



# ALTA LOMA SCHOOL DISTRICT

## PARENT HANDBOOK 2021-22

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## **MISSION STATEMENT**

Carnelian Elementary strives to be a community of students, parents and staff dedicated to creating a peaceful environment in which each person is treated with unconditional positive regard and acceptance. Within such an environment, students are empowered and inspired to reach their full academic, emotional, and physical potential in their developments as life-long learners.

## **VISION STATEMENT**

Carnelian Elementary will be the leader in the educational learning community. Each student will be inspired to achieve his or her utmost potential through an enriching and challenging instructional program. Creative talents and learning abilities of students will be nurtured through a challenging standards-based curriculum. Our students at Carnelian will be well prepared academically and socially for success in the world of work or continuing education.

Carnelian provides the educational and emotional support to ensure success for all students. A safe environment will be ensured through a school wide positive discipline program to help students reflect and make better choices. Students are expected to come prepared to learn and be responsible for their own actions. Whole group, small group, and individual instruction will target the specific needs and learning styles of all students. Technology will be fully utilized and individualized for all students. Celebration and recognition for student achievement will be a continuous occurrence.

Carnelian teaches an appreciation for diversity which will be fostered through the collaborative work of students, parents and teachers in literature, social studies, school-wide assemblies, and special events. All students will participate in learning experiences necessary to grow, adapt, and meet the challenges of a constantly transforming world.

### **School Mascot and Colors:**

Cardinal – Red and Black or White

### **School Motto:**

“Learn Today to Lead Tomorrow” and “We Are the Cardinals, We’re Number 1!”

### **School Rules:**

**Be Safe**

**Be Kind**

**Be Proud**

# Alta Loma School District 2021-2022 School Calendar (Adopted 1.13.21)

July-21						
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-21						
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				

September-21						
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-21						
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-21						
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-21						
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-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					

February-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					

March-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		

April-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

May-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				

June-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		

Month	# School Days
<b>July-21</b>	
5 Independence Day Holiday (observed)	
26 Opening of School Offices	
<b>August-21</b>	17 (16)
3 New Certificated Staff Orientation	
4 Convocation	
9 Non-work Day for 8th Grade Certificated Staff	
9 First Day for Grades K-7 (Grades 1-7 Modified Day)	
10 First Day 8th Grade Students (Grades 1-8 Modified Day)	
<b>September-21</b>	21
6 Labor Day Holiday	
23-24 Elementary Parent Conferences (Grades 1-6 Modified Days)	
27-30 Jr. High Parent Conferences (Grades 7-8 Modified Days)	
<b>October-21</b>	20
1 Jr. High - Modified Day (Grades 7-8)	
11 Staff Development Day	
29 End of Trimester I (58 Days)	
<b>November-21</b>	15
11 Veterans' Day Holiday	
12 Floating Holiday - Admissions Day (observed)	
15-19 Elementary Parent Conferences (Grades 1-6 Modified Days)	
19 Jr. High - Modified Day (Grades 7-8)	
22-26 Thanksgiving Holidays	
<b>December-21</b>	13
17 Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.	
20-31 Christmas Holidays/Winter Recess	
<b>January-22</b>	19
1 New Year's Holiday/Winter Recess	
3 Students Return	
17 Martin Luther King Jr. Day	
24 Staff Development Day	
<b>February-22</b>	18
14 President Lincoln's Birthday Holiday	
21 Presidents' Day Holiday	
25 End of Trimester II (64 Days)	
<b>March-22</b>	18
1 Elementary Parent Conferences (Grades 1-6 Modified Days)	
3-4 Elementary Parent Conferences (Grades 1-6 Modified Days)	
18 Modified Day, Grades 1-8; P.M. Kdgn. Students Attend A.M.	
21-25 Spring Recess	
<b>April-22</b>	21
<b>May-22</b>	18(19)
20 Jr. High - Modified Day (Grades 7-8)	
25 Last Day of School Grades K-7 (58 Days)	
Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.	
26 Last Day for 8th Grade Students (Modified Day)	
30 Memorial Day Total School Days	180

	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 11 through May 25.

## **SCHOOL OFFICE HOURS AND TELEPHONE INFORMATION**

The Carnelian Elementary office staff works diligently at providing the best possible services for our students, parents, and staff. The office is open from 7:30 a.m. to 4:30 p.m., Monday through Friday, excluding the holidays noted in the school calendar.

***The school office is the center of activities at the school and is busy at all times. The telephones are used for business and are not available to students. Students are not permitted to use phones to call for homework, books, musical instruments, lunches, etc.***

## **BREAKFAST AND LUNCH INFORMATION**

### **Breakfast**

Breakfast is served daily from 7:40 a.m. to 8:05 a.m. Students eligible for the free/reduced lunch programs are also eligible for the breakfast program. Students will use the same ID number for breakfast and lunch. All students participating in the breakfast program will remain in the cafeteria with a proctor until at least 7:55 AM. **Breakfast will not be served after 8:05 a.m. to ensure students are in class on time, so please plan your morning accordingly.**

### **Lunch**

Lunches from home must have the student's name and room number clearly marked on them. For those lunches being dropped off by a parent, there is a basket in the office for drop-off. To avoid interrupting classrooms, a note may be left to inform the teacher and/or student. **Classrooms cannot be interrupted by the office for lunch delivery.** It is the responsibility of the students, and parents should remind them, to always check the office for forgotten or special lunches.

Parents may check their students out for lunch in the office but may not eat with their students at our lunch shelter.

As an alternate to the hot entrée, students may request a grilled cheese sandwich. Milk or juice may be purchased separately. Lunches may be purchased on a daily basis before school or at first recess, may be prepaid on-line using [www.family.titank12.com](http://www.family.titank12.com), or be pre-paid directly to the cafeteria during the lunch period. Please make checks payable to **Alta Loma School District – Child Nutrition**. Students are not allowed to call home for forgotten lunches or lunch money but may borrow from the cafeteria if needed. All students are expected to eat lunch.

The students at Carnelian Elementary are given a 45-minute lunch period. They will walk with their teacher to the cafeteria or lunch shelter area. All children are to assemble in the cafeteria or lunch shelter area at lunchtime and sit at assigned tables by classroom. The cafeteria and lunch shelter area should be a pleasant place to eat, therefore...

- ✓ Children are to remain in their seats while eating
- ✓ Children are to eat what their parents provide for them or expect them to eat and there is to be **no trading** or giving away of food
- ✓ Children must use proper language and appropriate voices
- ✓ All food is to be eaten in the lunch area
- ✓ Each child is responsible for keeping his/her table area clean and depositing all trash in the provided trash cans
- ✓ Children will be dismissed by proctors
- ✓ Children should use good table manners
- ✓ Students with peanut allergies will sit at a designated "peanut free" table in the lunch area

## **ARRIVAL AND DISMISSAL GUIDELINES**

1. Students are expected to come directly to school by the safest route possible. All students must leave campus to go directly home once dismissed. Supervision is provided only until bus riders have been picked up. On the way to and from school, students are to obey all school and traffic rules and to conduct themselves in a courteous manner. Students and parents are encouraged to use the signaled crosswalk at Carnelian and La Vine.

2. Students who arrive at school between 7:40 and 7:55 a.m. are to stay in front of the office under the supervision of the proctor on duty or go directly to the cafeteria for the breakfast program. The school grounds are open for students at 7:55 a.m. Students arriving by bus must stay in the bus supervision area until the 7:55 a.m. bell rings. Once campus is open students are to report to “Walk and Talk” unless they are eating breakfast in the cafeteria.
3. At dismissal time, bus riders are to sit at their assigned tables near the bus-loading zone according to bus routes. Primary students will be escorted to the bus area.
4. Parents who drive their children home from school are asked to use the school’s front parking lot or park on La Vine Street and come to the front of the school to get their children. Parking lot proctors are provided to help ensure student safety and assist in the traffic flow in the parking lot. Please cooperate with them and follow their directions.
5. Please use the pull through lane to drop off and pick up your child in the parking lot area. It is unsafe for children to cross through our parking lot. **If you choose to park, please park legally and personally escort your child through the parking lot.** Do not park in spots designated for staff. Do not allow children to walk through the parking lot unescorted.
6. Please do not use the north parking lot/bus-loading zone; this is for school buses and staff only. Please do not park in the drive-through lane adjacent to the red curb in the front of the school. Please follow all Parking Lot Use Rules.
7. Bicycle privileges are extended to fourth through sixth grade students only. A signed permission slip must be on file in the office for each school year. Students must observe all traffic and bicycle safety rules and provide a bike lock. Helmets must be worn at all times. Privileges will be revoked if rules are not followed. Students are not allowed to ride skateboards to school.
8. Early checkout from school is strongly discouraged. 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. Parents must inform the office in writing when anyone other than themselves, even those listed on the Emergency Card, will be picking up their student.
9. Relaying messages and early checkout just before the end of the school day is very disruptive and should be reserved for very important situations. **Message delivery cannot be guaranteed after 1:50 p.m.**
10. 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. Non-bus riders may not ride the bus with another student bus rider without prior written notification to the office from a parent/guardian.

### **ATTENDANCE AND TARDY POLICY**

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

**Absences** – The parent/guardian is asked to call on the first day of the absence. An answering machine is available before and after school hours at (909) 484-5010. 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 unexcused. State Law mandates that absences are excused only if the child is ill, has a medical appointment, or there is a death in the family. All other absences are unexcused.

**Homework Requests** – If a student is absent more than one day, requests for homework may be made by calling the school prior to 10:30 a.m. Homework may be ready for pick up in the office after 3:00 p.m. however, this is not guaranteed. Please call the school at 3:00 p.m. to verify that work has been left in the office. If a student will be absent five or more days please call the office regarding an Independent Study Contract.

- ✓ **Early Pick Ups** – Whenever possible, parents should inform the teacher and/or school office of a doctor/dental appointment before the absence. If a student has an appointment during the school day a parent must sign the student out in the office and then sign the student back in when they return. *If someone other than the parent or guardian is signing the student out the office must be notified by the parent/guardian in writing prior to the student being picked up.*
- ✓ **Tardy Policy** – The home and school should work together to encourage punctuality. A child arriving late to class disturbs an entire classroom. All students arriving late to school must sign in at the front office to obtain a late slip for the teacher. Students who arrive more than 10 minutes late must be signed in by the parent/guardian. If the parent does not accompany the student or send a note, the parent/guardian will be contacted at home or at work to verify the tardiness.
- ✓ **Late Pick Ups** – Students are to be picked up on time daily at dismissal. Students are supervised in front of the school for 15 minutes after the final dismissal bell. Students who have not been picked up after that time will be signed in at the office and will need to be signed out by the parent or guardian. Late pick-ups of 15 minutes or more will be logged and monitored in the student's attendance records.

Frequent tardies are a significant intrusion into the classroom learning environment as well as embarrassing to the tardy student. Parents/guardians of young children especially need to be responsible to get the student to school on time. The bell to go to class signals at 8:05 a.m. and all students need to be in class by the 8:10 a.m. bell. All students who arrive after 8:10 a.m. must sign in at the office and get a late slip to take to class.

### **VISITORS/CLOSED CAMPUS POLICY**

To keep our campus safe and maintain an effective learning environment, Carnelian Elementary is a closed campus. 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.

Parents or legal guardians need to make an appointment in advance with the Principal to make classroom and/or playground observations. Observations are limited to twenty or thirty minutes and require an accompanying administrator. Any volunteering or visiting must be scheduled with and approved by the classroom teacher. All visitors **must** sign in with a state issued identification card that will be scanned in the District's Raptor System at the office upon arrival and volunteers must sign out before leaving campus. Once your visit is approved by the front office, you will be given an identification sticker to wear while on school grounds. No visitor is permitted on campus without prior approval from the teacher or administrator and without signing in with the office. Forgotten items for students can be dropped off in the office to avoid class disruption. Visitors are to direct any concerns to an adult staff member and must not discipline students.

## **PARENT INVOLVEMENT**

### **Volunteers**

Carnelian Elementary needs parents 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 instructional program. Please contact your child's teacher or our PTA to schedule

times to volunteer to help our children. **Please note that because of school district insurance requirements, siblings are not allowed in the classroom, workroom, on campus or on field trips. This includes for class parties, field days, etc.** Please arrange childcare for other children during your volunteer time. Additionally, only parents or guardians may serve as a chaperone for field trips. Chaperones are selected based on the needs of the field trip.

## **PTA**

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 Carnelian Parent Teacher Association is based upon the objectives of the State and National Parent Teacher Association. These objectives are...

- ✓ To promote the welfare of children and youth in the home, school, community, and place of worship
- ✓ To raise the standards of home life
- ✓ To secure adequate laws for the care and protection of children and youth
- ✓ To bring into close relation the home and school so that parents and teachers may cooperate intelligently in the education of children and youth
- ✓ To develop between educators and the general public such united efforts that will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education

PTA Association Meetings will be announced in the monthly school newsletter. All parents and community friends are invited and encouraged to attend the PTA Association Meetings.

## **School Site Council / School Plan for Student Achievement**

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 agenda for each School Site Council meeting is posted in the school office three school days prior to the meeting date. Meeting dates will be announced in the monthly school newsletter.

The School Plan for Student Achievement (SPSA) of Carnelian Elementary was developed by the staff, parents, and community. The goal of the School Improvement Program was established to develop students' competence to their highest potential in:

1. Basic skills, including proficiency in mathematics, and in the use of the English language in reading, writing, speaking, and listening;
2. Knowledge and abilities in other aspects of the curriculum, including the arts and humanities, the sciences, and areas of personal interest;
3. Personal development, including self-esteem, capability for independent judgment, personal and social responsibility; and
4. Social development, including ability to work in groups, and attainment of multi-cultural consciousness and citizenship skills.

It is the intent of the staff and the School Site Council members that the above goals be attained by the implementation of the School Plan for Student Achievement for Carnelian Elementary.



## **Title I, Part A School-Level Parent and Family Engagement Policy**

This policy describes the means for carrying out designated Title I, Part A parent and family engagement requirements pursuant to ESSA Section 1116(c).

To involve parents in the Title I, Part A programs, the following practices have been established:

- Joining the school's parent organization (PTA, SSC, Watch D.O.G.S., etc.)
- Volunteering in classrooms and the Parent Workroom.
- Attending back to school night, open house, and parent teacher conferences.
- Contacting teachers to discuss the status of their child.
- Reading all communication sent home from the school.
- Signing documentation that the school has developed to assure that your child is working toward high standards (e.g. Report cards, Reminder binders, assignment journals, etc.).
- Attending parent workshops (Family Literacy Night, Numeracy Night, Parent Information Night, etc.).
- Attending family fun nights
- Consistent Classroom Contact (Class Dojo, Remind, etc.).
- Attend awards assemblies
- Listen to Blackboard Connect calls
- Attend monthly Flag Assemblies
- Individual goal setting.
- ALSD Parent University Night
- Child care provided for general PTA meetings.
- Attend Math Festival and Book Fairs
- Parent portal support meetings.

The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]).

- Title 1 Lit Lab and Math Lab Welcome/ Informational Meeting- First trimester
- Back to School Night

The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]).

- Title 1 Lit Lab and Math Lab Welcome/ Informational meetings (evening & morning)
- Back to School night (evening)
- Session 1, 2, and 3 Progress Reports (trimester)
- Blackboard Connect Calls (as needed)
- Open House (evening)
- Title 1 Parent University (evening)

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]).

Parents jointly participate in feedback opportunities during the welcome informational meetings. During these meetings, the Title 1 parent survey is distributed and collected. The Title 1 School-Parent Compact and the Title 1 Parent and Family Engagement Policy are reviewed and approved. Learning Lab eligibility, curriculum and program design are reviewed.

The school provides parents of Title I, Part A students with timely information about Title I, Part A programs (ESSA Section 1116[c)(4)[A]).

- Blackboard Global Parent Connect Calls.
- Title 1- School Parent Compact
- Session 1, 2, and 3 Progress Reports
- Informational meetings
- Title 1 Lit Lab and Math Lab Welcome/ Informational meetings
- ALSD Parent University Night
- Monthly Parent Leadership District Level meetings
- District Family engagement Liaison communication

The school provides parents of Title I, Part A students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet (ESSA Section 1116[c][4][B]).

- Title 1 Lit Lab and Math Lab Welcome/ Informational meetings
- Title 1 Lit Lab and Math Lab FAQ Sheet
- Assessments and Progress Tracking (STAR Math and ELA, Freckle, Fountas and Pinnell, Read Theory).

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c][4][C]).

- Trimester opportunities for parent conferences

This School-Level Parent and Family Engagement Policy has been developed jointly with, updated periodically, and agreed on with parents of children participating in Title I, Part A programs, as evidenced by:

A September 2021 Title 1 Parent Information Meeting

This policy was adopted by Carnelian Elementary on May 5, 2021 and will be in effect for the period of the 2021-22 school year.

Chris Deegan, Principal

Joylynn Peralta, Assistant Principal

**Signature of Authorized Official**

May 5, 2021

**Date:**

California Department of Education

March 2018

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**School Accountability Report Card (SARC)**

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

**SCHOOL RULES**

***Be Safe, Be Kind, Be Proud***

**Code of Conduct**

We attempt to maintain an atmosphere at Carnelian Elementary which will enable each student to do his/her best possible work. It is necessary to establish standards of conduct for our students and for our parents, teachers, and students to cooperate in enforcing them. To ensure a safe, orderly and secure school environment for all students, each Carnelian student is expected to:

Respect the rights, safety, and property of others.

- (a) Fighting is not allowed. This includes play fighting.
- (b) Keep your hands, feet, and objects to yourself. No pushing, tripping, wrestling, etc.
- (c) Threats, bullying, and harassment are not allowed.
- (d) Do not participate in activities that are dangerous to yourself or others.
- (e) Do not take or be in possession of anything that does not belong to you even in fun.
- (f) Do not damage or mark on books or the possessions of others.
- (g) No practical jokes using shaving cream, stink bombs, water balloons, etc.
- (h) No dangerous objects on campus. This includes, but is not limited to, sharp or pointed objects, guns (even toys), explosives, caps, matches, lighters or anything resembling these items.
- (i) Use computers and Chromebooks properly and respectfully. Always follow adult directions when utilizing any equipment that is school property.

Demonstrate good sportsmanship while participating in classroom and playground activities.

- (i) Play fairly and remember to share and take turns.
- (j) Teachers and proctors can help with game rules and settling disputes.
- (k) Students are encouraged to deal with conflict situations in a peaceful manner.

Use acceptable language at all times.

- (l) Profanity, vulgarity, or obscene words or gestures are not allowed.
- (m) Teasing and name calling are not permitted.

Show proper respect to adults and other students.

- (n) Follow the directions of school staff and other authorized adults.
- (o) Be considerate of others.

Respect the Anti-Bullying Policy (*see page 15*)

- (p) If there are incidents of bullying on campus, a system is in place for reporting and enabling students to seek help from staff without threat of reprisal.
- (q) We define bullying as unfair or one-sided interactions between students. It happens when someone keeps hurting, frightening, or leaving someone out on purpose.
- (r) Students are to go to proctors or teachers to report any incidence of bullying.
- (s) Reports of bullying will be followed up by an administrator or teacher who will document the incident and have a separate conference with each person involved in the situation. Student consequences are confidential.

Remain in assigned areas on campus.

- (t) Do not leave your class without teacher permission.
- (u) Do not leave campus during school hours without permission from the school office.
- (v) Play only on assigned playgrounds and not in restrooms or halls.

Keep Carnelian Elementary neat and clean. Take pride in your school!

- (w) Do not mark on walls or damage other areas.
- (x) Gum chewing and sunflower seeds are not allowed.
- (y) Spitting is not permitted at any time.
- (z) Eat only in designated areas.
- (aa) Make sure all trash is placed in trashcans.

Come to school prepared and ready to learn.

- (bb) Bring the necessary materials required by your teacher.
- (cc) Do not bring anything to school that doesn't have a school purpose.
- (dd) Homework is to be completed and returned to school when due.
- (ee) Students will attend school properly dressed (*see District Parent Handbook*).
- (ff) Students are not to disturb classrooms.
- (gg) Toys, skateboards, rollerblades, scooters, electronics, and other personal objects are not to be brought to school without your teacher's permission. Heelys (shoes with rollers) are not to be worn at school.
- (hh) There will be no unauthorized sale of any item (including food, candy, etc.) to students on campus.

Be on time for class and other activities.

- (ii) Check in with the school office if you arrive after the bell rings, otherwise, go directly to class.
- (jj) Students are permitted on campus 15 minutes prior to the start of the school day (breakfast program exception).
- (kk) After the bell rings at the beginning of school or at the end of recess or lunch, a proctor whistle will signal time to line up at the designated area for class.

Follow the rules for bicycle riders – grades 4-6 only!

- (ll) A bicycle permission form must be on file in the school office for each school year.
- (mm) All bicycles are required to have their own lock and **MUST** be locked to the bike racks.
- (nn) Students are required to dismount upon entrance to the school grounds and walk their bikes from the sidewalk to the bike rack.
- (oo) Helmets **MUST** be worn until students reach the bike rack and **MUST** be put on before they leave the bike rack area.

#### **Cell Phones – Possession/Use of Cellular Phones and Other Mobile Communications Devices**

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Students may possess personal electronic communication devices including, but not limited to, cellular/digital telephones, as well as other mobile communications devices, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Electronic communication devices need to be turned off during the school day, stored in the student's backpack and may not be used while on school property, including before and after school hours.

If a disruption occurs or a student uses any mobile communications device, a school employee shall direct the student to turn off the device and shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day to a responsible adult.

In accordance with BP/AR 5145.12 – Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. (*cf. 5145.12 – Search and Seizure*)

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

**Dress Code** – Please refer to the Alta Loma School District Handbook section on Clothing and Appearance.

**Honor Roll Criteria** – To qualify for Principal's Honor Roll, students must have all A's. To qualify for Honor Roll, students must have all A's and B's. To qualify for the Distinguished Citizen's award, students must have all 3's and 4's in citizenship.

**Balloons** – **Balloons are not allowed in the classrooms, at assemblies, or on the school bus.**

**Pets** – So as not to disturb the student's learning environment, pets (dogs, cats, birds, etc.) are not allowed anywhere on campus at anytime unless arrangements have been made with the teacher in advance. **This includes in front of the school during drop off and pick up times, as well as during evening events.**

**NOTE:** All rules listed above apply to all school-sanctioned activities.

## 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 taken will be in accordance with Board policies, California Education Codes, and State laws.

- ✓ **Detention** – 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.
- ✓ **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 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 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. This is recorded in the student file.
- ✓ **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.
- ✓ **Loss of Privileges** – Students are prohibited from attending or participating in student activities for a period of time.
- ✓ **Parent Conference** – A formal conference is 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 for fighting or if drugs, alcohol, or weapons are brought onto the campus or if a student engages in any illegal activities.

- ✓ **Recess Detention/Restriction** — A student may be restricted from recess to improve behavior, including incomplete work, as long as the student is given adequate time to use the restroom and to get a drink or eat lunch, as appropriate.
- ✓ **Removal from Class** — 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.
- ✓ **Restitution** — Restitution (either in payment, or in-kind) will be expected for damaged or lost property; e.g., textbooks, library books, vandalism, etc. If payment is not made, students may lose privileges at school; such as, class parties and assemblies.
- ✓ **Revocation of Inter/Intra District Transfer Agreement** — The principal may revoke a transfer agreement at any time due to excessive tardies, absenteeism or unacceptable behavior.
- ✓ **SARB** — School Attendance Review Board. Meetings take place at the Rancho Cucamonga Courthouse as a way to support improved attendance.
- ✓ **SART** - School Attendance Review Team. Meetings take place at the school as a way to support improved attendance.
- ✓ **Student Study Team Referral (SST)** — A process to help advise students at all levels who may be experiencing academic or behavioral difficulties. A committee of staff and administration facilitates this process.
- ✓ **Suspension** — The student is informed that s/he is subject to a suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent or legal guardian is notified by telephone or in person that the student is subject to a suspension. Notification to the parent or legal guardian must include clear instructions regarding the due process procedure. Recorded in student record.

*Handbook continued on page 15*

### Cardinals DON'T BULLY

Carnelian 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 Carnelian. It is defined as **severe or pervasive physical or verbal act or conduct (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 excluding 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

In order to ensure that all students understand the serious nature of bullying, and that each member of the school community actively rejects bullying, **all students must abide by the Cardinals *Don't Bully* contract.**

### Cardinals Don't Bully Contract

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.