

# **J. Marion Roynon**

## **Parent/Student Handbook**

### **2023 - 2024**



2715 E Street  
La Verne, CA 91750

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**School Mascot:** Raccoon  
**School Colors:** Royal Blue & White  
**Website:** <http://ro.bonita.k12.ca.us>  
**Phone:** 909-971-8207  
**Fax:** 909-971-8257  
**Email:** [digrazia@bonita.k12.ca.us](mailto:digrazia@bonita.k12.ca.us)

**Principal:**  
**Assistant Principal:**  
**School Secretary:**  
**Office Clerk:**  
**Health Clerk:**  
**Librarian:**  
**Data Custodian:**

**Mrs. Tammi DiGrazia**  
**Mr. Raymond Delgadillo**  
**Mrs. Miranda Philip**  
**Mrs. Marianna Valdivia**  
**Ms. Ivanna Salazar**  
**Mrs. Jennifer McCartney**  
**Mr. Carlos Cruz**

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# The 7 Habits® Tree

AND REMEMBER TO  
TAKE CARE OF YOURSELF

## Habit 7

SHARPEN THE SAW®  
Balance Feels Best

THEN PLAY WELL  
WITH OTHERS

## Habit 6

SYNERGIZE®  
Together Is Better

## Habit 5

SEEK FIRST TO UNDERSTAND,  
THEN TO BE UNDERSTOOD®  
Listen Before You Talk

## Habit 4

THINK WIN-WIN®  
Everyone Can Win

START WITH YOU

## Habit 3

PUT FIRST THINGS FIRST®  
Work First, Then Play

## Habit 2

BEGIN WITH  
THE END IN MIND®  
Have a Plan

## Habit 1

BE PROACTIVE®  
You're in Charge

# A Message from Mrs. Tammi DiGrazia, Roynon Principal

Dear Roynon Raccoon Families,

On behalf of the Roynon team, I welcome you to Roynon Elementary for the 2023-2024 school year! We are happy that you are a part of our school community. We especially welcome all of our new students, including four classes of Transitional Kindergarten. We are so glad you are here! At Roynon, we are committed to our district's goal of preparing every student to live their purpose through our core values of equity, mastery, and focus on results.

We are a proud **Leader in Me** school. This school year marks our 6th year and we will continue to focus on the **Four Disciplines of Execution** this year. The Seven Habits of Leader in Me can be used both at home and at school, and we believe are even more important now. We encourage our parents/guardians to explore the Seven Habits of Happy Kids [HERE](#). [Spanish](#) and [Chinese](#) versions are also available. (These links are live in the electronic version of our Parent/Student Handbook which is available on our school website.)

Communication is key to success in school; communication between school and parent, parent and student, parent and teacher, teacher and student, etc. On the first few pages you will find several ways to stay up to date and connect with happenings here at Roynon. In an effort to be environmentally responsible, most of our communication is done electronically via cell phone or email. **Please ensure your cell phone number and email address is up to date and is consistently monitored**, as our school office communicates primarily through text and email on Parent Square regarding attendance, upcoming events, important notices, and updates. In addition, you will find other ways to stay in touch with us through Social Media on pages 3 & 4.

**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 adhere to the policies and procedures herein.

Your Partner in Education,

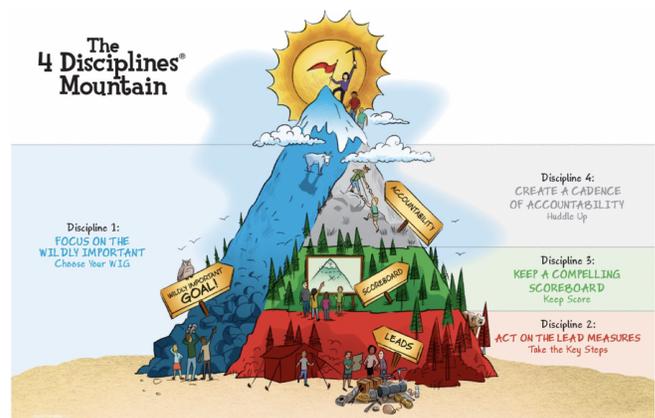
*Tammi DiGrazia*

Tammi DiGrazia

Principal

909-971-8207

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



# The 4 Disciplines of Execution

Many people are good at setting goals; far fewer are effective at achieving goals. The 4 Disciplines form a tested, sequential process that helps individuals and teams achieve their Wildly Important Goals®. Embedded in the process are valuable principles and tools for decision making, problem solving, critical thinking, and being more effective.

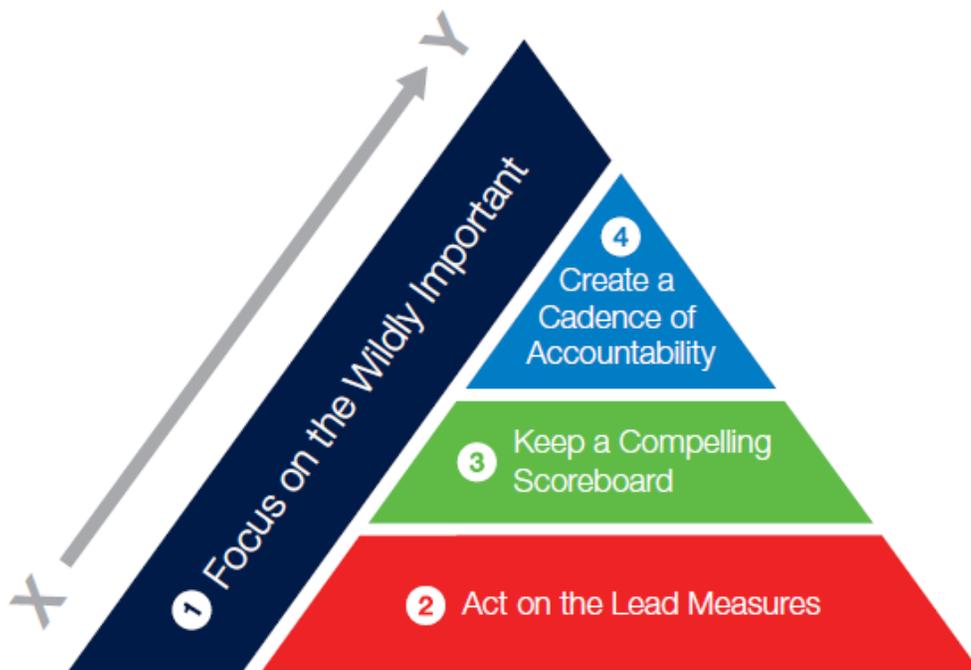
So, what are the 4 Disciplines?

**Discipline 1:** Focus on the Wildly Important

**Discipline 2:** Act on the Lead Measures

**Discipline 3:** Keep a Compelling Scoreboard

**Discipline 4:** Create a Cadence of Accountability



# *Connect with Roynon Elementary*

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Follow us on **Instagram** "roynonraccoons"



Like our **Facebook** page:

**"Roynon Raccoons"**

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

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*Access our school website at*

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

*for a scrolling calendar of important dates.*

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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>.

*\*Please note that the dates of some school events are subject to change. Check school and district website for updated dates related to school and district events*

August 18, 2023	First Grade Meet the Teacher (4:30 - 6:00)
<a href="#">August 18, 2023</a>	<a href="#">TK Orientation (5:30 - 6:30) *Parents/Guardians Only</a>
August 21, 2023	First Day of School
<a href="#">August 24, 2023</a>	<a href="#">Back-to-School Night *Parents/Guardians Only Please</a>
August 25, 2023	Minimum Day ~ 12:20pm Dismissal
<a href="#">September 4, 2023</a>	<a href="#">No School ~ Labor Day</a>
September 26, 2023	Fall Picture Day for Grades TK - 1
<a href="#">September 27, 2023</a>	<a href="#">Fall Picture Day for Grades 2 - 5</a>
October 4th, 2023	Leader in Me Family Night/Book Fair Preview/Title 1 Info.
<a href="#">October 4-6, 2023</a>	<a href="#">Parent Conferences-Minimum Days on Oct. 4 &amp; 5, No School Oct. 6</a>
October 24, 2023	Roynton Talent Show at the BCA (6pm)
<a href="#">October 27, 2023</a>	<a href="#">No School ~ Staff Development Day</a>
November 9, 2023	End of First Trimester
<a href="#">November 10, 2023</a>	<a href="#">No School ~ Veterans Day</a>
November 20-24, 2023	No School ~Thanksgiving Break
<a href="#">December 15, 2023</a>	<a href="#">Roynon PTA Holiday Extravaganza (Evening)</a>
December 22, 2023	Minimum Day - 12:20pm Dismissal
<a href="#">Dec. 25 - Jan. 5, 2024</a>	<a href="#">No School ~ Winter Break</a>
January 15, 2024	No School ~ MLK Jr. Holiday
<a href="#">January 22 - 26, 2024</a>	<a href="#">Great Kindness Challenge Week</a>
February 12, 2024	No School ~ Washington’s Birthday
<a href="#">February 19, 2024</a>	<a href="#">No School ~ Presidents’ Day</a>
February 23, 2024	End of Second Trimester
<a href="#">Feb. 27 - Feb 29, 2024</a>	<a href="#">Minimum Days ~ Parent Conferences</a>
March 1, 2024	No School ~ Staff Development Day
<a href="#">March 12, 2024</a>	<a href="#">Spring Picture Day for Grades TK - 1</a>
March 13, 2024	Spring Picture Day for Grades 2 - 5
<a href="#">March 21,2024</a>	<a href="#">Open House</a>
March 22, 2024	Minimum Day Dismissal (12:20pm)
<a href="#">March 25, 2024</a>	<a href="#">Kindergarten Dismissal Time Changes to 2:00pm</a>
March 29, 2024	Roynton Raccoon Run (Volunteers Needed) / Minimum Day (12:20pm)
<a href="#">April 1 - 5, 2024</a>	<a href="#">Spring Break</a>
May 27, 2024	No School ~ Memorial Day
<a href="#">June 3, 2024</a>	<a href="#">Field Day (Volunteers Needed)</a>
June 4, 2024	End of Year Awards Assemblies (Grades 2 - 5)
<a href="#">June 6, 2024</a>	<a href="#">Last Day of School - 12:20pm Dismissal</a>

# *J. Marion Roynon Elementary School*

## **\*2023-2024 SCHOOL OFFICE HOURS\***

Office Hours: 7:30am to 3:30pm (Monday, Tuesday, Wednesday, Friday) and 7:30am to 2:30pm (Thursday)

## **\*IMPORTANT BUSD PHONE NUMBERS\***

**School Age Care Office** 909-971-8200 ext 5361

**Roynon School Age Care** 909-971-8367

**Bus Transportation** 909-971-8200 ext 5261

**Educational Services** 909-971-8200 ext. 5301

**Student Services** 909-971-8200 ext 5321

**Specialized Services** 909-971-8200 ext. 5341

## **\* 2022-2023 STUDENT DAILY SCHEDULE\***

**Please note: Every Thursday is a Compact Day. Dismissal at 12:55pm** for all students.

(TK dismissal is at 12:00 all year. Kinder dismissal is at 1:05 until March 25th)

In addition, lunch times change on minimum days and *inclement weather* days for grades TK-5.

### **Transitional Kindergarten/ TK**

### **Kindergarten**

BELL SCHEDULE		BELL SCHEDULE	<u>INSTR. MIN.</u> (15 min recess imbedded)
<b>Transitional Kindergarten</b>  (lunch embedded in day)	8:15-12:00	<b>AUG 21 - MAR. 22</b>	Total : 255 Minutes
		8:00 - 11:00	180 Min
		<b>11:00-11:45</b>	<b>Lunch/45 Min.</b>
		11:45 -1:00	75 Min.
		<b>MARCH 25- JUNE 6</b>	Total : 315 Minutes
		8:00 - 11:00	180 Min.
		<b>11:00-11:45</b>	<b>Lunch/45 Min.</b>
		11:45 -2:00	135 Min.

# \*2023-2024 STUDENT DAILY SCHEDULE\*

## 1st, 2nd, and 3rd Grades

BELL SCHEDULE	1st Grade	2nd Grade & Lyons <small>(Room 32)</small>	3rd Grade
School Starts at 8:00am SHARP	<ul style="list-style-type: none"> <li>8:00am <i>(The first bell, which is the 8am bell, is the late bell.)</i></li> <li>Teachers will mark students tardy if they arrive in the classroom between 8:00- 8:05.</li> <li>After 8:05, all students in grades K-3 must report to the office WITH an adult for a tardy slip.</li> </ul>		
Recess	9:45 - 10:00	10:00 - 10:15	10:00 - 10:15
Lunch Times <small>Regular &amp; Compact Days Only Lunch times vary on Minimum Days and Rainy Days</small>	11:15 - 12:00	11:30 - 12:15	11:45 - 12:30
Dismissal Regular Day	2:00pm	2:00pm	2:00pm
Dismissal Compact Day Thursdays	12:55pm	12:55pm	12:55pm
Dismissal Minimum Day <small>(See 10 dates listed below.)</small>	12:20pm	12:20pm	12:20pm

\*300 Instructional Minutes Per Regular Day

\*235 Instructional Minutes Per Compact Day (Every Thursday)

\*200 Instructional minutes per Minimum Day (Aug. 26, Oct. 5,6; Dec. 23, Feb. 28, Mar. 1-2, 24, 31, June 8)

## 4th & 5th Grades

BELL SCHEDULE	4th Grade & Carr <small>(Room 27)</small>	5th Grade
School Starts at 8:00am SHARP	<ul style="list-style-type: none"> <li>8:00am <i>(The first bell, which is the 8am bell, is the late bell.)</i></li> <li>Teachers will mark students tardy if they arrive in the classroom between 8:00- 8:05.</li> <li>After 8:05, all students in grades 4 &amp; 5 must report to the office for a tardy slip.</li> </ul>	
Recess	10:15 - 10:30	10:15 - 10:30
Lunch Times <small>Regular &amp; Compact Days Only Lunch times vary on Minimum Days and Rainy Days</small>	12:00 - 12:45	12:10 - 12:55
Dismissal Regular Day	2:45pm	2:45pm
Dismissal Compact Day Thursdays	12:55pm	12:55pm
Dismissal Minimum Day <small>(See 10 dates listed below.)</small>	12:20pm	12:20pm

\*345 Instructional Minutes Per Regular Day

\*235 Instructional Minutes Per Compact Day (Every Thursday)

\*200 Instructional minutes per Minimum Day (Aug. 25, Oct. 4 & 5, Dec. 22, Feb. 27-29, March 22, March 29, June 6)

## --Mission Statement--

*At Roynon, as students, parents, and staff we:*

**L**earn to lead

**E**ncourage each other

**A**chieve goals

**D**iscover our potential/purpose

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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 a photo ID with them. In the event that you or your designated adults cannot be reached, the 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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## **--Animals--**

Animals, other than those brought specifically for classroom purposes or registered service dogs, are prohibited on the school grounds before, during, and after school. If a student wishes to bring a pet to school with teacher permission, they must submit a Pet Waiver to the school office prior to bringing the animal. Waivered 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.

\*Please note: Because animals are not allowed on campus, we ask that you do not bring your family pet to campus when dropping off or picking up your child. Dogs on leashes are not allowed on any part of our school, including the sidewalks leading into both campuses.

## --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 Kindergarten - 5th Grade students will:**

- Arrive at school between 7:30 – 7:55 a.m.
- Any student that arrives at school prior to 7:50 a.m., but no earlier than 7:30 a.m., must report directly to the cafeteria. *Students may not walk through the campus for any reason prior to 7:50 a.m., as there is no supervision.*
- At 7:50 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. There is no supervision in the hallways near classrooms.
- Report directly to their classroom on rainy days.

PLEASE NOTE: Playground supervision begins at 7:50am. Students should not arrive at school prior to 7:45am unless they are eating breakfast at school, which begins at 7:30am. When arriving at school between 7:30am - 7:45am, unaccompanied students must report directly to the outside cafeteria tables and wait there until released at the 7:50am bell. If parents would like to wait with students until the 7:50am bell, parents may wait outside the entrance to our school sites. Our campus is a closed campus (see page 14) and parents are not permitted in the hallways during arrival or dismissal.

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## --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 Kindergarten - 5th Grade students will:**

- Arrive at school by 7:55 a.m.
- Be considered tardy if he/she enters the line up or classroom after 8:00 am.

### **If a student arrives to school after 8:05 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 TK - 1, 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 2 - 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:** valdivia@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. This release must be given to the health clerk.

**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, Scooter, Skateboard Policy--**

**Roynon Students:**

- Must be in grades 3rd through 5th to ride a bike, scooter, or skateboard to school; wear safety helmets per state law
- Will walk them on the sidewalks along the perimeter of the school and on campus, as well as yield to pedestrians
- Will store them in the gated “bicycle area” between School Age Care and Room 27.

Please note: Students may not ride motorized bicycles, scooters, skateboards, etc. to school.

**Consequences:** If a student is reported for any bicycle/scooter/skateboard infraction, the rider 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/scooter/skateboard to school.

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

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## --Birthdays--

Each teacher has their own policy in regards to celebrating birthdays at school. Please be sure to consult with your child's teacher to discuss the classroom policy and to check for allergies. Many students have food allergies. If your child's teacher allows treats, they must be store bought individualized servings for the entire class. Please note that anything you do to celebrate your child's birthday here at school must be pre-arranged with the teacher prior to the date. In addition, we do not deliver balloons or flowers to the classroom. Other options to consider to acknowledge your child's birthday at school are a pencil for each student or giving a book to the classroom in honor of your child's birthday.

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## --Breakfast--

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

For the 2024-25 school year, breakfast and lunch will be free for all K-12 students, provided by the Universal Meals Program for school children in the state of California.

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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 the school year

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## --Calendar--

The school calendar is located on the homepage of the Roynon Elementary 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), English Language Advisory Committee (ELAC), and School Site Council (SSC).

## --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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## --Closed Campus--

Roynon Elementary is a closed campus. Once a student arrives at school, he or she may not leave without being checked out through the main office. All visitors are required to check in through the main office using our Raptor System. Please be prepared to show your ID.

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## --Communication with Roynon Staff--

Providing every student with a more personalized school experience is something we value. Please help us by communicating with your child's teacher (or the office staff) when a major family event occurs such as a birth, death, divorce, change of job, move, vacation, etc. We do not wish to pry, but these kinds of things can have profound effects on the children and their ability to make the most of the school experience. We have an empathetic staff, and they can help your child through these times. If you have any classroom/student concerns, please address them with the teacher privately. Teachers provide parents with their district email address and it can also be found on our website. Email and other messages sent to the teacher will typically be answered within a 24 hour period.

## --Contacting Your Child During School Hours --

Prior to your child leaving for school each morning (or the night before) please discuss after school arrangements for the day. We are unable to interrupt classroom instruction for these common occurrences. It is important that your child knows the pickup arrangements for the day (i.e. meeting location, bus, carpool, etc.) prior to arriving at school. Please provide your child with everything they need for the school day before you drop them off, such as lunch, lunch money, and jacket. Should you need to deliver anything to children once school has started, you may leave it in the front office. Items should not be delivered to their classrooms once school has started unless directed to do so by office staff for young students.

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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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## --Custody Alerts & Court Orders --

Custody disputes must be handled by the courts. As a school, we do not get involved with, mediate over, or participate in custody arguments between parents/families. By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children UNLESS a parent has a signed court order that indicates otherwise.

If a parent has a signed, current court order limiting or restraining visitation and/or rights to the child(ren) against the other parent or any other person, the school MUST HAVE A COPY of the document on file in order to carry out the court orders for restrictions or limitations. If a copy is not on file and any staff member is uncertain about the safety of a particular student-release situation, the matter will be resolved as best as possible by the site administrator or designee. Should any situation become physically violent or disruptive to the school, the La Verne Police Department will be immediately noticed to intervene.

Students will be released ONLY to adults who are listed on the emergency and enrollment documents. Students will not be released to any other adult unless the office has received prior written approval and the adult is able to provide a photo ID. **Please make sure that all information on file at the school is updated and current at all times.**

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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 becomes 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 26 and 27 for further Education Code information.

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## --Dismissal Procedures--

**TK, Kindergarten, and Grade 1:** These three grade levels have a 1:1 direct pick up daily. Teachers will positively identify each person who is picking up a student.

**Grades 2 - 5:** Students are to walk out to the grass area along E Street, where parents may either wait in their cars in the white zone (8 minutes loading/unloading zone) or meet the students in the grass area. Parents are encouraged to park in the surrounding neighborhood and walk up to meet their student in front of campus along E Street. Students may not exit campus from the gate near the library or wait near

the staff parking lot along 8th Street, as there is no supervision in this area after school. ***We only have supervision along E Street in the afternoon.***

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. 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. Only students in grades 3 - 5 may walk home without an adult.

**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 the 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 6:00 p.m. each day.

***Regular Dismissal:*** Students in grades 1 - 3 are dismissed at 2:00 p.m. each day, and students in grades 4 & 5 are dismissed at 2:45 p.m. each day, with the exception of all Thursdays, which are compact days. On regular dismissal days, students in 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 12:55 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 2022-2023 school year: ***Aug. 25, Oct. 4,5; Dec. 22, Feb. 27-29, Mar. 22, TBD, June 6*** All students in grades K - 5 will be dismissed at 12:20 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--**

We encourage students to dress in attire that reflects their readiness to learn and adheres to school safety concerns. Most students do an outstanding job of dressing appropriately for the learning environment. It is important that all students adhere to the Dress Code guidelines on the next page.

In addition, we encourage students to participate in our College Day Thursdays and Spirit Fridays each week, as well as other "special" days throughout the year.

- Every Thursday, we encourage students to wear a College Shirt to promote College & Career Readiness.
- Every Friday, we encourage students to wear a "Roynon Shirt" of their choice.

**Roynon Students will follow these Dress Code Guidelines** which includes but is not limited to:

- Closed-toe 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.
- Clothing must have appropriate messages and art work for a school environment.
- Oversized clothing and/or sagged pants are prohibited.
- Clothing shall be sufficient to conceal undergarments at all times. Shorts and skirts should fall midthigh or longer. They should not be any shorter than 3 inches down the thigh.
- Spaghetti straps or shoulder straps less than one inch wide, tops with only one shoulder, tops that do not completely cover the student's torso, or tops that do not cover all undergarments 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. Students must wear hats with the bill facing forward in order to protect the face from the sun.
- Any article of clothing, including hats, with inappropriate words, symbols, or inferences is prohibited.
- Only jewelry or accessories that do not pose a safety hazard may be worn.
- Fingernails must be clean and trimmed so as not to pose a safety hazard.
- Hairstyles must be conducive to a productive, professional learning environment and not pose a distraction.
- Hair tint/colors that distract from the learning environment are not allowed.
- No tattoos, temporary or permanent, are permitted.

*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 parents contacted for change to appropriate clothing. In some cases, the school may supply the student with clothing to finish the day. Progressive discipline will follow if the dress code continues to be violated.

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## --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 on the next page regarding 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 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.

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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, whichever 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 a 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.

Our Automated Phone Notification System, Parent Square, 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:** see page 21

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## --Independent Study--

We have Independent Study contracts available and ask that you please request them at least three school days in advance from the attendance office 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 outside the gates on north campus; in the upper grade "Lost & Found" container located near the multipurpose room (cafeteria); or along the Lost & Found wall on south campus to the south of Room 27. The area near Room 27 may only be checked by an adult outside the campus student hours of 7:50am - 2:45pm.

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

## --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.

For the 2023-24 school year, breakfast and lunch will be free for all K-12 students, provided by the Universal Meals Program for school children in the state of California.

We do require all students to eat lunch, whether it be a lunch brought from home or the lunch provided by the school. You will be notified if your student is not eating lunch at school on a regular basis.

**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 office. Parents must label the late lunch.** Due to inclement weather, lunch times may change without notice.

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## --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. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

**If your student is absent for 1 - 2 days, please do not ask the office/teacher for work.** Your student's make-up work will either be listed in the Google Classroom site (if applicable) or be sent home with your child when they return to school. On the 3rd day of your child's absence, please contact your child's teacher for makeup work to be sent home. Please give the teacher 24 hours to get the make-up work ready to be picked up by an adult in the office.

\*PLEASE NOTE: We do have Independent Study contracts available for unavoidable absences of five days or longer. Please request them from the office at least a week in advance of the scheduled unavoidable absence period.

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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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## --**Playground Hours**--

All Roynon school playgrounds, blacktop, and grass areas are CLOSED to the public from 6am to 6pm on all school days. This includes the TK and Kindergarten areas. Please do not allow your child to play on the equipment after you pick up your child from the classroom. During school events, parents who allow their students to play on the playground or play equipment must supervise their play.

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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 are 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; November 18th, March 2nd, and June 8th. They are typically sent home in the student backpack, with the exception of those attending spring parent conferences.

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## --**School Office Hours**--

The school office is open on all school days from 7:30 a.m. - 3:30 p.m., Monday, Tuesday, Wednesday, and Friday. On Thursday Compact Days and ALL Minimum Days, the office closes at 2:30 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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## --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
- 

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

There is no drop off area for students in grades TK-1. 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 2 - 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 any time 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 pull up and drop off or 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, or 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. More information regarding our newly updated district volunteer requirements can be found at:

<http://do.bonita.k12.ca.us/Parents--Students/Volunteer-Application/>

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## **--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.

## --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. Promptly follow the directions of all adults the first time they are given.
3. Students should stay out of the hallways during recess time, unless they are getting a drink or using the restroom.
4. All food is to be eaten at the blue benches, students, please clean up after yourself.
5. There is NO tag or chase allowed anywhere at school.
6. There is NO play fighting, wrestling or karate.
7. Keep your hands to yourselves at all times.
8. Play fairly and obey the judge or umpire's decision.
9. Use appropriate language: NO name calling, profanity, teasing, or insults.
10. Do not bring toys or balls from home.
11. No chewing gum and no spitting.
12. 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 7:50 am 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.

# ***BONTA 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 officials 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.