

# J. Marion Roynon

## Parent/Student Handbook

### 2018 - 2019



2715 E Street  
La Verne, CA 91750

School Mascot: Raccoon  
School Colors: Royal Blue & White  
Website: <http://ro.bonita.k12.ca.us>  
Email: digrazia@bonita.k12.ca.us

Phone: 909-971-8207  
Fax: 909-971-8257

Principal:  
Assistant Principal:  
School Secretary:  
Office Clerk:  
Health Clerk:  
Librarian:  
Day Custodian:

Mrs. Tammi DiGrazia  
Mrs. Leslie Sandoval  
Mrs. Miranda Philip  
Mrs. Deanna Mollard  
Ms. Kathy Booth  
Mrs. Linda Plumley  
Mr. Carlos Cruz

August 2018

Dear Roynon Raccoon Families,

We welcome you to a new school year at Roynon Elementary! I am so happy that you are a part of our family. Whether you are a Roynon legacy, veteran, or brand new member of our school community, I look forward to building a partnership that brings your children to a place of success.

In this new year, I challenge all of our students to seek out opportunities to excel and shine. With effort, persistence and a positive attitude, great things will happen. Success will require a commitment to learning, regular school attendance, positive attitude, consistent effort and always remembering to be respectful. The support from parents will help to amplify this message.

**Please take the time to read through this handbook in its entirety.** It is meant to be a guide about our policies. All Roynon families are expected to follow the policies and procedures herein.

The first day of school for the 2018-19 school year is Monday, August 20. If you would like to walk your child to their classroom on the first day of school, it is welcomed. Please be sure, however, to make your way to the exits at the sound of the 8:15 a.m. tardy bell so that teachers can begin the school day. Parents are not permitted on the blacktop or playground area. After the first day of school, we ask that you walk your child to the front entrance of the north or south campus and then allow your child to walk to their classroom on their own (Kindergarten is an exception). Parents are not permitted to wait in the hallways.

At dismissal time each day, we ask that parents meet their child's class at the pick-up area designated by your child's teacher (Grades K-2) or wait outside the front of school along E Street (Grades 3 - 5) in order to minimize distractions and ensure campus safety. Parents are asked not to enter or wait in the hallways at the end of the school day unless they have an appointment to speak with a teacher.

We look forward to seeing everyone on Wednesday, August 22nd at our Back to School Night. The event will begin at 5:30 p.m. More details will be emailed or sent home in the near future.

I look forward to working with you and your children this year. Let's make great things happen!

Sincerely,

*Tammi DiGrazia*

Tammi DiGrazia

Principal

909-971-8207

[digrizia@bonita.k12.ca.us](mailto:digrizia@bonita.k12.ca.us)

# Connect with Roynon Elementary



Follow us on **Twitter** "Roynon Raccoons"  
**@roynonraccoons**



Follow us on **Instagram** "roynonraccoons"



Like our **Facebook** page:  
**"Roynon Raccoons"**

[www.facebook.com/RoynonBUSD](http://www.facebook.com/RoynonBUSD)



Sign up for **Remind** (see next page) to receive text messages sent to your phone and keep up to date with the latest information

Access our school website: **ro.bonita.k12.ca.us** for a scrolling calendar of dates and other important information.

# #roynonraccoons

# Stay Connected with Roynon

This year, we are using **Remind** as a schoolwide tool to help keep you informed about school events, PTA activities, and important information. This is separate from any **Remind Class** that your child's teacher may be using and each has a unique class code. The messages you receive will be sent directly from our school office to all members of the Roynon Community that sign up. Individualized messages will not be sent out. **Remind** is a free service that allows us to send quick messages via text, push notifications, or email to everyone involved at Roynon. You will be able to stay informed without revealing your personal contact information. Signing up for **Remind** is easy.

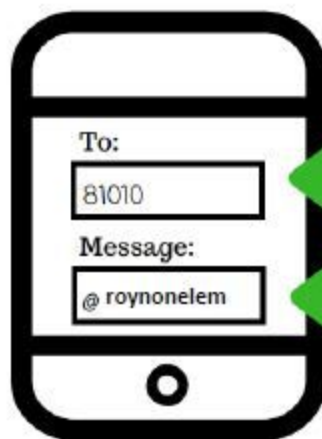
## Remind App

### To Receive Messages via Text:

1. Text @roynonelem to 81010
2. Reply to the message from the Remind team with your first and last name and you're in!

### To Receive Messages via Push Notification:

1. Download the Remind app on your Android or IOS device
2. Once you've downloaded the app, create a parent account with your email address
3. Go to the classes tab, tap the + , and enter our unique class code @roynonelem. That's it!

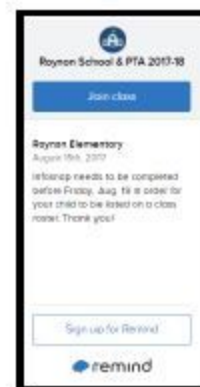


Enter this number.

Text this message.

You can also sign up for Remind on our website.

[ro.bonita.k12.ca.us](http://ro.bonita.k12.ca.us)





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# ***Roynon Elementary School Calendar Dates***

Roynon’s complete school calendar can be found on our school website:

<http://ro.bonita.k12.ca.us>.

Below are key dates for the 2018-2019 school year.

Please note that the dates of some school events are subject to change.

August 17, 2018	Kindergarten Orientation
August 20, 2018	First Day of School
August 22, 2018	Back-to-School Night
September 3, 2018	No School ~ Labor Day
September 17, 2018	Kindergarten Dismissal Time Changes to 1:10 p.m.
September 25, 2018	Fall Picture Day
October 3-5, 2018	Parent Conferences-Minimum Days on Oct. 3 & 4, No School Oct. 5
November 2, 2018	No School ~ Staff Development Day
November 9, 2018	No School ~ Veterans Day
November 19-23, 2018	No School ~ Thanksgiving Break
December 21, 2018	Minimum Day - 12:35 p.m. Dismissal
Dec. 24 - Jan. 4, 2019	No School ~ Winter Break
January 21, 2019	No School ~ MLK Jr. Holiday
February 11, 2019	No School ~ Washington’s Birthday
February 18, 2019	No School ~ Presidents’ Day
March 5-7, 2019	Minimum Days ~ Parent Conferences
March 8, 2019	No School ~ Staff Development Day
March 25, 2019	Kindergarten Dismissal Time Changes to 2:15 p.m.
March 29, 2019	Roynon Raccoon Run/Minimum Day
April 1-5, 2019	No School ~ Spring Break
April 16, 2019	Spring Pictures
April 22 - May 3, 2019	CAASPP/SBAC Testing ~ Grades 3 - 5
May 23, 2019	Open House
May 27, 2019	No School ~ Memorial Day
June 6, 2019	Last Day of School - 12:35 p.m. Dismissal

## --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.*

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## --School Expectations --

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
- 

## --Student Goals & 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

# **SCHOOL POLICIES & PROCEDURES FOR SUCCESS**

*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 to review these pages with your student(s) at the beginning of the school year and periodically throughout the year. Please feel free to contact our office or your child's teacher should you have any questions.*

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## **--Acceptable Use of Technology--**

The Bonita Unified School District provides employees and students with access to the internet. All technology should 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 technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students are expected to abide by the BUSD Student Technology User Agreement.

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## **--Accidents & 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 in your child's emergency contacts 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 ID 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 or ride the school bus home.

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## **--Appointments--**

We urge families to schedule medical and other appointments on non-school days and in the afternoon of compact and minimum days. If it is necessary for students to leave school before dismissal, parents, must sign their child out from the main office and provide photo identification. If a child returns to school following an appointment, they must check in at the office to be readmitted to class. Students who leave early may not be eligible for the Excellent Attendance Award at the end of the year.

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## **--Arrival Time/Procedures--**

### **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 8:00 a.m., as there is no supervision.*
- 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



## --Attendance Policy--

State law requires that students be in school unless they are ill. (Please, do not send your child to school with a fever. Students should be fever free for 24 hours before returning to school.) The State of California uses "positive attendance" which means that any absence other than illness or bereavement is unexcused. The school calendar provides for extended weekends throughout the school year. Parents are strongly encouraged to schedule trips and family outings during these times to eliminate the need to interrupt a child's learning process.

### **Roynon students will:**

- Arrive at school by 8:10 a.m.
- Be considered tardy after 8:15 a.m.

### **If a student arrives to school after 8:20 a.m.:**

- Students may not report directly to class. They must sign in at the office **with a parent or guardian**.
- If the student is in grades K - 2, the parent must escort the child directly to the classroom after receiving a blue tardy slip from the office.
- If the student is in grades 3 - 5, the student is to walk directly to class after receiving a blue tardy slip from the office.

### **If a student is absent:**

We ask that the parent/guardian email or call the school on the day of the absence. If an email is sent, please include the student's full name, date of absence, reason for absence, and name of parent/guardian sending the email -- **Or** -- Parent/Guardian 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.**

**Absence Email:** mollard@bonita.k12.ca.us **Absence Phone Number:** (909) 971-8207 x4712

**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 Award:** 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. The 98% averages out to three or less marks on the attendance record for the year, which include absences, tardies, and early departures.

### **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

## --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; 2<sup>nd</sup> infraction, the student loses the privilege for two weeks; 3<sup>rd</sup> infraction, the student may no longer ride a bicycle to school.

The school is not responsible for lost, damaged, or stolen bicycles. Parents should discuss bicycle and pedestrian safety with their children.

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## --Breakfast--

Breakfast is served in the MPR at 7:45 a.m. each morning. ***Students must be in line by 8:00am to be served.*** Late bus riders will be served. Students who participate must remain with the supervisory staff at the blue lunch tables until 7:45 a.m., at which time they will be released for recess. Breakfast is available for \$2.25 each school day. The reduced meal price for breakfast is 30 cents.

Those households that participate in the National School Lunch Program that qualify for Free or Reduced meals need to complete a Meal Application each school year. It can be completed online at <https://mealapps.bonita.k12.ca.us>. A paper copy can also be picked up in our school office.

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## --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 BUSD:

- 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
-

## --Cell Phones --

*According to Board Policy 5131 and pursuant to Education Code 48901.5, "schools may restrict students' use of electronic media devices including, but not limited to, video/music players, cellular phones or pagers at school and school events if such use is disruptive to the educational program. Permitted devices shall:*

- 1. Be deactivated and out of sight during class time and at any other time as directed by a school or district employee, unless specifically allowed by a school or district employee for educational purposes*
- 2. Not disrupt the educational program or school activity*
- 3. Not violate school rules and procedures*
- 4. Not be used to violate the privacy of other students, teachers, or school staff*
- 5. Not be used for cyberbullying, dissemination of inappropriate electronic visual or text material, or posting of inappropriate material on the Internet as determined by a school or district employee*

*Appropriate disciplinary action will be taken for students who violate conditions stated above. A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events.*

**At Roynon**, we discourage cell phones for elementary students. However, if a child possesses a cell phone at school, it shall 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 a parent will need to set up an appointment with administration to pick up the phone.

(See also **Smart Watches**)

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## --Curriculum Standards --

BUSD has developed and adopted Common Core State Standards as per California state mandates. These curriculum standards provide our students with curriculum and assessment tools aimed at improving student achievement. Student progress will be monitored using multiple forms of assessment, including district benchmark assessments and CAASPP (SBAC) tests for students in grades 3-5.

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## --Discipline Plan--

We believe all students have the right to learn, and all teachers have the right to teach. Each teacher has established their own discipline plan, specific to their own classroom culture. Should a student not respond to the classroom teacher or the behavior become detrimental to the learning environment or the safety of others, students may be referred to the office. When referred, administration follows a progressive discipline plan in alignment with the BUSD administrative regulations. Please note, our staff is only able to discuss student consequences with each child's own parent. This allows us to respect the privacy rights of all students.

## --Discipline Policy--

### **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
- Certificates
- Special principal awards
- Individual classroom incentives
- Roynon Rockstar Card (redeemable for a prize)

### **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 20 and 21 for further Education Code information.

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## --Dismissal Procedures--

Students are supervised by staff for ten minutes past the dismissal bell. After ten minutes, children are brought inside and must be signed out by a pre-designated person on the child's emergency card. This is marked on the child's attendance records as a "late pick up" and is a part of the child's attendance record. Kindergarten students have a 1:1 direct pick up daily. Teachers will positively identify each person who is picking up a kindergarten student. 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. Children who are walking home should go directly home after school.

### **At 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
- Due to safety concerns, the blacktop areas are closed to students and families once school has been dismissed until 5:00 p.m. each day on the north campus and 6:00 pm on the south campus.

**Regular Dismissal:** Students in grades 1 - 3 are dismissed at 2:15 p.m. each day, and students in grades 4 & 5 are dismissed at 3:00 p.m. each day, with the exception of all Thursdays, which are compact days. On regular dismissal days, students in the grades 1 - 3 must be picked up within 10 minutes of their dismissal time. They may not wait for an older sibling without a parent.

**Compact Day Dismissal:** Every Thursday is a compact day. On Thursdays, students in grades 1 - 5 are all dismissed at 1:15 p.m. Please plan ahead on these days, as the streets get very crowded.

**Minimum Day Dismissal:** The following days have been designated as MINIMUM DAYS at ROYNON for the 2018-19 school year: **August 24; October 3 & 4; December 21; March 5 - 7; March 29; May 24; June 6** All students in grades 1 - 5 will be dismissed at 12:35 p.m. on the above minimum days. Please plan accordingly.

**Kindergarten Parents:** Please refer to dismissal times provided to you by your child's kindergarten teacher, as kindergarten dismissal times are different.

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## **--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. Students must wear footwear that is safe and appropriate for the learning environment. Shoes must have a back or a strap on the heel and a platform of no more than 1 ½ inches. **All shoes must be closed toe.** Flip flops, backless shoes and backless sandals are prohibited. Steel-toed footwear and 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.
- Sunglasses and sun protective hats may be worn during recess and lunch periods only. Hats, caps, and other head coverings shall not be worn indoors. Hats should be solid color and free of logos, except for the BUSD logos.
- Any article of clothing, including hats, with inappropriate words, symbols, or inferences is prohibited.
- Hair tint/colors that distract from the learning environment are not allowed.

*NOTE: The administration retains the sole discretion to determine if these standards are being met. The first time a student violates the dress code, a warning will be given and parent contacted for change to appropriate clothing. Progressive discipline will follow if the dress code continues to be violated.*

## --Early Release--

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 in the student's contacts provided by parents. Please be aware that when students leave early it will affect their attendance, and could affect achievement and awards.

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## --Education Codes--

Our staff and administration fully enforce the California Education Code. Although all discipline is handled progressively, children may be assigned differentiated consequences based on incident severity. Although all sections of California Education code 48900 through 48951 are enforced, we have included information below on some of the key codes we ask families to review with their children. Our goal is to ensure the safety of our students and staff at all times.

**48900(a)(1)** Students are not permitted to cause, try to cause, or threaten to cause harm to another person. This includes students, staff and all people.

**48900 (b)** Students may not bring knives or other dangerous objects to school.

**48900 (f)** Students may not cause or try to cause damage to school or private property. This includes vandalism and graffiti.

**48900 (g)** Students may not steal or try to steal school or private property.

**48900 (i)** Students may not use profanity or vulgarity in any form toward anyone, including all students, staff, and people.

**48900 (k)** Students may not be defiant towards school staff, disrupt school activities, or disturb instruction.

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## --Emergency Contacts--

It is important to keep emergency contacts updated in case of 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.

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## --Emergency Procedures--

In the event of an emergency such as an earthquake, fire, or lockdown, please be assured that the staff of Roynon Elementary, in conjunction with the Bonita Unified School District, have established procedures in place. Your child's safety is our number one priority, and monthly drills allow us regular opportunities to prepare for various emergencies. Listed 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.** (See above)

**Know our student release procedures.** In the event students are released from school, we will require you to have your photo identification available. Students will be released from either the front office area or the blacktop area on one or both campuses, which ever location is the safest for students and staff.

**Follow the directions of the Roynon Elementary 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 safe and well-being of all students.



The Eudulink Phone Notification System, Remind, email, and social media may be used in the event that we need to contact families. We strongly recommend that you regularly update our school in the event that there are changes to your phone number or email address.

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## --Health & Medication--

- No medication of any kind may be carried by a student at any time. This includes cough drops, aspirin, medicated lip balm, etc.
- If your child has special health concerns, please inform the classroom teacher and health clerk/school nurse, so we can be of assistance.
- When a student is taking prescribed medication during school hours, the medication must be checked into the health office and dispensed by office personnel.
  - A parents release form and physician's statement must be signed and on file for any medications. It can be downloaded from our school website.
- Whenever a student has a contagious disease or a broken/sprained limb requiring a sling or cast, the school health clerk MUST be contacted before the student may return to school. A doctor's note is required for a student to return to school activities.

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## --Homework Policy--

According to BUSD's Administrative Regulations, BUSD recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding. Homework assignments shall be reasonable in length and appropriate to the grade level. The number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

At the beginning of the school year, our teachers communicate homework expectations to students and their parents/guardians. Although it is the student's responsibility to complete assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a student repeatedly fails to complete his/her homework, the teacher will notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.

### **Makeup Work**

Students who miss school work shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence.

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## --Independent Study--

We have Independent Study contracts available and ask that you please request them in advance for unavoidable absences of five days or longer.

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## --Lost & Found--

In order to avoid losing an article of clothing, please identify with permanent ink all articles of clothing, lunch boxes, and other items your child will be wearing or bringing to school.

If your child misplaces an item, the first place to look is in the classroom. After that, items may possibly be found in the blue primary "Lost & Found" container located on the east side of room K37 on the north campus or in the upper grade "Lost & Found" area located around the Bicycle Area between School Age Care and Room 27 on the south campus.

Items not claimed are donated to a local non-profit every few months.

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## --Lunch--

Each day, parents should plan for their child to purchase a hot lunch at school or bring a nutritious lunch from home. *Fast food lunches do not meet district nutritional guidelines and are not an appropriate treat during the school day. They can also be disruptive to our academic environment. Sweets, sodas, and fast food are strongly discouraged. If you do choose to bring a fast food lunch for your student, please do so only on a special occasion, not on a regular basis. Please do not bring soda, as it is not allowed and will not be given to your child. Please see the BUSD Wellness Policy for more information.*

We do require all students to eat lunch. You will be notified if your student is not eating. Lunches are available for purchase. Lunches are \$3.00 per day. Students may bring lunch and purchase milk for 50 cents or bottled water for 25 cents.

In order to not disturb classrooms, students are not called up to receive late lunches in the office. Lunches brought late will be put on a cart for the student to look for outside the cafeteria. Parents must label the late lunch. Lunch money brought late will be left in an envelope for the cafeteria supervisor. Due to inclement weather, lunch times may change without notice.

**There are several options to pay for lunches.** (1) Students may pay for their meal daily at the point of sale. (2) Student accounts can be prepaid by cash or check payable to Bonita USD Food Services at the point of sale. (3) Student accounts can be prepaid using a debit or credit card at [www.myschoolbucks.com](http://www.myschoolbucks.com). You need your students permanent school ID number when purchasing online. When you do so, the credit is automatically applied to your student's account. Call the school office and we will be happy to provide you with that number. We encourage students eating in the cafeteria on a regular basis to prepay. This reduces the stress on students and loss of money.

If a student forgets, or does not have enough money for the cost of a meal, they will be able to charge three (3) full meals to their account. Students with a balance due over \$10.00 will be provided a meal and the parent/guardian will be notified.

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## --Parents As Partners--

As partners in the educational process at Roynon Elementary, we ask parents:

- To set rules, times and limits so that your child:
    - gets to bed early on school nights
    - arrives at school on time and is picked up on time at the end of the day
    - is dressed according to the school dress code
    - completes assignments on time
    - has lunch money and/or a nutritional sack lunch every day
  - To actively participate in school activities such as parent/teacher conferences.
  - To notify the school with a phone call, written note, or email when the student has been absent.
  - To notify the school of any changes of address or contact phone numbers.
  - To inform the school of any special situation regarding the student's well-being, safety and health.
  - To promptly complete and return to school any requested information.
  - To read school notes and newsletters and to show interest in the student's total education.
  - To support and cooperate with the discipline policy of the school.
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## --Prohibited on Campus--

Animals, other than those brought specifically for class purposes with permission of the teacher, are prohibited on school grounds. In addition, skateboards, golf carts, powered modes of transportation, and tobacco is also prohibited.

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 only returned to a parent.

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## --Report Cards--

**Report Cards** are important tools for communication. Report cards will be given out three (3) times during the academic school year.

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## --School Office Hours--

The school office is open on all school days from 7:30 a.m. - 4:00 p.m., Monday, Tuesday, Wednesday, and Friday. On Thursday Compact Days and ALL Minimum Days, the office closes at 3 p.m. Parents may call the school after hours and leave a voicemail message.

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## --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 our school office.

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## --Skateboards, Skates, Roller Blades--

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

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## --Smart Watches/GPS Watches--

Although smart watches provide many great benefits, they can also become a distraction in the school setting. Parents who wish for their child to wear a smartwatch 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 in this manner may lose permission to have these devices while at school. (Reference Education Code 48901.5; Electronic Signaling Devices BP 5131)

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## --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
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## --Vehicle Parking & Drop Off in the AM--

There is no drop off area for students in grades K-2. Parents will need to park in the white zone along 8th Street and walk the child to the front of the school or allow the child to exit the vehicle along the sidewalk and walk to the classroom. Please note, the white zones are 8 minute parking. Please respect this time limit, as we have a very busy street in the morning.

Students in grades 3 - 5 who are **dropped off** in the morning by car **MUST** be dropped off in the horseshoe driveway adjacent to our staff parking lot along 6th Street. Drivers should pull up to the middle gate opening so that several cars may allow children to exit at one time. Please **DO NOT** drive through the STAFF PARKING LOT at anytime or allow a student to exit the car prior to entering the gated section of the horseshoe area.

Please be aware of our BUS ZONE area in front of the MPR/Office as well as our International Symbol of Access (wheelchair symbol) signs in both parking lots. At no time should anyone park in the BUS ZONE or in a space without a California Disabled Parking placard, even if it is only for a minute. The La Verne Police Department does monitor these spaces and will be contacted if a car is in the bus zone or parked in a disabled space without a placard. Thank you for your understanding.

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## --Visitors--

School visitors (volunteers, parents, etc.) must come to the main school office. For safety and security reasons, each person is required to sign in at the office when he/she enters the campus for any reason. Visitors will be asked to show identification in the form of a driver's license or other government issued identification in order to receive a designated badge that must be worn while on campus. Visitors and/or volunteers are to sign out at the time of departure.

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## --Volunteers--

Roynon loves volunteers. NO experience is necessary. If you like working with kids, have a special talent you would like to share, our just want to be of service to the community, we'll find something you will love to do here. Contact your child's teacher or the school at 909-971-8207, and we will arrange a time that is convenient to you. Please note: Volunteers who regularly work with students are required to have a current TB skin test (showing a negative reading) on file, are screened with a Megan's law list, and may be required to have fingerprints on file with the district. Our school office staff will be pleased to assist you with any questions you may have regarding becoming a volunteer for Roynon.

## **--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.

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## --General Rules Outside the Classroom--

### **Playground Rules**

1. When the bell rings, students should stop playing immediately and start walking to their line or classroom.
2. On North Campus - 1st Grade can play on the equipment on odd numbered days and 2nd Grade can play on the equipment on even numbered days.
3. Promptly follow the directions of all adults the first time they are given.
4. Students should stay out of the hallways during recess time, unless they are getting a drink or using the restroom.
5. All food is to be eaten at the blue benches, students, please clean up after yourself.
6. There is NO tag or chase allowed anywhere at school.
7. There is NO play fighting, wrestling or karate.
8. Keep your hands to yourselves at all times.
9. Play fairly and obey the judge or umpire's decision.
10. Use appropriate language: NO name calling, profanity, teasing, or insults.
11. Do not bring toys or balls from home.
12. No chewing gum and no spitting.
13. Kick balls are for grassy areas and handballs are for handball courts.

### **Play Structure Rules**

1. Use the steps to go up the slide, do not climb up it or on the side of it.
2. Go down the slide feet first.
3. No more than two at a time on the low parallel bars.
4. Do not run, kick or throw sand.
5. One person at a time on rings, ladders, pull up bars and slides.

### **Before School, Recess and Lunch**

1. Students should not be in the hallways or walking back and forth to classrooms.
2. Before school, wait at the breakfast area until the 8am bell rings, then walk out to the playground. Students may put their backpacks by their class and then head to the playground.
3. At recess, students should walk out of their classroom, do NOT run in the halls and hold the balls until you reach your play area.
4. At lunch, students should stay out of the hallways unless they are getting a drink or using the restroom.
5. Stay out of the garden box area by the library (south campus) or by the classrooms (north campus) during playtime.



# ***BONITA UNIFIED SCHOOL DISTRICT***

## **SUSPENSION**

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

- (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.
- (.2) Committed sexual harassment [EC 48900.2, 212.5] (Grades 4-12 only)
- (.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence [EC 48900.3] (Grades 4-12 only)
- (.4) Engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils. [EC 48900.4] (Grades 4-12 only)
- (.7) Made terrorist threats against school official or school property, or both. [EC 48900.7] (Grades 4-12 only)

## **EXPULSION**

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

- (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

## **INVOLUNTARY TRANSFER**

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

1. Student is 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 site administration.

