

# **STORK ELEMENTARY SCHOOL**

5646 Jasper Street • Alta Loma, California • 91701

**2022-2023**

## **Parent/Student Handbook Code of Conduct**



*"Creating a Brighter Future One Superstar at a Time"*

**Principal**

**Mrs. Valerie Bires**

**Teaching Assistant Principal - Kristin Bowyer**

**Phone: 909 484-5060**

**Fax Phone: 909 484-5065**

**Office Hours: 7:30 a.m. to 4:30 p.m.**

**Stork Elementary School**  
**GENERAL INFORMATION, POLICIES and PROCEDURES:**  
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## **Stork Elementary School Mission Statement** **We Believe That . . .**

The mission of Stork School is to provide a safe, positive, collaborative learning environment focused on high expectations of staff, students, and families through a rigorous standards based curriculum while emphasizing traits of outstanding character in order to achieve academic success and personal excellence. Our school will be a collaborative culture with a focus on learning for all!

Stork Elementary School is the home of the Superstars. We love to show our winning spirit every Friday by wearing our school colors: blue, gray, and white.

School Accountability Report Card (SARC) - Copies of Stork School Accountability Report Card is available at our school site office and at the District Support Center. Copies are available for parents upon request and free of charge.

### **SCHOOLWIDE GOALS**

In order for the Stork students to become well-educated individuals, the following school wide goals will be emphasized:

- Teachers will utilize instructional techniques and strategies to develop concepts that will promote high levels of proficiency and a quality educational program for each student in all curricular areas.
- Parent input and involvement will be encouraged and on-going communication will keep them apprised of their child's progress and opportunities within the educational plan.
- Staff members will have the opportunity to participate in a variety of activities designed to enhance their instructional skills and encourage professional growth to support the school's educational plan.
- A safe, cooperative, positive teaching/learning environment will be maintained to reflect rigorous state academic standards and behavioral expectations.
- Staff will use Positive Behavioral Interventions and Supports (PBIS) to establish behavioral supports and a social culture for students in an effort to promote social, emotional, and academic success.
- An on-going assessment will occur to evaluate the overall effectiveness of the school's educational program; more specifically, it will help to monitor student learning and progress, provide instruction at the appropriate level of difficulty and provide assistance for identified students with special needs.
- All students will have the opportunity to participate in activities that develop self-worth, citizenship and enthusiasm for learning while further developing their creative talents and abilities.

**SCHOOL OFFICE HOURS AND TELEPHONE INFORMATION**

STORK SCHOOL OFFICE HOURS: 7:30 a.m. – 4:30 p.m.

(Messages can be left on our answering machine during non-office hours)

**TELEPHONE NUMBERS:**

Stork Elementary School: 484-5060

Stork School Fax Phone: 484-5065

Alta Loma School District Office: 484-5151

ALSD Transportation 484-5190

**BELL SCHEDULE**

Schedule for Monday, Tuesday, Thursday, and Friday

Grade	Start Time	AM Recess	Lunch	PM Recess	Dismissal
Early Bird	8:10		11:30-12:15		12:15
Late Bird	9:50		11:30-12:15		1:55
1	8:10	9:55-10:13	11:15-12:00	1:25-1:40	2:40
2	8:10	9:55-10:13	11:15-12:00	1:25-1:40	2:40
3	8:10	10:15-10:33	11:45-12:30	1:40-1:55	2:40
4	8:10	10:15-10:33	11:45-12:30		2:40
5	8:10	10:35-10:53	12:20-1:05		2:40
6	8:10	10:35-10:53	12:20-1:05		2:40

Kindergarten = 200 minutes, Primary = 312 minutes, Upper = 327 minutes

Wednesday & Modified Day Schedule

Grade	Start Time	AM Recess	Lunch	PM Recess	Dismissal
Early Bird	8:10		11:30-12:15		12:15
Late Bird	9:50		11:30-12:15		1:55
1	8:10	10:00-10:13	11:15-12:00		1:10
2	8:10	10:00-10:13	11:15-12:00		1:10
3	8:10	10:15-10:28	11:45-12:30		1:10
4	8:10	10:15-10:28	11:45-12:30		1:10
5	8:10	10:32-10:45	12:20-1:05		1:10
6	8:10	10:32-10:45	12:20-1:05		1:10

Kindergarten = 200 minutes, Primary = 242 minutes, Upper = 242 minutes

## BREAKFAST AND LUNCH INFORMATION

### Breakfast

Breakfast is served daily from 7:15 am to 8:10 am in the cafeteria. One breakfast and one lunch are available daily for each student at no charge. Students must provide their student identification number or student identification card to the cashier when picking up their meal. For menus, meal applications and household income forms, please visit the District website at <https://www.alsd.k12.ca.us>.

### Lunches Dropped Off In School Office

Please be sure to mark lunches brought from home with a student & teacher name. If possible, make prior arrangements for the student to come to pick up the lunch in the office without calls into the classroom interrupting instructional minutes. Students may go home for lunch only after special arrangements are made with the office.

## ARRIVAL AND DISMISSAL GUIDELINES

- ❖ Students are expected to come directly to school by the safest possible route. All students must leave campus to go directly home once dismissed. On the way to and from school, students are to obey all school and traffic rules and to conduct themselves in a courteous manner.
- ❖ School grounds are closed until 30 minutes before school starts. Please do not have children on campus early unless participating in the breakfast program which begins at 7:15 a.m.
- ❖ As students arrive in the morning, they are to enter through the appropriate gate (Kindergarten gate or north gate for primary grades K - 3) or south gate (upper grades 4-6) until 7:55 a.m. when the duty teachers arrive for “walk and talk.” After “walk and talk,” the bell will ring at 8:10 a.m. At that time, students are to line up on their assigned classroom numbers and wait until their classroom teacher comes to escort them to class.

### Safe Child Drop-off Areas

Use the white curb area in front of the school for drop-off and pick-up. You must remain in your car if you are parked in the white zone. Please pull all the way forward and be sure to keep the driveway clear.

Enter the north driveway and proceed to the loop crosswalk zone. Students may be dropped-off or picked-up at the east side of the crosswalk after you have gone around the loop.

Bus lane and red curb areas are not to be used for student drop-off/pick-up or stopping at any time unless you are directed to do so (Morning Drop-off only: Bus lane may be used if no buses are present).

Please follow posted traffic rules. Use crosswalks for walking your children onto and off of the campus, and follow school employee directions respectfully. PLEASE DO NOT CALL YOUR CHILDREN INTO THE TRAFFIC, PARKING LOTS, OR BUS LANES. Help us keep our children safe!

- ❖ Bicycle privileges are extended to fourth through sixth grade students only. A signed permission slip must be on file in the office. Students must observe all traffic and bicycle safety rules. Helmets must be worn at all times. Bicycles must be in the bike rack area and should be locked at all times. The school can assume no responsibility for lost, damaged or stolen bicycles. Students who abuse bicycle safety rules will lose bicycle privileges.
- ❖ Children will only be permitted to leave the school grounds during school hours after a designated adult has signed them out through the school office. Children will not be released to anyone who is not listed on the Emergency Card. Be prepared to show the proper ID.
- ❖ Any student who is a bus rider must ride his/her assigned bus and is not allowed to walk home, unless a written note from the parent/guardian is given to the classroom teacher.

## ATTENDANCE AND TARDY POLICY

We expect our students to attend school regularly and promptly. Good attendance is essential for school success. The SARB (School Attendance Review Board) process may begin after three unexcused absences or three tardies over one-half hour.

- ✓ Absences – A parent/guardian is asked to call on the first day of the absence. An answering machine is available before and after school hours (909) 484-5060. If this is not convenient, a note from the parent/guardian should accompany the student when he/she returns to school. Any absence without a valid excuse will be recorded as a truancy.
  
- ✓ Classroom Interruptions – It is important to protect instructional learning time in the classroom. Interrupting classrooms will not be permitted. If your child has forgotten his/her lunch, homework, backpack, etc..., please drop it off in the office. Our office will place the item in the teacher's mailbox. Students may check the office for their lunches when they are on their way to lunch. (The office will not call a classroom for a forgotten lunch).
  
- ✓ Homework Requests – Parent/guardian requests for homework may be made by calling the school. Assignments may be picked up in the office after 2:40 p.m. Please call the school to verify that work has been left in the office before coming to pick it up. If a student is absent, he/she may have the same amount of time to complete their work as days absent (Example: 3 days absent = 3 days to complete make-up work after returning to school).
  
- ✓ Leaving School Early – Whenever possible, a student should inform his teacher of a doctor/dental appointment before the absence. If you have a medical appointment during the day, a parent/guardian must sign the student out in the school office and back in when they return.
  
- ✓ Tardy Policy – The home and school should work together to encourage punctuality. A child arriving late to class disturbs an entire classroom. Tardy students must be walked into the school office and signed in by the parent or guardian. Frequent, recurring tardies are a significant intrusion upon the classroom learning environment as well as embarrassing to the tardy student. Parents/guardians of young children need to be especially responsible in ensuring that each student is at school on time.

### VISITORS / CLOSED CAMPUS POLICY

For our students' safety, Stork School is a closed campus. School gates are closed and locked by 8:15 a.m. Students may not leave the grounds at any time during the school day except in the company of a parent or authorized adult. The parent must sign the student out at the school office when leaving and sign them in upon returning to school. All visitors must sign in at the office upon arriving and before leaving campus. All campus visitors will need to provide approved ID and be checked with the Raptor system. You will be given a visitor/volunteer badge to wear while on school grounds. All visitors must pre-arrange a time to visit (a minimum of 24 hours in advance) with the classroom teacher. All volunteers must adhere to the prearranged volunteer schedule set by the teacher. Volunteers are expected to read and sign the Volunteer Handbook before volunteering in any classroom. Please do not go to a classroom before signing in at the office. Relatives or friends from other schools are not permitted to visit or accompany students on campus.

In case of an emergency due to fire, earthquake, or other potential disasters, student pick-up will be at the single gate near the bike racks that are adjacent to the south lawn area. Students will only be released to parents or an emergency contact listed on the emergency card. Student release requires a signature. Please make sure to keep your emergency information updated with appropriate emergency contact names and phone numbers.

### CLEAN CAMPUS AND VANDALISM

Stork students and staff are proud of their school and want it to be well maintained. The appearance of our school and the way it is kept is a reflection of our school culture. It is the responsibility of each student and parent to help keep the school campus safe and clean. This includes picking up trash if it is dropped.

### PARENT INVOLVEMENT:

#### Volunteers

Stork needs parents, guardians, and grandparents to volunteer to help our children. Volunteers may help the students with their academic subjects and enrichment activities, go on field trips, or assist in making educational games or instructional materials for classroom use. A volunteer may have special talents that will supplement the school curriculum for the enrichment of the student instructional program. Volunteers are also welcome in our Library. Please contact your child's teacher to volunteer to help our children. The classroom teacher makes all decisions regarding the number of volunteers needed and plans the schedule. All volunteers are asked to sign our volunteer agreement and return it to the classroom teacher. Volunteers should defer any concerns or discipline issues to the classroom teacher and to remember that confidentiality is crucial. All volunteers are expected to preserve the integrity of the classroom and protect the privacy rights of every student. It is also important for all volunteers to turn their cell phones off so that classroom instruction is not interrupted. Please note that because of school District insurance requirements, siblings are not allowed in the classroom or workroom. Please arrange daycare for your volunteer time.

### Classroom Celebrations

We require compliance with SB12 regarding healthy food selections for classroom parties. A complete explanation of the healthy body initiative can be found at [www.cde.ca.gov](http://www.cde.ca.gov). We encourage party items that comply with fat, calorie, and sugar guidelines established by the initiative. Our party policies are displayed in the office as well. Due to allergy and health concerns with students, it is helpful if party items have labels with nutritional information and ingredients. Any celebration in the classroom must be pre-arranged with the teacher and approved by the principal. Classrooms will not be interrupted for deliveries of balloons, flowers, etc. Balloons may not be brought onto campus.

### Field Trips

We encourage parents to be part of the field trip experience when possible. Parents are often assigned as chaperones to small groups of students to help supervise and keep them safe. To limit distractions and get the most from the experience, cell phones should be used only for emergency purposes and should be turned off for the duration of the trip. Parents should defer any concerns or discipline issues to the classroom teacher.

### Stork PFSA

We encourage your membership and involvement in our school-based parent group. The purpose of this group is to support and enrich students and school programs through assemblies, recognition awards, and volunteer time. The membership drive begins in August. Parents, community leaders, business groups, extended family members, neighbors, and friends are all welcome to join. The main fundraisers for the year include: a membership drive, the fall Jog/walk-a-thon fundraiser, a “Spring” fundraiser, and various “Dine-out” nights.

### School Site Council

The School Site Council is a group of parents and staff members who meet to plan, implement, and evaluate the school program. Meetings are open to all parents and residents of the school's community. The Site Council meeting dates and times are posted on the yearly calendar.

### ACADEMIC STANDARDS AND GRADES:

**Homework Policy:** District guidelines for homework equate to approximately 30 – 45 minutes daily in grades K – 3 and 45 – 90 minutes daily for grades 4 – 6. Teachers will review more specific homework expectations at Back to School Night. The purpose of homework is to reinforce skills that have already been taught in class. All students are expected to complete and turn in homework on time.

**Grades:** All students in kindergarten through sixth grades will be graded based on a four point rubric according to the Common Core State Standards and Learning Skills for Success. In addition, students in grades 4 - 6 will earn letter grades in Reading, Writing, Mathematics, Social Studies, and Science. Students will receive report cards at the end of each of the three trimesters. Based on overall letter grades in content areas and scores in the areas of Learning Skills for Success, students in grades 4 – 6 can earn Honor Roll, High Honor Roll, or Special Recognition each trimester. (4<sup>th</sup> grade trimester 2 and 3 only) A letter of invitation to the Honor Roll Assembly will be sent to all parents of students who will be receiving any of the aforementioned awards each trimester. The Honor Roll criteria is available on the school website.

**Report Cards:** Students receive report cards at the end of each of the three trimesters. Please see the calendar on page four of this handbook for dates of Parent/Teacher Conferences taking place in November, March, and as needed. Progress Reports for Special Education students will be sent home at the same time.



SCHOOL RULES:

- ❖ Please do not arrive at school before 7:55 a.m., as there is no supervision until that time.
- ❖ Leave all your toys at home. (e.g. fidget spinners, trading cards, marbles, yo-yo's, baseballs, hard rubber balls, tennis balls, footballs, skateboards, roller blades, skates, scooters, or any other electronic device, etc.). Cell phones must be turned off and stowed in backpacks. We do not encourage bringing cell phones and the school cannot be liable for lost, damaged, or stolen cell phones.
- ❖ Gum chewing is not permitted.
- ❖ Lollipops, hard candy, powdered candy, dried noodles, and sunflower seeds are not permitted.
- ❖ Non-school items may not be sold on campus.
- ❖ WALK in the hallways, on the blacktop, sidewalks, or parking lots.
- ❖ Treat all fire, earthquake, and lockdown drills with seriousness and respect. This helps us keep students and staff safe in the event of a real emergency.
- ❖ Use quiet voices when walking through the halls.
- ❖ Students must obtain a pass to be out of class during class time (restroom use, go to another class, office, etc.)
- ❖ Stay in designated areas before, during, and after school. Remember, we have a closed campus.
- ❖ Line up for class at the designated area and wait quietly for the teacher. Remember, students may not be in the building, classrooms, and halls without a teacher's direct supervision or a pass.
- ❖ Follow all directions as and when they are given. This helps ensure student safety.
- ❖ At the end of the school day, students are not to be in the halls, riding bikes, or walking on the embankment in front of the school.
- ❖ Students are to use the restrooms designated to their grade levels.

Recess/ Playground Equipment Rules

1. Play only in the play areas. The bike rack, portable classrooms, storage bins, hallways, and north and west banks are off limits. Do not enter the building during recess (use outside bathrooms).
2. Be respectful to one another.
3. Let's build each other up. Be careful not to "put down" others.
4. Keep all games open to everyone.
5. Rough play is prohibited. This includes pretend fighting or wrestling, tackle football, Crack the Whip, Red Rover, and any other rough or inappropriate play.
6. No throwing of rocks, sand, or other objects.
7. We have a "hands off" rule. Keep your hands and feet to yourself. We do not play tag, throw sand/rocks/objects, bite, or spit. Fighting and play fighting are not allowed.
8. Keep your feet on the ground. Refrain from climbing fences, walls, trees, and backstops.
9. Soccer balls are the only balls that may be kicked, and only on the field- not the blacktop.
10. Use the slide properly (no climbing up, hanging from, using sand, slide feet first only).
11. Jump ropes are for jumping only.
12. Established and taught game rules must be followed.
13. Bars area:
  - ❖ No standing on or jumping off the bars.
  - ❖ One person at a time on the bars.
14. When the bell rings, all children should freeze until the whistle blows then walk to their classroom line.

15. Students should never be in classrooms that are not supervised by the teacher.

### LUNCH RULES

Stork students: Students have an allotted 20 minutes to eat, however, if they need more time, a special table is provided.

- ❖ Use your best table manners. Clean up your own papers, spills, and trash.
- ❖ No playing with food or throwing food (students should not share food).
- ❖ Raise your hand and wait for the proctor to call on you if you need to leave the table for any reason.
- ❖ Wait to be dismissed by the proctor or staff member on duty.
- ❖ Walk directly to the playground.
- ❖ Use outside restrooms only during all recesses.

### DISCIPLINE PHILOSOPHY

Through an effective discipline philosophy, our staff is able to provide a learning environment that is safe and positive. We believe that discipline is teaching appropriate behaviors and accountability.

**Appropriate School Behavior:** Appropriate school behavior is encouraged by all the Stork staff. We have established school-wide standards of behavior through our Caught Being Good Program and Stork Code of Conduct. Students who demonstrate appropriate behavior are recognized through both classroom and school level recognition including:

- Superstars of the Month Awards
- Positive Passes to the Principal and Teaching Assistant Principal
- Random act of Kindness Awards
- Caught Being Good Tickets
- Classroom Incentives

Participation in incentive and extra-curricular activities such as: Assemblies, class parties, picnics, outdoor education, athletics, end of the year activities and Student Senate activities are dependent upon appropriate behavior and academic performance as determined by the classroom teacher and the site level administrator.

**Disruptive Behavior:** Minor infractions are generally handled by the classroom teacher or playground supervisor, while major infractions are referred to a site administrator. Parents will be informed whenever a student is developing adverse behavioral patterns.

Students will be held accountable for inappropriate behavior. Consequences may include, but are not limited to: counseling, loss of privileges, school detention, time out, study hall, office referral, exclusion from activities/athletics, in or out of school suspension, and in extreme cases, recommendation for expulsion. Please refer to the Alta Loma School district Parent Handbook and Stork Code of conduct.

We're proud of Stork's positive reputation and we appreciate your cooperation and support. School and home both share in the overall development of our students. By working together, we (staff, students and parents) can provide a positive and safe environment that enables each individual to benefit from the opportunities that are provided. When school and home work together our students succeed!

## **BULLYING**

Stork Elementary actively seeks to provide a safe, supportive learning environment that is free from all forms of harassment and intimidation. It is the responsibility of every member of the school community to ensure that bullying behavior is actively rejected.

What is bullying?

Bullying is a form of antisocial behavior that has no place at Stork. Per the (Education Code 48900), bullying is defined as severe or pervasive physical or verbal act or conduct committed by a pupil or group of pupils (typically includes threatening/intimidating behavior repeated over a period of extended time). It can include physical actions (hitting, kicking, taking belongings), verbal actions (name-calling), indirect actions (gossiping, spreading rumors, communication through writing or electronically, and exclusion from groups).

Bullying has common features:

- » it is deliberate, hurtful behavior
- » it is repeated often over an extended period of time
- » the person who bullies exercises threatening/intimidating power over the victim

Everyone has the right to feel safe at school. I will do everything I can to help make sure that Stork is a safe place where we can focus on learning. I agree to the following:

- I will be respectful to everyone at my school, even if I don't want to be friends with them.
- I will not stand by and watch someone be teased, threatened, or hurt.
- If I feel I am being bullied or I see someone else being bullied, I will respectfully ask the bully to stop. I will also tell an adult immediately at school.
- I will not tell hurtful rumors, gossip, or stories about someone to another person.
- If someone hurts my feelings, I will talk to them respectfully and tell them how I feel. I won't try to get back at them. If this doesn't work, I will talk to an adult at school to help me problem-solve.
- I will not use violence, threats, gossip, or intimidation in my relationships with other people in person or through technology.
- I will control my emotions when I am upset and I will ask for help from a trusted adult at school if I have trouble doing this.

Please read and discuss this with your child at home. This contract will be reviewed in class by your child's teacher as well. All students will be expected to adhere to this contract and to report any potential bullying immediately to an adult at school. Any person suspected of bullying will be investigated, counseled, and placed on a progressive discipline and consequence plan.

## **STORK SCHOOL CODE OF CONDUCT**

### **GENERAL SCHOOL-WIDE RULES**

**School-wide Expectations: Be respectful, responsible, and resourceful!**

#### **All Students should:**

1. Come to school on time and be prepared to learn.
2. Make the most of the learning time you are given and do your best.
3. Treat others the way that you would like to be treated. Be respectful!
4. Politely follow the directions given by the supervising adult.
5. Keep your hands and feet to yourself. Remember, hands off!
6. Use appropriate language (no profanity, vulgarity, obscene gestures, name calling or harassment.)
7. Follow the “Superstars Anti-Bullying Contract”.

#### **ASSEMBLIES AND ACTIVITIES CONDUCT**

Students will walk to the assembly area with their teacher where they will sit together as a class. Students are expected to be respectful, courteous, to use polite applause, and to wait quietly until the teacher dismisses the class.

#### **CLOTHING AND APPEARANCE GUIDELINES**

We believe that coming to school ready to learn includes how a child dresses; therefore, children are encouraged to wear appropriate school clothing. Parents have the primary responsibility for maintaining proper and appropriate conditions conducive to learning.

A student may not remain in the classroom dressed in a manner which:

- (1) Creates a safety hazard for the student or for other students. Refrain from footwear that doesn't allow for running.
- (2) Constitutes a serious or unnecessary distraction to the learning process;
- (3) Tends to disrupt the campus order; or
- (4) Is in conflict with the District's goals and philosophy of the prevention of substance abuse and gang activity. (See also: *Alta Loma School District Parent Handbook: Clothing and Appearance.*)

#### **LUNCH BEHAVIOR**

Teachers will escort students to the lunch area where students are to sit at their classroom lunch table unless otherwise instructed. Students who do not follow the rules may be given a time out, or referred to an administrator for further action.

#### **RECESS AND PLAY TIME CONDUCT**

Stork Superstars have good sportsmanship. Remember to be courteous and polite to all students and staff. Disrespectful attitudes, not following directions, bullying others, unsafe behaviors, and obscene gestures/expressions are not allowed. Let's take care of the equipment, our school, and each other. Remember, a Superstar follows all rules and demonstrates respectful behavior towards others.

#### **WHEN USING SCHOOL EQUIPMENT:**

- ◇ Use only District approved school and athletic equipment properly.

- ◇ Take care to return it in good condition. Lost or damaged school materials must be replaced by the student responsible for the damage.

## **THE BIG NO'S**

### **NO TOYS, SKATES AND OTHER UNNECESSARY ITEMS**

The school is not responsible for personal items, equipment, toys, or valuables brought to school from home. Leave all of your toys and unnecessary things at home. This means **NO**:

- ◇ Skateboards, skates, shoes with wheels, scooters (Razors), laser pens, and collector cards i.e., Pokemon cards
- ◇ Bats, hardballs, footballs, softballs, racquetballs, handballs, tennis balls, or frisbees
- ◇ Electronic or computer games.
- ◇ Keep cell phones turned off and stowed in backpacks. We do not encourage bringing cell phones and the school is not responsible for lost, damaged, or stolen cell phones. If a cell phone is seen or heard, it will be confiscated and a responsible adult will be required to pick it up.

### **ABSOLUTELY NO DANGEROUS OR ILLEGAL ITEMS**

It is against the law to bring dangerous or illegal objects to school or to school-related activities.

Do NOT bring the following items to school for any reason:

- ◇ Any toy which projects items and can potentially harm another student
- ◇ Aerosol or spray cans. Permanent markers such as a Sharpie.
- ◇ Prank toys such as stink bombs and/or shocking devices.
- ◇ Knives, razors, sharp blades and look-alikes of any kind regardless of size or purpose. This includes pocket knives.
- ◇ Guns or pistols or bullets of any type (pellet, real, cap, toy, squirt, water, etc.) or other objects of danger.
- ◇ Alcohol, drugs and/or drug look-alikes, drug paraphernalia, cigarettes, lighter and/or matches, explosives, or ropes.

*\*Possession of dangerous objects/weapons can result in suspension and recommendation for expulsion from school.*

### **NO FIGHTING RULE**

Discipline includes managing one's behaviors and conflicts. We have a "Hands-Off Rule." This means: no "real" or "play" pushing, tripping, wrestling, tapping, pinching, hitting, choking, biting, kicking, fighting, etc. at school or school-related activities (including on the way to or from school). Threatening or harassment of any kind is not allowed. Violation of the "hands-off rule," threatening to fight or injure another, or harassment is suspendable.

### **Disciplinary Actions**

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions (not listed in progressive order) may be taken by the school officials. The action(s) taken will be in accordance with Board policies, California Education Codes, and State laws.

- ✓ Time Out – Following a 24-hour notification of parents, students may be detained in school for disciplinary or other reasons for up to one hour after the close of the school day.

- ✓ Discipline Counseling: A school official (teacher, administrator, or counselor) will talk to the student to identify the inappropriate behavior, review alternative behaviors, discuss consequences, and develop a plan to promote appropriate student behavior expectations. (Recorded in administrative record).
- ✓ Loss of Privileges – Students are prohibited from attending or participating in student activities for a period of time.
- ✓ Parent Conference – A formal conference is held between the student, parent, and one or more school officials. Parent involvement will be solicited in an attempt to modify/improve student behavior. During this conference, the student must agree to correct his/her behavior. (Recorded in administrative record).
- ✓ Police Contacted – The police will be contacted if drugs, alcohol, or weapons are brought onto the campus, if there is a serious potential threat of any kind, or if there is suspicion of illegal conduct.
- ✓ Removal from Class(es) – The student is removed from one or more classes, but remains at school during these class periods.
- ✓ Request Parent Attendance – Parents/guardians may be requested to escort/attend class with their child and/or field trips.
- ✓ Restitution – Restitution (either in payment, or in-kind) will be expected for damaged or lost property, e.g., textbooks, library books, vandalism, etc.
- ✓ Revocation of Inter/Intra District Transfer Agreement – The district may revoke a transfer agreement at any time due to excessive tardies, absenteeism or unacceptable behavior.
- ✓ SARB – (School Attendance Review Board) (Education Code 48260) – Any pupil subject to full-time education who is absent from school without valid excuse more than three days, or tardy in excess of 30 minutes on each of more than three days in one school year is considered to be truant. Failure to address attendance problems may result in a referral to the SARB.
- ✓ Student Study Team Referral – This is a process to help identify students at all levels who may be experiencing academic or behavioral difficulties. A committee of staff and/or administration facilitates this process.
- ✓ In-School Suspension – A student may be assigned to an in-school suspension program at the discretion of the principal or designee for offenses for which suspension is permitted. Students will work on class and/or behavioral assignments while being isolated from their peers. (Recorded in student file).

- ✓ Suspension - The student is informed that they are subject to suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone or in person that the student is subject to suspension. (Recorded in student record).
- ✓ Suspension of Bus Privilege – Loss of privilege to ride the bus for a period of time.
- ✓ Systematic Exclusion – Readjustment of student schedule to a modified day.
- ✓ Expulsion – The student is informed that s/he is subject to expulsion. The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone and certified letter from the District Office that the student is subject to expulsion. Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. The principal/District Superintendent will recommend to the Board of Trustees that the student be expelled. The due process procedure is immediately initiated. The expulsion does not become effective until the due process procedure has been completed (Recorded in student file).

## Alta Loma School District 2022-2023 School Calendar (Adopted 2.2.22)

July-22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August-22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Month # School Days

**July-22**

- 4 Independence Day Holiday (observed)
- 25 Opening of School Offices

**August-22** 18 (17)

- 2 New Certificated Staff Orientation
- 3 Convocation
- 8 Non-work Day for 8th Grade Certificated Staff
- 8 First Day for Grades K-7 (Grades 1-7 Modified Day)
- 9 First Day 8th Grade Students (Grades 1-8 Modified Day)

**September-22** 21

- 5 Labor Day Holiday
- 22-23 Elementary Parent Conferences (Grades 1-6 Modified Days)
- 26-29 Jr. High Parent Conferences (Grades 7-8 Modified Days)
- 30 Jr. High - Modified Day (Grades 7-8)

**October-22** 20

- 10 Staff Development Day
- 28 End of Trimester I (58 Days)

**November-22** 16

- 11 Veterans' Day Holiday
- 14-18 Elementary Parent Conferences (Grades 1-6 Modified Days)
- 18 Jr. High - Modified Day (Grades 7-8)
- 24-25 Thanksgiving Holidays

**December-22** 16

- 22 Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.
- 23-30 Christmas Holidays/Winter Recess

**January-23** 15

- 2 New Year's Holiday/Winter Recess
- 9 Students Return
- 16 Martin Luther King Jr. Day
- 23 Staff Development Day

**February-23** 18

- 13 President Lincoln's Birthday Holiday
- 17 End of Trimester II (60 Days)
- 20 Presidents Day Holiday
- 28 Elementary Parent Conferences (Grades 1-6 Modified Days)

**March-23** 18

- 2-3 Elementary Parent Conferences (Grades 1-6 Modified Day)
- 24 Modified Day, Grades 1-8; P.M. Kdgn. Students Attend A.M.
- 27-31 Spring Recess

**April-23** 20

- 19 Jr. High - Modified Day (Grades 7-8)
- 24 Last Day of School Grades K-7 (62 Days)

**May-23** 18 (19)

- 24 Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.
- 25 Last Day for 8th Grade Students (Modified Day)
- 26 Floating Holiday - Admissions Day (Observed)
- 29 Memorial Day

Total School Days 180

September-22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October-22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November-22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December-22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January-23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April-23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May-23						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June-23						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Elementary Conferences - Modified Days
- Jr. High Conferences - Modified Days
- Modified Day - Extended Professional Development
- Jr. High - Modified Day
- Elementary & Jr. High - Modified Day

- Non-School Day: Schools and District Office Closed
- Non-School Day: Schools Closed; District Office Open

\*Note: Wednesdays are modified days at elementary sites grades 1-6 from August 10 through May 24.