

Blandford Elementary School

# Parent & Student Handbook



2017 - 2018

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## **RUSD VISION AND CORE VALUES**

**MISSION:** The mission of the Rowland Unified School District, the progressive international community united in learning, is to empower students so that each actualizes his or her unique potential and responsibly contributes to a global society, through a system distinguished by rigorous academics, innovative use of technology, creative exploration, and nurturing learning experiences.

**INTEGRITY:** We believe in principles that support ethical decision-making, positive role modeling, and a commitment to professionalism.

**RESPECT:** We believe in the appreciation and celebration of both commonalities and diversities of individuals and groups. In addition, we will foster respect for democratic principles and citizenship; promote respect for our environment by developing responsibility for its preservation.

**SAFETY:** We believe in and are committed to providing safe schools and a secure environment for all students and staff.

**STUDENT CENTERED FOCUS:** We believe in keeping the student at the center of all decisions. Providing meaningful, challenging curriculum, programs and practices will: promote student involvement; provide equal learning opportunities; ensure a strong academic foundation and balance among basic skills; problem-solving, and critical thinking; encourage life-long learning.

**EXCELLENCE:** We believe in high standards of personal performance in pursuit of an ideal in all our endeavors, as demonstrated by: well defined expectations within a supportive environment; rigorous instructional programs; commitment to succeed.

**RESPONSIBILITY WITH ACCOUNTABILITY:** We believe that each individual can and should be responsible and accountable for his/her decisions and actions. In support of this value, we will: promote the development and empowerment of individuals and groups; develop appropriate goals and measures of success.

The Rowland Unified School District does not discriminate on the basis of race, color, national origin, religion, age, marital status, sex, or handicap, in admission or access to, or treatment or employment in, its programs and activities including adult and vocational education.

## **SCHOOL SCHEDULE**

### **OFFICE HOURS**

7:30a.m. - 4:00 p.m. Monday – Friday

### **CLASS HOURS**

#### **Kindergarten**

8:00a.m. - 1:22 p.m. Monday – Friday

#### **Grades 1 - 3**

8:00 a.m. - 2:25 p.m. Tuesday - Friday

8:00 a.m. - 1:00 p.m. MONDAY ONLY

#### **Grades 4 - 6**

8:00 a.m. - 2:30 p.m. Tuesday - Friday

8:00 a.m. - 1:09 p.m. MONDAY ONLY

### **REGULAR DAY SCHEDULE**

<b><u>Grade Level</u></b>	<b><u>Recess</u></b>	<b><u>Lunch</u></b>
Kindergarten	9:20-9:40 a.m.	11:15 a.m. – 11:55 a.m.
1 <sup>st</sup> Grade	9:40-10:00 a.m.	11:25 a.m. – 12:05 p.m.
2 <sup>nd</sup> Grade	9:40-10:00 a.m.	11:35 a.m. – 12:15 p.m.
3 <sup>rd</sup> Grade	9:40-10:00 a.m.	11:45 a.m. – 12:25 p.m.
4 <sup>th</sup> Grade	10:10-10:30 a.m.	11:55 a.m. – 12:35 p.m.
5 <sup>th</sup> Grade	10:10-10:30 a.m..	12:10 p.m. – 12:50 p.m.
6 <sup>th</sup> Grade	10:10-10:30 a.m.	12:10 p.m. – 12:50 p.m.

### **MUSIC DAY SCHEDULE (Wednesday)**

<b><u>Grade Level</u></b>	<b><u>Recess</u></b>	<b><u>Lunch</u></b>
Kindergarten	9:20-9:40 a.m.	11:15 a.m. – 11:55 a.m.
1 <sup>st</sup> Grade	9:40-10:00 a.m.	11:00 a.m. – 11:40 a.m.
2 <sup>nd</sup> Grade	9:40-10:00 a.m.	11:35 a.m. – 12:15 p.m.
3 <sup>rd</sup> Grade	9:40-10:00 a.m.	11:45 a.m. – 12:25 p.m.
4 <sup>th</sup> Grade	10:45-11:05 a.m.	11:55 a.m. – 12:35 p.m.
5 <sup>th</sup> Grade	10:45-11:05 a.m	12:10 p.m. – 12:50 p.m.
6 <sup>th</sup> Grade	10:45-11:05 a.m	12:10 p.m. – 12:50 p.m.

## **CALENDAR 2017-2018**

FIRST DAY OF SCHOOL - MONDAY, AUGUST 14, 2017  
LAST DAY OF SCHOOL - THURSDAY, JUNE 7, 2018

### **HOLIDAYS (NO SCHOOL)**

Sept. 4, 2017	LABOR DAY
Sept. 22, 2017	PROFESSIONAL DEVELOPMENT DAY
Oct. 11, 2017	PARENT CONFERENCE DAY
Nov. 10, 2017	VETERAN'S DAY HOLIDAY
Nov. 20-24, 2017	THANKSGIVING HOLIDAYS
Dec. 18-29, 2017	WINTER RECESS
Jan. 1-5, 2018	WINTER RECESS
Jan. 15, 2018	MARTIN LUTHER KING JR. HOLIDAY
Feb. 12, 2018	PROFESSIONAL DEVELOPMENT DAY
Feb. 19, 2018	PRESIDENT'S DAY
March 26-30, 2018	SPRING BREAK
May 28, 2018	MEMORIAL DAY

### **SHORTENED DAYS**

Oct. 9 & 10, 2017	PARENT CONFERENCE DAYS
Oct. 12 & 13, 2017	PARENT CONFERENCE DAYS
Feb. 5-9, 2018	PARENT CONFERENCE WEEK
June 7, 2018	LAST DAY OF SCHOOL ( <b>12:00 p.m. Dismissal</b> )

### **GRADE REPORTING PERIODS**

November 8, 2017	END OF FIRST TRIMESTER
March 6, 2018	END OF SECOND TRIMESTER
June 7, 2018	END OF THIRD TRIMESTER

## **GENERAL INFORMATION (A-Z)**

### **ABSENCE EXCUSE**

Please send a note explaining all absences or phone the office. Notify the school on the first day of any absence.

### **ARRIVAL AT SCHOOL**

It is the responsibility of parents and students to arrive at school on time. The campus gates will not be open to students until 7:50 a.m. Supervision will be provided starting at 7:30 am in front of the school. Please make appropriate arrangements to ensure that your student does not arrive before 7:30 a.m.

### **BICYCLES**

Students in grades 4th - 6th may ride their bicycles to school. California law states that **all persons riding a bicycle must wear an appropriate bike helmet.** Bicycles are to be parked and locked in the bicycle parking area only.

### **BIRTHDAY BOOK CLUB**

Each year many parents wish to provide treats for their child's classroom to celebrate a birthday. Unfortunately, this is very disruptive to the academic program and interrupts instructional time. In lieu of birthday treats, we have instilled a Birthday Book Club Program.

The school and classroom libraries are in constant need of NEW books, and our resources are limited. Parents may donate a new book for our school or classroom library in their child's name rather than bring birthday treats for a class. The book will have a custom bookplate commemorating your child's birthday placed inside the front cover. Your child and your donated book will be recognized at our monthly assembly. Please bring the book to the office to receive your Birthday Bookplate. The book will be a lasting celebration of your child's birthday and will strengthen our school libraries.

Refreshments, treats, goody bags, balloons, flowers, etc. are not permitted for birthdays.

## **BOOK BAGS, BACK PACKS & ATHLETIC EQUIPMENT**

All students are encouraged to use a durable, protective bag so that wear and tear on school materials may be lessened. Personal athletic equipment not specifically requested by a teacher is not permitted on the school grounds. Encourage students to only carry the items necessary for homework in their backpacks.

## **BREAKFAST**

The cost of breakfast is **\$1.15** (free and reduced will not pay) and will be served starting at 7:20 AM.

## **CHILD ABUSE**

In accordance with California law, school staff is obligated under penalty of fine and jail term to report a reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **CONFERENCES**

Conferences with your child's teacher are an important part of his/her education. Conferences may be arranged with a note to the teacher, calling the school or by sending an email to the teacher. School-wide parent conference week is scheduled twice a year. The Principal is available for conferences by calling 626-965-3410 for an appointment.

## **DISMISSAL**

Students should go directly home when they are dismissed unless students are registered to attend an after school program or partaking in a club, sport, or event supervised by teachers. Students are **not** to be on campus unsupervised.



## **DRESS CODE**

A dress policy is in effect. We strongly encourage students to wear the district approved clothing.

**For the purposes of maintaining safety and the continuity of the educational program, appropriateness of all clothing worn will be determined by the school administration.**

Parents will be contacted to bring appropriate clothing to school for students who violate the dress code.

### **PANTS, SHORTS, CAPRIS, SKIRTS, SKORTS & JUMPERS**

Must fit and be worn at the waist. (Undergarments may not show)

Shorts must be no shorter than fingertip length

### **SHIRTS & BLOUSES**

**Any** color or pattern

No spaghetti straps

No midriff tops, shirts must cover stomach area

Clothes shall be sufficient to conceal undergarments at all times.

**Shirts with inappropriate/derogatory slogans or designs will not be allowed.**

### **JACKETS, SWEATSHIRTS & SWEATERS**

Sweatshirts must be crew neck style or with a zip up hoodies (hood may be worn outside on cold days)

Sweaters may be pullovers or cardigans

### **MISCELLANEOUS**

**Socks** - Must be worn with shoes

**Belts** - No chains or hanging belts

**Shoes**- Closed toe shoes - NO sandals, thongs or slippers. *Crocs* are not permitted.

Tennis shoes must be laced and tied properly at all times

**Shoes with retractable wheels are not allowed.**

**Hats**- Hats may be worn outside only, and facing in the forward direction. Hats with inappropriate logo, designs or insignias will not be allowed.

**Students' clothing must not present a health or safety hazard, or a distraction which would interfere with the educational process.**

## **EMERGENCY INFORMATION**

It is very important for the safety of your child that emergency contact information is updated each year. Parents are required to create a parent Home Link account and complete the data confirmation process online each year. **Any change in address, telephone number, parent's work, physician, or name of persons authorized to pick up your ill or injured child must be reported at once.** Please come into the office to complete the change of information.

## **EMERGENCY PROCEDURES & RELEASE**

### **Fire (or other needed evacuation):**

Students evacuate to blacktop and line up at assigned sites.

### **Earthquake Disaster:**

- Duck, cover and hold
- Fire drill procedure (initial stage)
- Students move to assigned areas in center field
- School locked down for student safety
- Room-to-room search by designated staff
- Command Center to communicate with District services emergency services
- Parents or other designated adult sign-in at Student Release
- Runners get students from field area and escort them to Student Release area
- Student released to designated adult, exits through Student Release gate

### **Lockdown & Shelter In Place:**

- When announcement is made, proceed to the nearest available classroom and remain out of sight.

**Designated areas:** STUDENT RELEASE, LATRINES, FIRST AID, COMMAND CENTER, FOOD DISTRIBUTION

It is **imperative** that procedures are followed so that school has information regarding **who** picked up student, at what **time**, and their **destination**. This information will facilitate the reunion of families so it must be followed carefully. Please be patient and **ACT CALMLY** (even if you don't feel it). If children see that adults are upset, they will panic and may become hysterical, which impacts the process for a safe reunion.

In the event Blandford campus needs to be evacuated, students will be at one of the following (a sign will be left at Blandford site stating where students have been evacuated): Rowland Heights Community Center, Carolyn Rosas Park, or Rowland High School.

## **HEALTH SERVICES**

The nurse's office is located in the main office building. If a student becomes ill and needs assistance, he/she should inform the teacher and receive a pass to see the nurse/health clerk. Any on-campus injury needs to be reported to the teacher immediately. All students must have current emergency contact information on the Enrollment Identification section and Consent to Treat form on file updated through the parent Homelink account. All parents must complete data confirmation each year on Homelink to update information. Students are not permitted to leave the campus, at any time, without proper authorization from the office. Please update emergency information on a regular basis.

## **HOMEWORK**

To insure our students fully benefit from homework assignments, we need your help and support. Please be sure that your child completes assignments and that you provide a quiet place and time where your child can work.

Students should be able to complete the activity independently, however, parent support and involvement is encouraged. Assignments assist in meeting classroom objectives. Provision for options may be made in consideration of individual student and family needs. The assignments must be specific and assigned regularly. The assigned homework will have a specified due date. There are make-up assignment opportunities for students who have been absent.

## **INSURANCE**

Student accident insurance is available to parents through a private carrier. Information and forms are provided at the beginning of the school year. The school district **DOES NOT** provide accident insurance. Parents are advised that any medical expenses incurred due to injuries at school are their responsibility.

## **LIBRARY**

Blandford School has its own media center and library. Students may access information through a wide variety of books, resource materials and computer technology. Students will be held financially responsible for lost or damaged books. A \$10 fee will also be assessed for damaged/missing bar codes. Those who misuse their library privileges will not be permitted to check out books. In addition to the school library, there are public libraries in the immediate school area.

## **LOST AND FOUND**

Each year many things of value are lost by pupils of all grades. Every article that could possibly be lost should be plainly marked with your child's name. Please see that your child makes an effort to recover all belongings. Articles not claimed are given to a charitable organization several times a year.

## **LUNCH PROGRAM**

Please help your child remember to bring lunch money or a prepared lunch from home. If a student accidentally leaves home without his/her lunch, the parent may bring the lunch to school and put it on one of the two red lunch carts outside the school office. It is important that the lunch be put on the correct cart to ensure your child does get his/her lunch. It is the responsibility of the student to check the red cart. The office will not disrupt the classes to notify students of lunch deliveries.

### **Lunch Carts**

There are two lunch carts: Grade K-3 and Grade 4-6. Lunches need to be put on these cart before the specific times. Lunches will not be accepted after these time.

**Please be sure to put lunches on the correct cart.**

**Grades K-3 by 11:00 AM**

**Grades 4-6 by 11:45 AM**

Students who forgot their lunch and do not find their lunch on the cart will need to eat the school lunch for that day. They will be charged for this lunch at \$2.00 to be repaid the following school day.

### **Lunch Price**

One lunch with milk \$ 2.00

### **Milk Price**

Milk (1 carton) \$ .40

Children receiving a free or reduced lunch are not required to eat a cafeteria lunch every day. Bringing a sack lunch does not disqualify your child from receiving free or reduced lunches. Glass bottles are not permitted at school.

## **MEDICATION AT SCHOOL**

Regulations require that no pupil is permitted to carry medication, including inhalants (unless they have a doctor's note on file) or aspirin. In addition, no school personnel can dispense **ANY** medication, (over-the-counter or prescription), without a **PROPERLY COMPLETED FORM FROM THE PHYSICIAN - NO EXCEPTIONS**. Medications, properly labeled, from a physician may be kept in a locked cabinet at school. Students with a life threatening disorder (i.e..diabetes, seizures, etc.) should supply the school with a 3 day supply of medication and written instructions to be used only in the case of a disaster. All medications will be sent home in June. Contact the School Nurse for further information.

## **MEDICAL RELEASE PRIOR TO STUDENT RETURN**

A student returning to school following a serious or prolonged illness, injury, surgery, or hospitalization must have a release from their licensed health care provider prior to return to school. A student attending school with sutures, splints, casts, crutches, brace(s), or a wheelchair must have a licensed health care provider's written permission. See RUSD Parent Handbook for additional details.

## **NUTRITION**

We need your help in developing good, nutritional eating habits with our students. **Healthy snacks may be brought from home to eat at morning recess**. Students must sit at assigned snack areas on the playground while eating their snacks. Soda is not permitted at school.

### **Snack Suggestions:**

Peanut butter & crackers	Fruit juice (not soda)	Raw vegetables
Cheese and/or crackers	Fresh/dried fruits	1/2 sandwich
Beef jerky	Hard boiled eggs	Rice cakes

If you child has any food allergies, please notify the school nurse.

## **PARTIES**

Rowland Unified Regulations -a maximum of 2-3 class parties per year. Individual student's birthdays are not considered an appropriate occasion for a class party/activity. **Refreshments, treats, goody bags, balloons, flowers, etc. are not permitted for birthdays.**

## **PETS**

Pets may not be brought to school unless a special request has been made by a teacher. **DOGS are not permitted on campus**. Please do not bring your dog when you are dropping off or picking up your child from school. Even a small dog may bite and owners will be responsible (even financially) if their dog bites.

## **RECOGNITION, REWARD & AWARD PROGRAMS**

Blandford Elementary offers a variety of meaningful and motivating reward and recognition programs. Student accomplishment in the areas of academic achievement, effort, leadership, personal growth and sportsmanship activities are recognized through:

Student of the Month

Perfect Attendance Award (0 absences, 0 tardies, 0 early outs)

Honor Roll (Grades 4-6)

Principal's Honor Roll (Grades 4-6)

6<sup>th</sup> Grade President's Educational Award

Parents are invited to attend. Balloons, flowers etc. **are not** allowed to be given at the assembly or in the classroom. They become a distraction. Please save them for home.

## **REGISTRATION**

All students new to Rowland Unified School District are required to provide the following when registering:

1. Proof of birth date: Birth Certificate
2. Proof of Immunizations
3. Proof of residence (Utility Bill, Rental Contract, Mortgage Statement)
4. Parent / Guardian Identification

## **TELEPHONES**

Students may use the office phone, with permission, in case of emergency or necessary school business. Students may not call home for forgotten homework, lunch etc. Each teacher has voice mail and can be accessed by calling the office (626) 965-3410.

## CELL PHONES

Cell phones must be turned off and kept in the student's backpack at all times. They are for before and after school emergency use only. The school is not responsible for lost or stolen phones. The school reserves the right to confiscate phones being used inappropriately.

**First Violation** – Phone will be confiscated and held in the office. Phone will be returned to the student after school. Parent will be notified of first violation.

**Second Violation** – Phone will be confiscated and held in the office and only released to parent. Student will no longer have the privilege of possessing a phone at school.

**\* If a student requires a phone for before and after school safety, they will be required to check the phone into the office each morning and pick it up after school each afternoon.**

## TESTING

The RUSD has developed a balanced, rigorous curriculum for each grade level, which reflects the academic areas taught each year. Testing results are analyzed by district and site staff for the purpose of program improvement.

The CAASPP Test will be administered in Grades 3-6 during the 17-18 school year. In addition, district grade level tests designed to measure achievement are administered throughout the year. The specific test(s) to be used, grades to which they are assigned, as well as the dates of administration will be communicated to you. While assessment can sometimes be stressful, it is also necessary to provide appropriate instruction.

## TEXTBOOKS

Although all textbooks are furnished free of charge, students are required to pay for loss or damage beyond normal wear. Books, and other materials, left in the classroom and on campus remain the responsibility of the students.

## TRAFFIC SAFETY

### PARKING LOT

Parking in the parking lot is limited to **STAFF ONLY** between 7:00a.m. - 3:00p.m. Please park on the street if you need to get out of your car. **Students are not allowed in the parking lot. DO NOT at any time use the parking lot to drop off your child.**

### **DROP OFF AND PICK UP PROCEDURES**

To ensure the safety of children and adults, it is imperative that the following procedures be observed:

- Drop-off/pick-up lane: There is no parking in this lane, please keep moving forward.
- If your child has not come out after 4 minutes, please drive around the block. We need this lane to keep moving.
- Drivers must stay inside their cars in the lane and continue to pull forward as space becomes available.
- Students may load and unload only from the lane. Not in the street or parking lot.
- For safety purposes, students may only enter and exit the vehicle from the passenger side

**All drivers must follow directions and show respect for staff members on duty.**

Habitual violators will reported to local traffic authorities.

### **PEDESTRIANS**

Students are not allowed to cross in the middle of the street even when accompanied by a parent. **Students must use the crosswalk.** To ensure everyone's safety, please use crosswalks to and from the school.

### **CROSSING GUARDS**

Crossing Guards are provided to ensure student safety. Cars are not to enter the crosswalk while a pedestrian or Crossing Guard is inside the crosswalk.

*The Rowland Unified School District has given schools the authority to issue tickets to offenders.*

### **RELEASING STUDENTS**

District policy states that students cannot leave school premises during school hours without a parent/guardian signing them out. Parents or guardians who come for students before regular class dismissal must come to the office for an official release from the classroom. The office will not call for the student and have them waiting in the office until the parent arrives to pick them up. TEACHERS ARE NOT PERMITTED TO RELEASE STUDENTS WITHOUT OFFICE APPROVAL.



### **SAFETY ON CAMPUS**

It is imperative for the safety of all students that the school be aware of any non-authorized person on campus. **Upon entering the Blandford campus, every visitor MUST FIRST report to the office, sign in and wear a visitor's badge (including volunteers).** If your child walks to school, arrange for your child to walk to and from school with an adult or at least one other child. **Students MUST BE PICKED UP AFTER SCHOOL PROMPTLY WITHIN 15 MINUTES OF DISMISSAL.** There is no supervision of students after that time. Students who habitually remain at school after the 15 minute period will be referred to the **School Attendance Review Board**.

### **SELLING ITEMS ON CAMPUS**

The sale of items (other than those approved by the school) on campus by students or adults is prohibited.

### **SCOOTERS, SKATEBOARDS & SKATES**

Students are not allowed to ride scooters, skateboards or skates to school. Shoes with retractable wheels are not allowed. Wheels must be kept out of shoes and stored at home.

### **TARDIES**

Tardiness to school interferes with classroom procedures as well as student progress, and **MUST** be avoided. Students who are tardy to school must check in at the office. Students who have chronic tardies to school may be required to serve detention after school and may be referred to the **School Attendance Review Board**. Please refer to attendance policy for more information.

### **TOYS**

Toys, comic books, trading cards, etc. are not to be brought to school - they get lost, broken, are distracting, or are traded, exchanged or purchased by other students. Such things as toy guns, knives, squirt guns, radios, MP3s, and any form of fireworks are forbidden. Trading cards (baseball, Pokemon, Yugio etc.) will be confiscated.

### **VANDALISM**

A major goal for Blandford students is to show pride in themselves, their school, their community, their culture and their country. Students show pride in their school by keeping the school grounds free from trash and vandalism. Anyone who sees or knows of acts of vandalism is encouraged to report it to the school or the Sheriff's Dept. Student vandals and their parents will be fully prosecuted under the law. Parents will be financially responsible for all vandalism caused by their student. Student vandals will be

subject to expulsion from school and parents will be held responsible for all damages, under Ed. Code 48900.

**Important Phone Numbers:**

Graffiti Hotline	800-675-4357
Sheriff (Walnut)	909-595-2264
Sheriff (Industry)	626-330-3322

**VISITATIONS**

We believe that parents are an integral part of all school programs. The school welcomes parent volunteers & visitations. The following are guidelines to visitations:

- 1.) The office staff & teacher must be notified prior to the visitation.
- 2.) All visitors must register and sign in at the office & wear a visitor's badge.
- 3.) All visitors must check out through the office and return the visitor's badge.
- 4.) Visitations are limited to an agreed upon time with the teacher.
- 5.) The teacher may not be interrupted to conference with visitors.

Parents are welcome to make an appointment for a conference before or after school hours.

**SCHOOL ATTENDANCE LAW**

California State Law requires all children between the ages of six and eighteen years to attend school daily. Education Code section 48200 states that no student is permitted to leave school at recess or any other time before the regular hour of closing without the approval of the school principal or designee. Violations of this code section will be considered truancies.

**Reporting Absences**

Parents are expected to notify the school office prior to the beginning of school if their student is going to be absent. Parents should send a note with their student on the day of the student's return. The note should include an explanation for the student's absence.

**Excused Absences**

**California Education Code section 48200 defines excused absences as:**

1. Due to Illness (must have note from parent or doctor)

2. Attendance at a medical doctor's appointment (must have note from doctor)
3. Attendance at a funeral of an immediate family member
4. Quarantine by the county or city health officer
5. Justifiable personal reasons including (but not limited to):
  - a. religious holidays or celebrations
  - b. appearance in court
  - c. attendance at a funeral

All students absent from school under any of the above stated reasons are entitled to complete all assignments and tests missed during the period of absence. Completion must be within a reasonable period of time and shall be given full credit.

### **Unexcused Absences**

Unexcused absences are those absences that do not meet the above listed criteria. An unexcused absence is an absence that occurs with the approval of the parent or guardian, without a prearranged agreement with a school administrator.

### **Truancy**

Any student who is absent from school without a valid excuse for three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant (Education Code 48260).

## **ATTENDANCE**

It is important for students to come to school on time every day. Although we hope students have perfect attendance, we know there may be a time when one is sick. When a student is unable to attend school, either call the school the day of the absence or send a signed note with your child when he/she returns explaining the reason for the absence. If a student has excessive absences or tardies, he/she will be referred to the School Attendance Review Board (SARB). Students are expected to make up work missed because of an absence. It is the student's responsibility to find out what assignments were missed and return them within five days of an absence.

### **Ways to Help Your Child Have Good Attendance**

1. Make medical/dental appointments after school.

2. Establish a morning routine for you and your child to get him/her to school on time without stress.
3. Get children to bed early enough to ensure a good night's sleep.
4. Prepare school clothes, homework, lunches in advance to avoid last minute confusion.

### **Independent Study Program**

If your child is to be absent for more than **5** days due to travel or other family emergencies, an independent study contract can be arranged. We need at least **5** days to prepare the contract, so it is important for you to contact the office in advance. The contract provides your child with his/her uninterrupted school work, no unexcused absences and provides the school with the necessary attendance in order to receive State funds. Please arrange family vacation time during scheduled school breaks. Classroom instruction is extremely important to maximize academic growth. Students on Independent Study do not qualify for Perfect Attendance.

### **SART**

#### **Intervention**

After a student is identified as "truant," the school will mail a letter to the parent or guardian informing them of the student's attendance situation. Should the problem persist, an additional letter will be sent followed by a meeting of the School Attendance Review Team (S.A.R.T.). In addition to school personnel, this meeting requires that the student and the parent/guardian must be present. Failure to comply with the direction of S.A.R.T. will result in the student's referral to the School Attendance Review Board.

### **SARB**

#### **School Attendance Review Board (S.A.R.B.)**

Although voluntary compliance with mandatory school attendance laws is expected, the Rowland Unified School District has teamed with local law enforcement agencies to form the District's School Attendance Review Board, or "S.A.R.B." This board is committed to actively enforcing state laws relating to school attendance. The District's School Attendance Review Board meets bi-monthly in order to intervene with students that are defined as habitual truants.

This collaborative effort of the District and law enforcement in the S.A.R.B. process has proven to be an effective tool in correcting the troublesome problem of truancy.

Students and parents that fail to comply with the directives of this Board are referred to the Los Angeles County District Attorney's office.

The Rowland Unified School District utilizes the *S.A.R.B.* process as the last effort in a series of measures aimed at correcting a student's unacceptable school attendance. It is hoped that all students would voluntarily comply with school attendance laws.

### **District Philosophy**

It is the desire of the Rowland Unified School District that all students attend school every day. Some circumstances may necessitate a student to be absent, and those situations are certainly understandable. Before allowing a student to miss school it is hoped that parents/guardians will carefully evaluate the reason for the absence and consider the loss of important teacher to student interaction.

The district encourages parents/guardians to help their child develop good attendance habits. Here are a few suggestions:

- You are your student's best role model. Be sure you are not the reason they are absent or late.
- Have students organize their clothes, lunch, homework and projects, the night before school.
- Teach students to get up in the morning utilizing their own personal alarm clocks.
- Help students develop good sleeping habits and make sure that they are in bed at a reasonable time. (Get homework done early!)
- Allow an adequate amount of time for students to have a good breakfast.

**Remember, today's practices become tomorrow's habits.**

## **STUDENT INVOLVEMENT**

### **Activities**

Students will have the opportunity to participate in activities sponsored by Student Council. Special days are contingent on good behavior.

### **Award Assemblies**

Students may receive a variety of awards including Student of the Month, Honor Roll, and/or Perfect Attendance. Awards are based on citizenship, academics, attendance and demonstration of character traits.

### **Music**

Students in grades 4-6 have the opportunity to receive instruction in instrumental music from our music teachers. Forms are given to students at the beginning of the school year. Loan of an instrument can be arranged through the music program. Students in grades 1-3 participate in general music class once a week.

### **GATE (Gifted and Talented Education, Grades 4-6)**

In addition to in-class participation and RUSD activities, identified GATE students are offered various after-school workshop sessions.

### **Student Council**

Students in 6th grade have an opportunity to be part of Student Council. This council meets on a regular basis to discuss school related issues, and plan school-wide activities. Students must maintain good grades and demonstrate good character. Students who do not maintain the criteria will be dismissed from Student Council.

## **PARENT INVOLVEMENT**

### **Blandford Parent Group**

The focus of our parent group is to expand and enrich learning experiences for all students through assemblies, field trips and special events. This is made possible through fundraising, donations and parent & community support.

Parents are encouraged to attend meetings. Parent involvement is very important. Please volunteer and sign up for any activities in which you would like to participate. We

always need volunteers to help with the many activities that take place throughout the year. We also request your support for our fund raisers which helps support the school and provides the students with additional items which could not be covered in the regular budget.

Parent involvement is extremely important to the effectiveness of Blandford's educational program in meeting the needs of our students. At Blandford School, parents and other community members can be involved in our student's education in a variety of ways.

**You can join the fun in the following ways:**

### **Classroom Volunteer**

Tutor a child or a small group of children - Help with clerical tasks- Make instructional materials - Share your expertise and experiences- Accompany the classes on field trips  
If you are interested in being a classroom volunteer, please contact the classroom teacher.

### **School Site Council (SCC)**

The major role of the SSC is to aid in the planning, evaluating and assessing of the Single Plan for Student Achievement (SPSA). We review test scores, budget for the school year and receive parent input regarding programs and special events.

This council is composed of 5 parents, 2 alternates and 5 school representatives (2 teachers, 1 other school personnel and the principal) and 2 alternates. All of our meetings are listed on the school calendar and are open to everyone. We elect representatives but are always pleased to accept volunteers.

### **English Language Advisory Council (ELAC)**

The major role of the ELAC is to aid in the planning, evaluating and assessing the needs of Blandford's English Language Learners. We review test scores, school budget and receive parent input regarding programs and special events.

The council is composed of parents of English Language Learner students and school administration.

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

The goal of PBIS is to create a positive, safe, and consistent environment that includes the whole school community. Through a PBIS approach, we teach students social skills that are expected in classroom and non-classroom settings, reinforce students' appropriate desired behaviors, and respond appropriately and consistently to non-desired behaviors when they do occur.

Blandford School Wide Expectations include the following:


- P: Problem Solver**
- A: Always Dependable**
- W: Works and Plays Responsibly**
- S: Shows Kindness and Respect**

Students will learn the school-wide expectations during PBIS lessons and develop the knowledge and skills necessary to be successful in all areas of the school. Students will be rewarded and recognized through positive praise and have the opportunity to earn "PAWS-itive" tickets for making good choices. Monthly student assemblies are held to recognize outstanding students who demonstrate PAWS expectations.





# Show us your PAWS

	<p><b>Problem Solver (self)</b></p> <ul style="list-style-type: none"> <li>Alert staff of unsafe situations</li> <li>Keep Blandford clean</li> </ul>	<p><b>Walkway</b></p> <ul style="list-style-type: none"> <li>Stay on pathway</li> <li>Keep Blandford clean</li> </ul>	<p><b>Lunch Area</b></p> <ul style="list-style-type: none"> <li>Help others</li> <li>Keep Blandford clean</li> </ul>	<p><b>Restroom</b></p> <ul style="list-style-type: none"> <li>Report problems promptly</li> <li>Wait patiently for your turn</li> <li>Keep Blandford clean</li> </ul>	<p><b>Front of School (AM/PM)</b></p> <ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Follow pedestrian safety procedures</li> <li>Keep Blandford clean</li> </ul>
<p><b>Always Dependable (trust)</b></p>	<ul style="list-style-type: none"> <li>Follow playground and game rules</li> <li>Walk across blacktop</li> <li>Get permission to leave playground</li> <li>Freeze at whistle and go into voice level 0</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Go to and return from your destination promptly</li> </ul>	<ul style="list-style-type: none"> <li>Make healthy choices</li> <li>Eat your own food</li> <li>Stay at table</li> <li>Sit appropriately</li> <li>Wait for permission to get up</li> </ul>	<ul style="list-style-type: none"> <li>Use the restroom during recess time</li> <li>Get permission to go during class/lunch time</li> <li>Return promptly</li> </ul>	<ul style="list-style-type: none"> <li>Before entering, cell phones/technology are turned off and in backpack</li> <li>Be in line by warning bell</li> <li>At dismissal, walk to assigned area, be ready for pick up, and leave promptly</li> <li>At dismissal, technology is off and in backpack</li> <li>After school, cell phone use is for ride contact only.</li> </ul>
<p><b>Works and Plays Responsibly (environment)</b></p>	<ul style="list-style-type: none"> <li>Eat your own healthy snacks</li> <li>Eat in snack area</li> <li>Put snack trash in trash can</li> <li>Stay on playground</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the right side of the pathway.</li> </ul>	<ul style="list-style-type: none"> <li>Work together to keep table, bench, and floor clean</li> </ul>	<ul style="list-style-type: none"> <li>Use seat cover</li> <li>Flush toilet paper and seat cover</li> <li>Wash hands with soap</li> <li>Put all trash in trash can</li> </ul>	<ul style="list-style-type: none"> <li>Follow entering and exiting route</li> </ul>
<p><b>Shows Kindness and Respect (to others)</b></p>	<ul style="list-style-type: none"> <li>Use equipment for game purpose</li> <li>Use kind and encouraging words</li> <li>Invite others to play</li> <li>All games are open</li> </ul>	<ul style="list-style-type: none"> <li><b>KHFOOTY</b></li> <li>Voice level 0 during school hours</li> <li>Smile and be courteous to others</li> </ul>	<ul style="list-style-type: none"> <li>Use proper table manners</li> <li>Say please and thank you</li> <li>Voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' privacy</li> <li>Clean up after yourself</li> <li>Respect school property</li> <li>Voice level 1</li> </ul>	<ul style="list-style-type: none"> <li>When entering, walk behind teacher on duty</li> <li>Be kind and courteous to others</li> <li>Voice level 2</li> </ul>

## **CODE OF CONDUCT FOR STUDENTS**

Blandford students are expected to behave and conduct themselves in such a manner as to not disrupt the normal educational process.

The following behaviors **are not allowed** in the Blandford School environment and will be dealt with in accordance with California Education Code 48900.

Rough play, such as pushing, shoving, or kicking. "Play fighting" or pretending to fight.

Any dangerous or unsafe behavior, such as throwing objects, running in hallways, playing pranks on other people, in rooms unsupervised.

Possession of firecrackers, matches, lighters or any explosive devices, snap-pops, cap guns etc.

Actions occurring off campus but related to school will be dealt with as if they occurred at school.

### **Grounds for Suspension and Expulsion**

Students may be suspended or recommended for expulsion when the Superintendent or designee, principal, or principal's designee of the school in which the student is enrolled determines that the student has done any of the acts listed below:

**48900 (a)** 1. Caused, attempted to cause, or threatened to cause physical injury to another person.

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

**48900 (b)** Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certified school employee, with the principal or designee's concurrence.

**48900 (c)** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or an intoxicant of any kind.

**48900 (d)** Unlawfully offered or arranged or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant.

- 48900 (e)** Committed or attempted to commit robbery or extortion.
- 48900 (f)** Caused or attempted to cause damage to school property or private property.
- 48900 (g)** Stolen or attempted to steal school property or private property.
- 48900 (h)** Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- 48900 (i)** Committed an obscene act or engaged in habitual profanity or vulgarity.
- 48900 (j)** Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- 48900 (k)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- 48900 (l)** Knowingly received stolen school property or private property.
- 48900 (m)** Possession of an imitation firearm, including BB guns.
- 48900 (n)** Committed or attempted to commit a sexual assault or committed a sexual battery as defined in the penal code.
- 48900 (o)** Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness or both.
- 48900 (p)** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

A student may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A student may be suspended or expelled for acts that are enumerated in this

section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off campus.
- (4) During or while going to or coming from, a school sponsored activity.

**48900 (s)** A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a student who has been adjudged by a juvenile court to have

**48900 (q)** Engaged in, or attempted to engage in hazing.

**48900 (r)** Engaged in an act of bullying, including or not limited to bullying committed by means of an electronic act directed at a pupil or staff member.

A student may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A student may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off campus.
- (4) During or while going to or coming from, a school sponsored activity

**48900 (s)** A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

**48900 (t)** As used in this section, "school property" includes, but is not limited to, electronic files and databases. [applies to 48900( l)]

**48900.1** Attendance of Suspended Student's Parent or Guardian for Part of School Day. District Board policy provides school administrators the option of requiring a

student's parent to attend a portion of the school day in the student's classroom, under specified circumstances. Education Code 48900.1

**48900.2** Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment This ground for suspension/expulsion shall not apply to students enrolled in Kindergarten or 1st through 3rd Grades.

**48900.3** Students in Grades 4-12 that have caused, attempted to cause, threatened to cause, or participated in any act of hate violence to deface, damage or destroy real property of any other person for the purpose of intimidating or interfering with constitutional rights of another person because of the person's race, color, religion, ancestry, national origin or sexual orientation, as defined in Educational Code § 33032.5.

**48900.4** Students in Grades 4-12 who intentionally engage in harassment, threats or intimidation, directed against school district employees or students that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.

**48900.7** Terrorist threats against school officials or school property or both.

**48915 (c)** The Superintendent or principal shall suspend and immediately recommend expulsion for the following acts:

- 1.Possessing, selling, or furnishing a firearm.
- 2.Brandishing a knife at another person.
- 3.Unlawfully selling a controlled substance.
- 4.Committing or attempting to commit a sexual assault.
- 5.Possession of an explosive.

**48915 (a) and (b)** The Superintendent or principal shall suspend and recommend for suspended expulsion for the following acts:

- 1.Causing serious physical injury to another person except in self defense.
- 2.Possession or any kind of knife, explosive, or dangerous object of no reasonable use to pupil.
- 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 cannabis.

4. Robbery or extortion
5. Assault or battery upon any school employee.
6. Other means of correction are not feasible or have not repeatedly failed to bring about proper conduct.
7. 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.

### **Expulsion**

California state law requires that students who commit certain types of acts be expelled from school, unless the Principal and the School Board find that due to extremely unusual circumstances, expulsion is not warranted. When a child is expelled, he/she is not permitted to return to a Rowland School until a year later. A child who has been expelled from the Rowland Unified School District is not permitted to enroll in any other school in the Rowland District. No other school district is required to accept that child, unless the family moves into the actual attendance area of another school district, and can provide proof of residence. In short, expulsion has serious consequences for the child and his/her family.

Please bear in mind that if your child commits any one of these acts listed below, he/she will probably be expelled. There are no "second chances". Although these penalties may seem severe to you, the safety of all children is of utmost importance. Any child who jeopardizes the safety of other children cannot be permitted to attend our school.

### **Reasons for which expulsion may be recommended:**

1. Causing serious injury to another child or staff member.
2. Bringing weapons to school, possession of weapons, or furnish weapons to others. Knives, guns, explosive devices, including caps and firecrackers, cherry bombs, lighters, matches, or any other weapons are not allowed at school at any time. Please note that no type of knife, including jackknives, Boy Scout knives, steak knives, or butter knives may be brought. If your child has a pocket knife, be sure that he/she understands it must stay at home. Do not send knives to school with children in their lunches. There is no legitimate reason for bringing a weapon to school.
3. Possession of alcohol, drugs or look-alikes, including prescribed medicines.
4. Extortion: Taking something from another child under threat of harm.
5. Causing or attempting to damage or steal property.
6. Sexual Harassment: As defined in Education Code, Section 212.5.
7. Chronic disruptions of school activities or willfully defying the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.

## **Classroom Discipline**

As part of the PBIS approach, teachers and staff will implement strategies to reinforce appropriate desired behaviors and respond appropriately and consistently to non-desired behaviors when they do occur. Some of the strategies listed below may be used for handling inappropriate behavior. The teacher will determine which ones to use based on the specific misbehavior of the child, and whether or not he/she has had previous problems of this nature:

- Verbal warning
- Counseling
- Lose recess
- Note sent home to parents or phone call to parents
- Loss of special class activity
- Parent-Teacher conference

When a teacher has used these strategies, and unacceptable behavior still continues, the child will be referred to the principal's office. If a serious infraction has occurred, the child will be sent immediately to the office. The principal and/or teacher-in-charge will then take one or more of the following actions. This will be decided after consideration of the child's specific misbehavior and previous incidents.

- Counseling
- Discipline letter to parents
- Phone call to parents at home or at work
- Removal from class or playground for part or all of the day
- Community Service Contract
- Conference with the teacher and parents
- Behavior Contract
- Suspension from school and conference with parent
- Convening of a School Review Panel to review alternate placement independent home study, voluntary/involuntary transfer, expulsion.
- Recommendation for expulsion by the School Board in severe cases.

## **SCHOOL-HOME COMPACT**

Blandford Elementary School and the parents of the students participating in activities and services and programs funded by School Based Categorical Programs agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

We are committed to providing a learning environment where all students achieve academic and behavioral success. The school-parent compact will be reviewed and signed each year.

## **SEXUAL HARASSMENT NOTIFICATION**

*Sexual Harassment of, or by, Employees or Students:*

It is the policy of the Rowland Unified School District Board of Education that all persons, regardless of their sex, be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in our educational programs and settings. (Education Code 48900(n), 48900.2, 48915(c)(4), 48980 (g), 231.5, and 491)

Furthermore, it is the policy of the Rowland Unified School District Board of Education that sexual harassment of, or by, any employee or student shall not be tolerated. The Board considers sexual harassment to be a major offense, which can result in disciplinary action to the offending employee or suspension or expulsion of the offending student.

1. Pursuant to Education Code Section 212.5, sexual harassment is defined as follows:

"Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, progress, or promotion."

"Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual."



"The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment."

"Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution."

2. Students: In addition to the reasons specified in Education Code Section 48900; Section 48900.2 specifies that a student (in Grades 4-12) may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the student is enrolled determines that the student has committed sexual harassment as described in Section 212.5. All recommendations and/or orders to expel shall be made pursuant to Education Code Section 48915.

For purposes of this policy, the conduct described in Education Code Section 48900.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

Any student who feels that he or she has been the victim of sexual harassment as previously defined in this policy pursuant to the provisions of Education Code Section 212.5 shall immediately report the same to the principal or administrator of the school in which he or she is in attendance. The principal or administrator receiving the complaint shall immediately commence an investigation into the complaint. Any student who has knowledge of conduct by employees of the District, volunteers, or other individuals of the school community or students which may constitute sexual harassment as previously defined, are encouraged to immediately report such conduct to the principal or administrator of the school at which he/she is in attendance.

# SCHOOL MAP

