
- Lunch detention
- Conference with principal, assistant principal, or administrative designee
- Counselor recommendation
- Classroom Behavior contract
- School Behavior contract
- In-school suspension
- Official suspension at home and/or recommendation for expulsion

SUSPENSIONS & EXPULSIONS

According to Education Code 48900 a pupil may be suspended or expelled from school for the following reasons: cause or threatening to cause physical injury; possession of a dangerous object; possess intoxicants of any kind; furnish intoxicants; cause or attempt to steal private or school property; possess or use tobacco; commit an obscene act or use profanity; disrupt school activities or willfully defy adult authority; commit sexual harassment; cause, attempt to cause, threaten to cause, or participate in an act of hate violence; engage in harassment, threats, or intimidation, directed against a pupil or group of pupils. Please see pages 11 and 12 for further Education Code information.

Zero Tolerance on Weapons and Violent Acts

The Board of Education has established a Zero Tolerance Policy on Weapons and Violent Acts (Policy 5131.7). A student will be suspended and/or recommended for expulsion if he/she brings any weapon or dangerous object to school or participates in any fighting that inflicts serious bodily injury. Dangerous objects include but are not limited to: lighters, matches, firecrackers, knives, imitation firearms and any other object of no reasonable use to a pupil at school.

Laser Pointers

Penal code 41727 prohibits students from having laser pointers at school. The laser pointer is considered a dangerous object. The law prohibits directing the beam of a laser pointer into the eyes of another, into a moving vehicle, into the eyes of a guide dog, and in the direction of and/or on the persons of law enforcement.

Prohibited on Campus

Horses, dogs, golf, bicycles, skates, skateboards, scooters, operation of model planes or cars, powered vehicles and other dangerous activities. Tobacco use is prohibited at all times.

Arrival & Before School

Roynon students will:

- Arrive at school between 8:00 – 8:10 a.m.
- **Any student that arrives to school prior to 8:00 a.m., but no earlier than 7:45 a.m., must report directly to the cafeteria. Students may not walk through the campus for any reason prior to 8:00a.m.**
- At 8:00 a.m., students will put their belongings (backpacks, lunch pails, etc.), by their classroom and go directly to the playground and will not be in the hallways, office, or between buildings
- Report directly to their classroom **on rainy days**
- Not carry any type of medication in their backpacks during school time

Street & Parking Lot Safety

Roynon students will:

- Act safely at all times
- Not walk across the parking lot and stay on the sidewalks at all times
- Cross at crosswalks at all times and enter and exit cars at the curb only
- Wait on the sidewalk for an adult to walk them across the street when coming from the north campus **and** when the crossing guard is not on duty

GENERAL RULES AND BEHAVIOR

** SAFETY FIRST **

On the Playground

Roynon students will:

- Respect one another
- Not play tag or chase, not fight, “play” fight, wrestle, or use karate
- Not touch, push, kick, pinch, spit at, throw anything at, etc.
- Play fairly and obey the judge’s or umpire’s decision
- Not run through courts or games that others are playing
- Promptly follow directions of all adults the first time they are given
- Follow the rules of the game, not throw sand, rocks or objects
- Use appropriate language (no name calling, swearing, teasing, insults, etc.)
- Not bring toys, play equipment from home
- Walk on the blacktop, run on the grassy playground areas only
- Kick balls on the grassy playground areas only
- Clean the snack area, eat snacks in the snack area only
- Stay away from stray animals no matter how friendly they appear

Boundaries

Roynon students will:

- Play in designated supervised areas only, not play near the perimeter of the fence
- Not play between buildings, portables, or storage bins

On the North side of the campus, Roynon students will:

- Stay south of the trees, stay away from the baseball diamond, not play behind buildings

Handball

Roynon students will:

- Play by school rules
- Not play ball against any building

Basketball

Roynon students will:

- Play by school rules, not hang on the rim of the basketball hoops
- Not climb the pole

Playground Structure/Equipment

Roynon students will:

- Not walk, sit or stand on bars, rings, or any other hanging play equipment
- Have hands on bars and rings at all times
- Use rings, ladders and pull-up bars one student at a time
- Not have more than two at a time on the low parallel bars
- Not run or kick in the sand area
- Not dig or play underneath equipment

We at Roynon School will be Responsible, Respectful, Safe and Prepared

Slide

Roynon students will:

- Use the slide one at a time, use steps to go up the slide, not climb the slide
- Go down the slide feet first, remain sitting while going down the slide
- Move away from the bottom of the slide when turn is over
- Not climb on railings, not play around the slide

In the Classroom

Roynon Students will:

- Follow the classroom discipline plans
- Promptly follow the directions of all adults the first time they are given
- Respect the teacher and other adults at all times

At an Assembly

Roynon Students will:

- Enter the assembly quietly and as quickly as possible, be polite and respectful
- Stay in own space, sit cross-legged with hands in lap
- Watch and listen for the direction of the principal or administrative designee
- Use active listening skills as taught by teachers
- Have eyes and ears attentive to speakers and performers
- Use applause to show appreciation
- Remain seated until dismissed by teacher

In the Restroom

Roynon Students will:

- Use restroom and drinking fountains at recess times
- Always put paper towels in the trash cans only
- Not throw paper towels or wads of paper down the toilets

In the Hallways

Roynon Students will:

- Not be in hallways during any recess times without a teacher pass
- Walk in the hallways at all times and walk quietly past classrooms
- Be alert to doors opening

In the Lunch Areas

Roynon Students will:

- Stand in line, be patient, and keep hands and feet to yourself
- Take NO CUTS in line for any reason
- NOT share food items of any kind

- Talk quietly to neighbors only and use best table manners
- Not throw food, paper or other objects
- Pick up trash and leave table and eating area as clean as it was when you sat down
- Sit quietly until dismissed by campus aide
- Promptly and respectfully follow directions given by all campus aides

Dismissal Time

Roynon Students will:

- Wait to be dismissed by the teacher and walk from the classroom
- Leave the school grounds promptly; not loiter or play on school grounds
- Not disturb other classrooms
- Not wait on school property for upper grade dismissal of older brothers, sisters, other family members, or friends
- Report to Office if transportation does not arrive

Bus Line & Bus Behavior

Roynon Students will:

- Follow all school rules on the bus and at the bus stops
- Wait patiently in line, talk softly, and use proper safety procedures

Consequences: Bus Drivers will issue behavior tickets for inappropriate behavior. A child who continues to misbehave on the bus or at the bus stops may lose bus riding privileges. Consequences for bus tickets apply to all schools in the Bonita USD:

- 1st ticket – warning
- 2nd ticket – 3 days off the bus
- 3rd ticket – 5 days off the bus
- 4th ticket – 10 days off the bus
- 5th ticket – Bus riding privileges suspended for the remainder of school year

Skateboards, Skates, Roller Blades & Scooters

Students may not use skateboards, skates, shoes with wheels, roller blades or scooters to, from or at school. Skateboards are not allowed on any school property at any time as per district and city codes. Skateboards, skates, roller blades and scooters brought on campus will be confiscated from student and returned to parents.

Bicycle Policy

Roynon Students:

- Must be in grades 3-5 to ride a bike to school; wear safety helmets per state law
- Will walk their bikes on sidewalks and on campus and yield to pedestrians

Consequences: If a student is reported for any bicycle infraction, the bicyclist loses the privilege of riding to school for one week; 2nd infraction, the student loses the privilege for two weeks; 3rd infraction, the student may no longer ride a bicycle to school.

Student Dress Code

Roynon Students will:

- Follow the district dress code which includes but is not limited to:
 - Close-toed shoes must be worn at all times. Flip flops, backless shoes and backless sandals are prohibited. Shoes with wheels are also prohibited.
 - Clothing deemed to disrupt school activities are prohibited.
 - Oversized clothing and/or sagged pants are prohibited.
 - Clothing shall be sufficient to conceal undergarments at all times.
 - See-through or fish-net fabrics, halter tops, muscle shirts, tube tops, shorts shorter than mid-thigh or cut-off shorts, off the shoulder or low cut tops and bare midriffs are prohibited.
- Be allowed to wear sunglasses and sun protective hats during recess and lunch periods only.
- Be allowed to wear solid color or Roynon hats for sun protective purposes during recess and lunch periods only.
- Only unaltered school-approved hats or medically/religiously-required hats, as approved by the school principal are allowed.
- Not be allowed to wear any article of clothing, including hats, with inappropriate words, symbols, or inferences.
- Not be allowed to use hair tint/colors that distract from the learning environment.

Cell Phones

Cell phones are discouraged at elementary school. If a child possesses a cell phone at school, it will be:

- Turned off at all times
- Out of sight at all times including before and after school and up to when a child is safely off of school property.
- If a cell phone rings at school or is seen by an adult, the cell phone will be confiscated and returned to a parent only.

Other Unacceptable Items

Any item that disrupts the learning environment and/or creates any unsafe condition and/or is of no reasonable use to the pupil will be confiscated and returned to a parent only.

Procedures for Office Referrals

Adults on campus may issue students an office referral when they do not follow the school rules. These citations serve as a means of communication with parents about their child's behavior at school and as reminders to students that they are responsible for their behavior. Teachers and administrators may counsel and give consequences for not following the rules. Students in any grade may be referred directly to administration. The teacher and administrator contact/designee will complete an office referral detailing the reason and the consequences for the referral. Parent notification will occur.

REASON(S) FOR SUSPENSION: EDUCATION CODE (E.C.) 48900

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a) (2) Willfully used force or violence except in self-defense.
 - (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or intoxicant of any kind.
- (d) Offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage or intoxicant of any kind; 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) Stole, attempted to steal, or knowingly received stolen school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. (if narcotic)
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possession of an imitation firearm.
- (n) Attempted/committed a sexual assault or sexual battery as defined by 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 and/or retaliating against that pupil for being a witness.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in or attempted to engage in hazing as defined in Section 32050.
 - (r) Engaged in an act of bullying, including but not limited to bullying committed by means of an electronic act directed at a pupil or staff member.
- (s) A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
- (t) Knowingly received stolen school property or private property, but is not limited to, electronic files and databases.
- Committed sexual harassment [EC 48900.2, 212.5] (Grades 4-12 only)
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence [EC 48900.3] (Grades 4-12 only)
- Engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils. [EC 48900.4] (Grades 4-12 only)
- Made terrorist threats against school official or school property, or both. [EC 48900.7] (Grades 4-12 only)

REASON (S) FOR EXPULSION: EDUCATION CODE (E.C.) 48915
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- (a) (1) Causing serious physical injury to another person, except in self defense
- (a) (2) Possession of any knife, explosives, or other dangerous object of no reasonable use to the pupil
- (a) (3) Unlawful possession of any controlled substance, except for the first offense for the possession of not more than 28.5 grams of Marijuana, other than concentrated cannabis
- (a) (4) Robbery or extortion
- (a) (5) Assault or battery upon any school employee
- (b) (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (b) (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) (1) Possessing, selling or otherwise furnishing a firearm
- (c) (2) Brandishing a knife at another person
- (c) (3) Unlawfully selling a controlled substance
- (c) (4) Committing or attempting to commit a sexual assault
- (c) (5) Possession of an explosive; a destructive device



BONITA UNIFIED SCHOOL DISTRICT
J. Marion Roynon Elementary School
Roynon Home and School Compact
2017-2018

My parents and I have read the Roynon Elementary School Student Handbook.
We understand the consequences of both positive and negative behaviors at school.
We agree to abide by the school's rules.

Student Name

Teacher Name

Student Signature

Parent Signature

On _____ District and school rules were reviewed with my
students. Time for questions and discussion was provided to ensure that each student
present has a clear understanding of behavior standards and consequences for
misbehavior.

Teacher Signature

