

Please sign and return receipt of this handbook to school.



I have read and discussed the Los Amigos Elementary School student handbook with my child. I understand that I am responsible for all materials checked out from the library or classroom by me child.

Parent Signature

Date

Student Signature

Date

Student's Room Number

Los Amigos Elementary School

STUDENT EXPECTATIONS

1. We take responsibility for learning.
This means:
 - We arrive at school on time.
 - We are prepared for class.
 - We demonstrate a serious and responsible attitude in daily work.
 - Homework is carefully and thoughtfully completed and on time.

2. We try to settle our differences in a peaceful manner.
This means:
 - We respect other people's property and personal space.
 - We do not physically or verbally fight with other children.
 - We do not take anything that does not belong to us.

3. We follow the directions of adults in charge, the first time given.
This means:
 - We do not talk back to teachers or adults in charge.
 - This includes substitutes and lunchroom supervisors.

4. We are sensitive to the needs and feelings of others.
This means:
 - We use appropriate language at all times.
 - We do not bully or tease other children.
 - We never boo or whistle in the auditorium.
 - We are willing to help each other.
 - We are friendly and courteous.

5. We are expected to move safely through the school.
This means:
 - No playing around in the bathrooms or hallways.
 - No running in the lunchroom, hallways, or when inappropriate to do so.

Our School Is Special
Let's Keep It That Way!

Principal's Signature

Parent's Signature

Teacher's Signature

Student's Signature

Release of Specified Information to Designated Persons/Agencies

Dear Parents:

The school does not release information or records concerning your child to noneducational organizations or individuals without your consent. There are a number of organizations associated with education, such as PTA, which have a continuing need for names and addresses of students they represent. Also, the release of certain information, on athletic or academic awards, information for press releases, or information to organizations and institutions offering career opportunities to graduates. The various organizations and the types of information requested are listed on the reverse side of this letter.

Your school will make this information available to the designated agencies or their agents in response to legitimate requests. If you have any objection to this policy, and wish to restrict the release of directory information, please sign where indicated on the reverse side of this letter and return it to the school; such restriction may be revoked by you at any time by notifying me in writing.

You may receive a copy of any information released by submitting your request in writing to the school office.

Very truly yours,

Principal

School

Address

Telephone

Name of Student

Organization

Press, television, radio, and other organizations

PTA officers or room mothers

Privates business or professional schools or colleges approved by the California State Superintendent of Public Information

Employers, official employment or recruitment representative of private industry; federal, state, and local government agencies; and recruitment representatives of the armed forces of the United States or National Guard.

Information to be Released

Information concerning participation in athletics, other school activities, the winning of scholastic or other honors and awards, and other such information.

Names, addresses, and telephone numbers of pupils they represent.

Names and addresses of graduating seniors.

Name, address, age attendance record, scholastic record, and staff employment recommendations.

Restriction of release of pupil information

PLEASE RETURN THIS
ENTIRE NOTICE TO:

We/I object to the release of the specified information in response to the requests of the organizations and agencies noted above. I understand that this restriction may be revoked by us/me at any time by notifying the school in writing.

SIGNATURE OF FATHER

SIGNATURE OF MOTHER

- or -

SIGNATURE OF LEGAL GUARDIAN

SIGNATURE OF ADULT PUPIL

DATE

Los Amigos students may be photographed or videotaped from time to time as a part of classroom or school projects, programs, and activities for instructional purposes, press releases, our yearbook and our student award program.

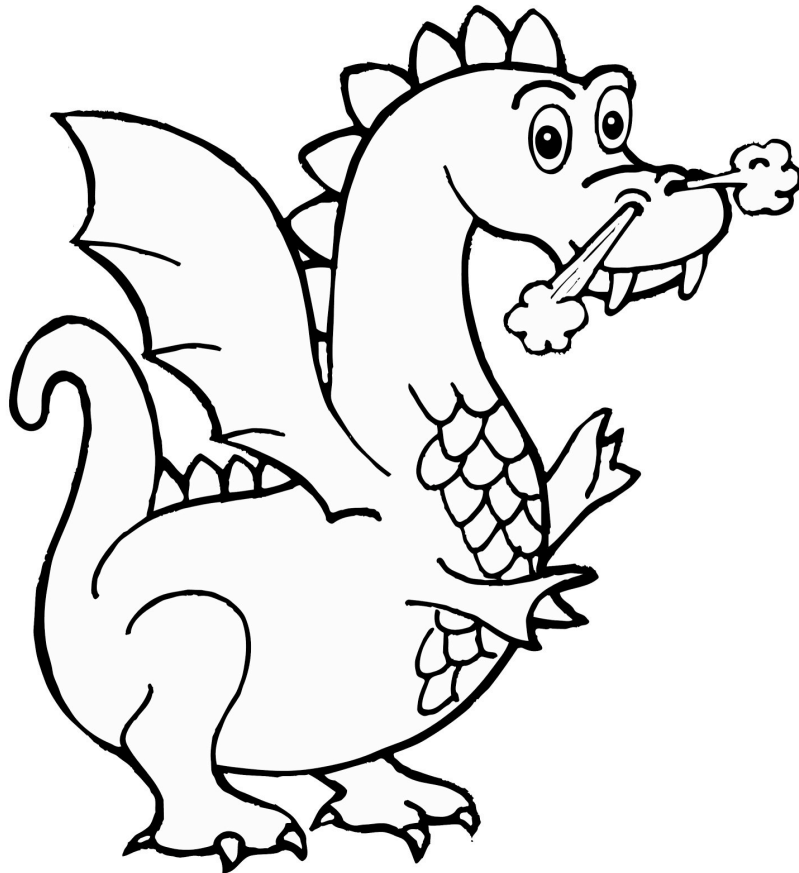
If you object to this policy please sign and return the bottom portion of this page for us to keep on file at school.

Please do not photograph or video tape my child, _____.
Student's Name

Parent Signature

Date

Los Amigos



Student

Handbook

Friends in any language

Cucamonga School District
8776 Archibald Avenue
Rancho Cucamonga, Ca 91730

Claudia Maidenberg, Superintendent
Pam Wright, Asst. Supt., Educational Services
Christine Wallace, Interim Asst. Supt., Business Services
Dan Moore, Coordinator, Personnel and Pupil Services

Board of Trustees

Marlene Baum
Laura Hendison
Elsie Millet
Elizabeth Rodriguez
Dorris Wallace

Los Amigos School
9498 Ninth Street
Rancho Cucamonga, Ca 91730

Shari Biscotti, Principal
Joyce Kozyra, Teaching Vice Principal
Judy Allard, Office Manager
Michelle Wise, Program Coordinator
Roxanne Sensenbach, Multilingual Coordinator

Office: 982-8387
Absence Verification: 931-1641
Emergency: 911

Dear Parents and Students,

My name is Shari Biscotti and I will be Los Amigos' new principal for the 2002-2003 school year. I am very honored to have this opportunity to serve you and your children. I will make every effort to continue to ensure a safe and effective learning environment for our students. I am very familiar with Los Amigos School. In 1988 I began here as a student teacher. I taught Head Start for the District and was then assigned a fifth grade teaching position. I have also been the Program Coordinator and Title I teacher for many years and most recently, the assistant principal.

I believe strongly in parent and community involvement and view parents as our partners in their child's education. I have an "open door" policy and will be available to both you and your children. It is my goal this year to get to know each and every one of you. I will be sponsoring several events throughout the year in order to make this happen. I will continue to keep our valued traditions as well as create new ones.

We have been busy this summer developing ways that we can continue to improve the academic learning opportunities for your child. We have been analyzing test scores and working on ways to continue to refine the curriculum and instruction.

We recognize that you are your child's first and most important teacher throughout life. We know that if we too want to help your child get the very best education possible then we must work together with you as full partners.

We can provide the technical side of your child's academic education. Our teachers are well trained in how to teach reading, writing, language, arithmetic, science, social studies, physical education, health, music and art. They are prepared in how to teach all of the subjects in an interesting, motivating and caring way. They are committed and dedicated to providing your child with a quality education.

You are your child's first and best teacher in the following skill areas necessary for them to access the academic learning. These are also skills that will help them be successful throughout life:

- The value of wanting to learn what is being taught
- The self-discipline to practice it over and over again to know it
- The guidance to always do their best work
- The attitude that if at first you don't succeed, try, try, try again
- The belief that their education is a priority in their life
- Being organized, and neat in their work
- Being a responsible worker

Research shows that the most important variable in a child's success in school is the parent's involvement in the child's education.

The following are some ways to be involved in your child's education:

- Talk with your child everyday about specifics of what is going on at school.
- Discuss the completed work the child has brought home.
- Check homework after it is complete.
- Be available to assist with homework as necessary.
- Set high standards for the work that is performed.
- Guide the development of good study skills.
- Stay in touch with the classroom teacher.
- Call the teacher if work is not regularly coming home or homework is not given every night.
- Communicate high expectations to your child.
- Communicate your confidence and pride in the child frequently everyday.
- Proudly display and share the child's work and progress with friends and relatives.

Also, keep in mind that values and character are best taught by parents. The school role is to reinforce the values, character and work ethic that children learn and develop at home.

This handbook has been developed to acquaint you with the services, policies, rule, and procedures of our school. **Please keep it handy as a reference throughout the school year.** The calendar provided was established in July and is subject to change. Please watch for communications from the school announcing dates and/or event changes and updates.

If you have any questions, suggestions or need further clarification, I encourage you to call or visit the school. If your question is concerning class events or instruction, please ask to speak to your child's teacher. If it involves the overall program, curriculum, or activities please contact me directly. I am looking forward to a great year and getting to know each and every one of you.

Sincerely,

Shari Biscotti, Principal
Los Amigos Elementary School

SCHOOL HOURS

REGULAR HOURS

8:00	Campus opens
8:00-8:20	Breakfast is served
8:25	School Starts
10:00-10:15	Primary Recess
10:45-11:00	Intermediate Recess
11:30-12:10	Primary Lunch
11:30-11:50	K pm Inst.
11:20-11:50	K am Lunch
11:50-12:20	K pm Lunch
12:20-1:00	Intermediate Lunch
12:20	K am Dismissal
2:30	1-5 Dismissal
3:25	K pm Dismissal

MINIMUM DAY HOURS

8:00	Campus opens
8:00-8:20	Breakfast is served
8:25	School Starts
11:00-11:30	Primary Lunch
11:30-11:55	K am Lunch
11:30-11:50	K pm Inst
11:45-12:15	Intermediate Lunch
12:25	K am Dismissal
12:35	1-5 Dismissal
3:20	K pm Dismissal

Playground supervision begins at 8:00 A.M. Students may not arrive earlier as there is no supervision before that time. There is no playground supervision after school. Students must leave campus as soon as the bell rings. Students may not wait for other students or siblings who are staying after school for detention, sports, cheerleading, etc. All students staying after school must have prior written permission from the parent/guardian AND the teacher.

Kindergarten students should report directly to the kindergarten play area through the outside fence before school. All students should be picked up promptly. Parents picking up kindergarten students at the regular dismissal time should wait outside the kindergarten gate. Kindergarten students leaving school before the regular dismissal time must be checked out through the office.

All 1-5 students should enter the school through the gates off of Baker St. before school. Tardy students must enter through the office.

All 1-5 students should exit the school through the gates off of Baker St. Students leaving school early must be checked out through the school office. Student should wait for friends and siblings outside the school gates.

All students who walk home south of Ninth St., or east of Baker St., must use the crossing guards to cross the street.

All students riding a bike to school must have a written permission slip and abide by the Bike Riders' Rules.

All visitors and parents MUST enter and leave through the front office and sign in and wear a visitor's badge anytime they are on campus, even if only for a moment.

INSERVICE (MINIMUM) DAYS

In order to provide Los Amigos students with the most well qualified and highly trained staff possible the district has provided several inservice days for our teachers.

Teaching is a combination of art and science. The field is constantly changing as our understanding about how kids learn and our discovery of new facts and knowledge about our world expands from day to day. It's important for teachers to keep abreast of these changes. The State law governing teacher credentialing now requires continuous education for teachers for life. The state law for school improvement provides for inservicing of teachers to insure the quality of education in California.

Cucamonga School District sets high standards for our teachers in order to meet the high standards for our students. We want our kids to be able to compete in the high tech 21st Century. We want the very best for our students!

State requirements for the number of days, hours and minutes students are in class are met or exceeded while providing the inservice time because of our commitment to quality education. Teacher inservice days do not take away from student instruction time.

We regret any inconvenience with Child Care on days scheduled for days off for students. We hope the schedule of those days posted in their calendar section of this handbook and our reminder notice sent home with your child would enable you to plan ahead and limit the inconvenience. Child Care services are available through the district office. Full day inservices, which would be a day off for your child, are being planned for Fridays or Mondays to provide for 3-day weekends.

Los Amigos teachers are refining their skills on other days besides the planned inservice days. Teachers came back several days this summer, and the entire last week of August for staff workshops. Many of them attend Professional workshops during the summer. Most of our teachers took at least one University class all summer long. They paid for the courses themselves. There is real commitment on our staff to offer your child only the very best opportunity to learn!

BELL SCHEDULE

1st-5th Grades

8:00 – 8:20*****Breakfast

8:25*****School Starts

10:00 – 10:15*****Recess 1 – 3

10:45 – 11:00*****Recess 4 – 5

11:30 – 12:10*****Lunch 1 – 2

12:10 – 12:50*****Lunch 3

12:35 – 1:15*****Lunch 4 – 5

2:30*****Dismissal



HOMWORK

Homework is an integral part of the instructional program of the District. Homework assignments should be:

Based on the needs of the group and the individual student.

Related directly to classroom work.

Planned for the purpose of reinforcing, extending, enriching, and /or strengthening skills.

Made only in those areas, which have been taught and learned sufficiently so that the pupil can perform the assignment correctly.

Explained thoroughly and clearly understood in terms of content, process, and the due date.

Checked to assure that they are reasonable, can be completed in the allotted time, and allow for the pupils out of school responsibilities and schedules.

Planned to be representative of the school and the quality of the instructional program.

Homework should be assigned each day, Monday through Thursday, according to the following guide as established by District, staff and the School Site Council:

Kindergarten	20 minutes per night
Grade 1	20-40 minutes per night
Grade 2	20-40 minutes per night
Grade 3	40-60 minutes per night
Grade 4	40-60 minutes per night
Grade 5	40-60 minutes per night



In addition to the times listed above, all students are expected to read or be read to daily. Assignments/projects may be given over an extended period of time, which may include weekends as appropriate for the grade level.

Parents shall be informed of the above schedule in the parent - student handbook. Parents should be called if a student repeatedly forgets or fails to complete the assignment.

NOTE: Homework is to be related to ongoing class studies and provide needed practice, remediation, or enrichment. Keep homework positive and not punitive.

How To Help With HOMEWORK



Homework is assigned to strengthen skills, help develop study skills and extend learning. Homework will be assigned every night except Friday's. Students will not have class time to do homework. You can help children develop their full potential and prepare themselves for the future.

Make sure your child has:

The same place for homework to be done every day.

A quiet place to work with good light.

A regular time each day for doing homework.

Basic supplies always there (paper, pencils, pens, erasers, markers, ruler, crayons).

Aids to good organization (assignment calendar, book bag, folders, notebook).

Your expectation that they will complete the homework.

Your positive motivation & encouragement for the success of small steps.

Questions to ask your child:

What is your assignment today?

Is the assignment clear? If not, suggest calling the school or a classmate.

When is it due?

Do you need special resources (a trip to the library, access to a computer, special supplies)?

Have you started today's assignment? Finished it?

Is it a long-term assignment? A project or report?

For a major project, would it help to write out the steps or make a schedule?

Would a practice test be useful?

Other ways to help:

Look over your child's homework, but don't do the work!

Meet the teachers early in the year and find out about homework policy.

Review teacher comments on homework that has been returned.

Contact the teacher if there is a homework problem or need you cannot resolve.

Congratulate your child on a job well done!



PARENT CONFERENCE WEEKS



Report cards will be handed out at the fall and spring mandated parent conference weeks. See Calendar. These weeks will be on minimum day schedule.

If the parent fails to attend the scheduled parent conference you should:

Attempt to reschedule the conference

Conduct the conference by phone (only if necessary)

Send the report card or progress report home on the last day of parent conference week and request that it be signed and returned - this documents verification.

A copy of the schedule of your conferences is to be given to Judy on the first day of conferences. This way the office does not need to bother you if a forgetful parent calls. Indicate the areas/times where a parent could reschedule and the office can help with that too.

Teachers are to keep sign in sheets during conference weeks. At the end of the week, turn in your sign in sheets to the office.

During the conference:

Give the parent a copy of the report card. Comments on the report card should reflect a positive tone but should be specific about the student's growth and development. These comments are an important part of a student's education record.

During the fall conference, go over the information on the SAT 9 taken last spring and discuss the results.

Discuss the potential of retention if necessary and develop an ILP.

Areas of concern should be clearly identified and parent / student responsibilities shared.

Have parents sign the report card.

REPORT CARD SCHEDULE

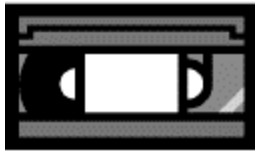
2002-2003

End of Report Period	Report	Grades	Reports Issued
October 4, 2002 End of 1st 5 weeks of school	Progress Report	K-8	Oct 11 - Mailed/sent
November 22, 2002 End of 1st Trimester 58 days of school	1st Trimester Report Card	K-8	Nov. 18-22 Parent Conferences Nov. 25 – Mailed
January 24, 2003 End of 7th week	Progress Report	K-8	Jan. 31 - Mailed
February 28, 2003 End of 2nd Trimester 54 school days	2nd Trimester Report Card	K-8	March 3-7 Parent Conferences March 7 - Mailed
April 25, 2003 End of 7th week	Progress Report	K-8	April 28 - Mailed/Sent
June 13, 2003 End of 3rd Trimester 68 school days	3rd Trimester Report Card	K-8	June 13 - Mailed/Sent

Parent Video Loan

Free

Visit our library to check out videos on how to help your child with:



- *Math*
- *Behavior*
- *Self Esteem*
- *Study Skills*
- *Following directions*
- *Zoo phonics*
- *Homework*
- *Reading*



Prepay Cafeteria

Prepay lunches and or breakfasts...by the week or by the month.

Full Price Breakfast

\$.90 daily

\$4.50 weekly

\$18.00 monthly (four weeks)

Full Price Lunch

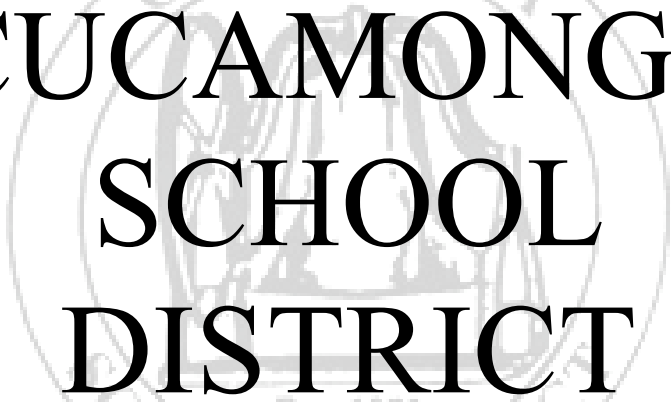
\$1.75 daily

\$8.75 weekly

\$35.00 monthly (four weeks)

Purchase in Kitchen



The seal of Cucamonga School District is a circular emblem. It features a central figure, possibly a Native American, holding a bow and arrow. The text "CUCAMONGA" is arched across the top, and "SCHOOL DISTRICT" is arched across the bottom. Below the central figure, it says "Est. 1870".

CUCAMONGA SCHOOL DISTRICT

MISSION STATEMENT

The Cucamonga School District, with an appreciation for diversity, provides a comprehensive education that promotes academic, emotional and social development, which enables students to be life long learners and realize their full potential as contributing members of society.


SCHOOL MISSION STATEMENT

We, the Los Amigos School Community of parents, students, educators, support staff, and local organizations, are dedicated, through joint effort, to the overall development of academic, social, cultural, and physical excellence of all students. We want to teach each child to appreciate and benefit from diversity, to reach his/her potential, and to develop problem solving skills-leading each student to be a responsible and valuable member of his/her family, community, country, and world.



CURRICULUM

The curriculum taught in all classrooms at Los Amigos has been adopted by the Cucamonga School District School Board in keeping with standards set by the State of California. Individual grade-level expectations may be found in a copy of the grade-level Scope and Sequence. The curriculum is a balanced one which includes a focus on concepts and problem solving as well as facts and basic skills. Phonics are taught and students experience a literature rich environment.



“WE BELIEVE” STATEMENT

- We believe in fostering nurturing environment in which each child feels special and grows in self-esteem.
- We believe that all children can learn and deserve equal access to a full education.
- We believe that love of learning should be nurtured as a lifelong process.
- We believe that critical-thinking skills should be taught to enable children to resolve conflicts, make decisions, and identify and solve problems.
- We believe that at our school we should all appreciate differences and celebrate our diversity.



FOR OUR SCHOOL COMMUNITY

- We believe that community participation in our school should be encouraged.
- We believe that mutual respect; trust, citizenship, and good communication with the school community are vital.
- We believe that when parents are involved in their children’s education, students, teacher, and parents all benefit.



FOR OUR ENVIROMENT

- We believe that our physical plant should be safe, comfortable, aesthetic, and efficient in meeting the needs of our community.
- We believe that all members of our school community should be aware of and act upon environmental and community responsibility.

Los Amigos School
Back to School
Students' Bill of Rights

The students in our school deserve to learn and play in the best environment we can provide. Therefore, all staff and students will make every effort to observe the following:

Students at our school have the right to:

- Be protected from physical harm.
- Be protected from verbal abuse.
- Be treated with kindness, fairness and caring.
- Have their concerns and suggestions be heard.
- Have their personal property protected.
- Have their positive behavior recognized.
- Know what is expected of them at all times.
- Learn in a disruption-free setting.

Shari L. Biscotti, Principal

Los Amigos School-Parent Compact

Staff

We understand the importance of the school experience to every student and our role as educators and role models. Therefore, we are committed to carry out the following goals/standards to the best of our ability:

- Deliver grade level skills, concepts, and standards using a meaningful and balanced, hands-on approach.
- Strive to meet the individual needs of your child.
- Facilitate and encourage open communication regarding your child's education and progress.
- Provide a safe, positive, and healthy learning environment for your child.
- Communicate homework and class work expectations.

Principal's Signature (On behalf of staff)

Student

I realize that my education is important. I know I am responsible for my own successes. Therefore, I am committed to carrying out the following responsibilities to the best of my ability.

- Arrive to class on time and prepared with the appropriate materials and supplies everyday.
- Take my weekly work/information home to my parents.
- Read and practice math facts every day, and return completed homework on time.
- Be responsible for my own behavior.
- Be a cooperative leader/role model.
- Do my best on all assignments, and always be ready to learn and ask for help when I need it.

Student's Signature

Date

Parent

I understand that my participation in my child's education will help and encourage his/her achievements and positive attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability:

- Make sure my child is at school on time.
- Encourage my child to complete his/her homework, and provide a quiet time and place for my child to do homework.
- Review all school communications and return the weekly student homework/reading card.
- Attend school events when possible.
- Encourage my child to read and practice math facts daily.
- Make sure my child gets adequate sleep and eats a healthy diet.
- Support the school and district homework, discipline, and attendance policies.

Parent or Guardian's Signature

Date

STAFF FOR THE 2002-2003 SCHOOL YEAR

Principal:	Shari Biscotti
Teaching Assistant Principal:	Joyce Kozyra
Office Manager:	Judy Allard
Asst. Office Manager:	Teri Padilla

CERTIFIED EMPLOYEES

<u>ROOM</u>	<u>GRADE</u>	<u>TEACHER</u>	<u>GRADE</u>	<u>TEACHER</u>
1	K am	Pat Biehl	K pm	Jackie Crowl
2	1	Joyce Kozyra		
3	CARE	Michelle Wise		
4	K/1	Karen Neal		
5	RSP	Donna Brazill		
5	Speech	Richelle Mitchell		
6	1	Stella Flores		
7	1	Sally Bradshaw		
8	2	Carla Sulli		
9	1	Michelle Billings		
10	1	Laurie West		
11	5	Adriana Weatherby		
12	3/4	Patti Melendez		
13	4	Mike Mayhew		
14	3	Mary Pizarchik		
15	4	Theresa Givens		
16	4	Darren Alcala		
17	5	Silvia Elvis		
18	5	Julia Borngrebe		
19	3	Lisa Prouty		
20	2/3	Carol Dill		
21	2	Cindy Rojo		
22	2	Andrea Champlin		
24	K am	Christine Hurley	K pm	Margaret Rodriguez
26	3	Rebecca Viveros		
27		Paige Bunch School Counselor		
28	2	Laura Gallardo		
29	2	Lauri Hope		
30	PE	Scott Newell		
31	YMCA	Day Care		
Multilingual Coordinator		Roxanne Sensenbach		
PAR/BTSA		Julie Alba		

CLASSIFIED EMPLOYEES

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>LOCATION</u>
Judy Allard	Office Manager	Office
Teri Padilla	Office Assistant	Office
Norma Pantenburg	Librarian	Dragon's Den
Tony Zacarias	Head Custodian	
Victor Salinas	Night Custodian	
Angie Ibarra	Health Tech	Office
Diana Ambriz	CalWORKS Supervisor	Office
Claudia Perez	CalWORKS Health Tech	Office
Mary Plamondon	RSP Aide	Room 5
Virginia Bostick	Bilingual Aide	
Bertha Carranza	Bilingual Aide	
Esther Aguilera	Instructional Assistant	
Jasmin Mestas	Instructional Assistant	
Cecelia Vagnozzi	Volunteer Coordinator	
Debbie Moncada	Food Svc. Lead	Cafeteria
Josephine Chavez	Food Svc. Asst.	Cafeteria
Barbara Tisdale	Food Svc. Asst.	Cafeteria
Maria Torres	Food Svc. Asst.	Cafeteria
Andrea Bragg	Preschool Teacher	
Mike Espinoza	Preschool Aide	
Candace Willams	Preschool Aide	
Emma Clay	Campus Aide	
Zakiah Karim	Campus Aide	
Yolanda Llamas	Campus Aide	
Margaret Morelion	Campus Aide	
Ana Salcedo	Campus Aide	

Parent Partnership Quiz

What is the most important factor in determining the success of a student in school?

1. The amount of money spent.
2. Class size.
3. The qualifications of the staff.
4. The involvement of the parents.

Answer: Number 4

Every study conducted in the last 25 years has shown that the most important factor in predicting the success of a student in school is the involvement of the parents in the student's education.

Be a partner with Los Amigos in educating your child.

Suggestions:

- *Attend school events
- *Discuss homework daily
- *Ask to see work and notes daily/weekly
- *Volunteer or visit the school if your schedule permits
- *Ask specific questions about what is happening in school
- *Discuss the book the student is reading daily
- *Attend parent/teacher/student conferences
- *Give lots of praise and encouragement
- *Keep teachers informed
- *Join the PTA

982-8387

Los Amigos PTA

The Los Amigos PTA is a local unit of the National and State PTA. All Cucamonga parents are encouraged to join. The PTA is a group of parents, teachers, and administrators working together for the best interests of all the students. The PTA is eager to have all the parents involved in the school in any activity in which they are interested. You are encouraged to contact Jeannette Chism (982-8387) if you'd like to help on a committee. (We need you!)

The 2001-2002 PTA Board is:

President	Jeannette Chism
Vice President in charge of School Relations	Ana Salcedo
Vice President in charge of Incentive Programs	TBA
Recording Secretary	Esther Aguilera
Treasurer	Danelle Tafolla
Historian	Dee Martin
Parliamentarian	Shari Biscotti

THE OBJECTIVES OF THE PTA

To promote the welfare of children and youth in 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 closer relation the home and the school, 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 as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Dear Parents,

Your child's safety is a major concern in the Cucamonga School District and at Los Amigos School. Students must come to school to learn. We all believe that students cannot learn if they are not safe or if they fear for their safety.

We have a Safe Schools Plan to make certain your child is safe from emotional and physical harm while at school. Our plan includes teams that make sure the facility and grounds are safe. We make sure your child is safe while coming to school and going home. Our plan has guidelines to keep students emotionally and physically safe as they work and play with other children and with adults. We have in place ways to make sure the school is safe from intruders. We have programs to keep the students safe from gangs, drugs and violence at school and in the community.

Our emergency preparedness plan includes all kinds of emergencies. We have monthly fire drills to practice our preparedness. Our staff has attended CERT training with the City of Rancho Cucamonga, Department of Disaster Preparedness. We have teams set up that have been trained on how to respond for their part of assisting should a real disaster or emergency occur. We have meetings to update our plan at least twice a year. We have full disaster drills twice each year. We have collected some emergency preparedness supplies and equipment including a generator, first aid supplies, food and water.

When we practice our evacuation drills at school we teach the students each step so they know how to keep themselves safe at school. We remind the students that should a real disaster or emergency occur that you will come here to school to pick them up. We tell them that you want us to wait here with them until you can get here. We tell them that the roads may be broken or the phones may not work, but that you expect us to stay here with them until you can send someone or make it here yourself, no matter how long it takes. We tell the students that they may not just leave school to go home by themselves but they must wait here for you.

You may help to better prepare your child for a disaster or emergency if you discuss what you expect them to do should a real problem occur.



STUDENT DROP OFF AND PICK UP

Your child's safety is very important to us at Los Amigos School!!!! Please help us to closely monitor and control the safety of each child, especially during drop off and pick up times, by carefully observing the following procedures, rules, and laws.

- **All bussed students must enter and exit the school through the bus circle gate off of Baker St.**
- **All 1st – 5th grade students who walk or who are transported by car must enter and exit the school through the Baker St. gates.**
- **All Kindergarten students who walk or are transported by car must enter through the front Kindergarten play area gate.**

1st – 5th grade students who are brought to school by car must be dropped off in the Parents pick up driveway on Baker St.

The bus circle is for busses only.

Students may not enter or exit through the front office unless they have official business in the office.

1st-5th graders may not be dropped off in the driveway in front of the school.

Please pull into a parking space or park next to the curb while waiting for your child in the driveway on Baker St. Do not block the driveway at any time. Please use caution while in the driveway as students may be crossing the driveway.

The Rancho Cucamonga Fire Department prohibits any stopping or parking in the driveway in front of the school. The front driveway and parking lot should be used only when you park in parking space and have business in the school office, are signing a student out of school, or dropping off or picking up a kindergarten student.

The driveway in front of the school is often very busy. If you must drop off or pick up your kindergarten student please allow yourself plenty of time. **The curb inside the driveway is painted red by the fire department to indicate no stopping or parking. Drivers have been ticketed for violating this law.** Do not stop even for a moment to let off your child in front of the kindergarten gate. If you are bringing your kindergarten child to school, or picking them up, you must park in a parking space and walk the child to the gate. Do not park in a handicap parking space unless you have a handicap permit as those spaces are needed and used by drivers who do have a permit.

KINDERGARTEN DROP-OFF AND PICK-UP



A.M./P.M. DROP OFF

All kindergarten children who are brought to school are to be dropped off at the **kindergarten gate**. For safety reasons, *no adult will be allowed to enter the play area through the gate during the drop off time*. If you need to speak with the teacher, please call to speak with her on the telephone after the students leave school, write a note, or ask for her to call you after school via a note with your child.

Please do not enter the classroom hallway area through the front lobby to drop your child off. Students will not be allowed to enter the classroom through the hallway doors. If you have made previous arrangements to volunteer or visit in the classroom on that day you may sign in at the office, wear a nametag and enter the classroom through the hallway doors. We are sorry but you must have made previous arrangements to visit, as we must keep classroom visitors at a reasonable number.

If you have signed in and put a nametag at the north cafeteria door to have breakfast with your child in the cafeteria, and you do not want them to walk to class by themselves, you may bring your child to the double doors on the side of the kindergarten play area. The child should enter the play area through the double doors without an adult. The child should report to their classroom through the outside class door from the play area. *Adults may not enter the kindergarten play area through the double doors at the side of the kindergarten yard.* Adults should proceed through the front lobby and exit the school through the office. **Please do not take your child to the classroom doors from inside the hallways.**

A.M./P.M. PICK-UP

Students who are being picked up after school will be kept in their classroom until an authorized person comes to the classroom door to pick them up. The kindergarten gate will be unlocked at dismissal time, which is 12:15 for A.M. and 3:20 for P.M. **No students will be released before that time unless they are signed out through the office.**

Authorized adults should enter through the gate and **wait at the door** until the teacher can call their child. Please be patient, especially during the first few weeks, as teachers may not be familiar with who belongs with whom for a while, and we do want to err on the side of caution for your child's safety.

All parents/guardians will be required to complete a release card for their child. **The card must be shown each time the child is picked up by anyone to make certain students are going only with authorized persons.** The teacher will check the ticket to verify that it is authentic and that the holder of the ticket is the person authorized to pick the child up. This may take time but we must put safety first. Please allow yourself enough time to wait for this safety procedure. Adults without a yellow kindergarten ticket (even parents) will be asked to report to the office to have their authorization to pick up the child verified.

To expedite picking up your child, please complete the paperwork for a yellow card that is issued with your registration. Then have your yellow ticket with the signatures of all parties authorized to pick your child up ready to **show the teacher at the classroom door each time you come to school**. Please remember the teacher will only be able to verify the release of one student at a time.

Each yellow ticket has space for more than one authorized adult to sign in case all family members are sharing one yellow ticket. **Only persons who are authorized to pick up the child on the office emergency card should have their name on the kindergarten release ticket.** If you would like someone to pick your child up and their name is not on the office emergency card you must contact the school office to have their name added to the emergency card. You have been furnished more than one yellow ticket for convenience purposes. If you need more yellow tickets, please ask the teacher.

Los Amigos School does not have supervision for any students left after school is dismissed. The YMCA on the Los Amigos campus offers childcare from 6 a.m. through 6:30 p.m. There are also several childcare providers in the area, some provide busing to their facility. Students not picked up immediately after school is dismissed will be sent to the YMCA for childcare. The parents will receive a bill from the YMCA for childcare services. If you have an emergency and are unable to get to school to pick up your child on time, please call the school office so other arrangements can be made.

Thank you for your cooperation in implementing this procedure. We apologize if this inconveniences you in any way. The safety of all of the students is our main concern. We do not want to put our students at risk. Please give us feedback and input if you see ways that we can make our system better. We welcome your suggestions and input.



MEDICATION



Many children of the Cucamonga School District require medication during school hours. In order to facilitate and assist you and your family physician in completing prescribed medication, as well as to conform to current legislation regarding this subject, the following information is provided to all parents in the district. The school nurse will confer with parent and physician to see if medication can possibly be given outside of school hours. Should this not be the case, the parent must follow the following procedure:

1. Return Parent and Physician Medication Request Forms to the school of attendance.
2. Bring the medication to school in the container received from the pharmacist. The pharmacist's label must indicate: name of student, date, name of doctor, name and specified dosage of medication, and method of administration.

The medication **MUST** be kept in the nurse's office in a locked drawer or cabinet, or other locked location as designated by the principal and nurse. Students are prohibited from keeping any medication including aspirin or cough drops in their possession.

The Parent and Physician Medication Request forms authorize a school nurse to give instructions to non-medical personnel in administration of medication and in special techniques, e.g., hypodermic injection for allergic reactions, etc. The principal and nurse will determine who will administer the medication.

Any medication sent to school with a child by a parent, to be given by another person or to be taken by the child him/herself, **under any conditions other than those described in the foregoing procedures**, would fail to constitute acceptable practice of administering medication within this school district.

The Parent and Physician Medication Request Forms must be renewed each year. This is the responsibility of the parent.

ILLNESS OR ACCIDENTS

If a child becomes ill or is seriously injured at school, his parents or another adult authorized by the parent on the child's emergency card will be notified and the child will be sent home with the responding adult. It is, therefore, imperative that you keep information on emergency cards current.

If your child must be sent home, you will need to arrange for an authorized adult to pick your child up as soon as possible. Sick children are more comfortable at home, and we do not have facilities or personnel to care for them at school. Children will not be released to walk home alone.

HEALTH CONCERNS



COMMUNICABLE DISEASES

Rashes associated with internal illnesses are almost always considered contagious (Scarlet Fever, Measles, Fifth's or Slapped Cheek Disease, Head-Foot-Mouth Disease, etc.); the child should not be allowed to enter school until their physician states, in a note, that he/she is no longer contagious. Please contact school as soon as possible, if a diagnosis of one of the above is made by your child's' physician, especially measles or mumps.

Students may return from Chicken Pox when all pox marks are scabbed over, no fever exists and no sore throat is present. Rashes to Impetigo, Ringworm and Scabies need to be properly treated before readmission to school. All exposed and treated Ringworm lesions must be covered at school.

All students having recovered from the above conditions need to re-enter school through the Health Office.

MEDICATIONS

No medication (prescription or over the counter) may be administered to a student at school until the school has received a medication consent form (contact school for form) completed and signed by the students' physician and parent/guardian. No student may keep any medication (prescription or over the counter) on his or her person. This includes all asthma inhalers or breathing machines. If you have any questions or concerns, please contact the school.



UNAVOIDABLE FORSEEN ABSENCES Including Travel



If you know your child will be away from school because of travel or other unavoidable circumstances, please arrange two weeks in advance for an Independent Study Contract. The contract must be created and signed by all parties *before* the absence begins.

The teacher will prepare a work/study plan that your child can complete each day of the absence. When your child returns they submit the completed work. This will allow your child to stay current with the class work. They may receive credit on their report card as though they were present. If your child is working to achieve perfect attendance the Independent Study will count them as though they were present in school.

An Independent Study Contract can be created for one or more days of absence. Please contact the classroom teacher or the office if you would like to arrange an Independent Study Contract. Please remember to give two weeks notice so the work may be prepared.

If you are planning to be out of town for the holidays and your child will be away from school, please see the teacher today to arrange for an Independent Study Contract so your child's education can continue without interruption.

ANIMALS

Animals other than those brought specifically for class purposes are prohibited on the school grounds during class sessions. Children must have their teacher's permission before bringing pets to school. Any animals, reptile, or insect brought to school must be properly housed and transported to school by parents. Animals are not permitted on school buses. Any animal found on the school grounds during class sessions is subject to impoundment by the Animal Shelter.

APPOINTMENTS

We urge that you schedule medical and other appointments so they do not conflict with class time. If it is necessary that students leave the school grounds before the regular dismissal time, send a written note to the teacher indicating your intentions or stop the school office before picking up your child. Students MUST be signed out in the office before leaving. They will not be released to any one other than their parents without written authorization. If they return to school following an appointment or arrive late, they must check into the office before going to class.

ATTENDANCE

State law requires students to be in school unless they are ill. Do not send your child to school with early stages of a cold, persistent cough, or fever. PLEASE CALL THE SCHOOL ON THE DAY OF ABSENCE 931-1641. IF NO CALL IS MADE, UPON RETURNING TO SCHOOL A CHILD MUST BRING A NOTE FROM HIS OR HER PARENT TO THE OFFICE STATING THE REASON FOR ABSENCE. Illness and bereavement are the only "excused" absences for which the District continues to receive its state apportionment. In the case of unexcused absence, the school receives financial credit for any portion of the day attended. We appreciate the effort extended in having the child attend any portion of a day when full attendance is not possible. Our real interest is in having the child present to learn. Upon return to school after an absence, the student must come through the office to receive an admit slip before being admitted into class. At that time, the student will give the office any notes for absences.

BICYCLE AND PEDESTRIAN SAFETY

All bike riders must abide by the State laws and school rules regarding bike riding. This includes wearing a helmet. Students violating these laws or rules will have their privilege to ride a bike to school revoked.

With written parent permission, students may ride their bicycles to school. They must walk their bikes to and from the bike racks and lock their bikes to the racks. No students are to loiter around the racks. Bike riding is not allowed on the school grounds. Parents should discuss bicycle and pedestrian safety with their children. The city provides a crossing guard at Baker and 9th from 8-8:25 a.m. and 2:30-3:00 p.m.

BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch are offered daily in the school cafeteria. Applications are available in the school office for those who meet the qualifications for the reduced/free school meal program. Lunches are ordered at the start of the school day. If your child will be arriving late to school, please call the school office before school so that a lunch can be ordered for him/her. Los Amigos School is a closed campus; children are not permitted to walk home for lunch. All students must have a lunch. Students forgetting their lunch or losing their money must report to the office during first recess to call home or borrow money. Students borrowing lunch payments will be served a sack type lunch (cheese or peanut butter and jelly sandwich, fruit, and milk). Repayment is the regular lunch price. The loan should be repaid in the kitchen. Students may report to the cafeteria in the morning before school to prepay for lunch to prevent money from being lost.

BUS TRANSPORTATION

Only those children who are regular bus riders may ride the bus. Riders wishing to get off at a different stop must have WRITTEN PARENT PERMISSION INITIALED BY THE PRINCIPAL. Regulations also prohibit the transporting of animals or glass containers. All students are issued a pamphlet on bus rules. Parents should review with their children proper behavior both on the bus and at the bus stops. Students must follow the directions of the driver and show him or her proper respect. Violation of bus rules will result in citations sent home and/or denial of bus privileges. (See Bus Rules brochure)

CLASSROOM PARTIES

Classroom parties are limited to 4 per year. Parties will be held for Winter Holidays, Valentine's Day, Spring, and End of Year. Birthday parties for individual students are not celebrated at school.

CHILD CARE

Day Care is available at school from 6 A.M. until 6:30 P.M. operated by the YMCA in Room 31.

CLASS ACTIVITIES

Please keep the office informed of special activities and events (time, location, etc) so that parent questions can be answered by the office staff. Please also let the office know if you will be in another room or location so that you or your students can be reached when necessary. This is especially important during the last half hour of the day.

COMMUNICATIONS TO PARENTS

All written communications from the classroom to parents must be reviewed by the principal and authorized prior to sending home. (This does not include notes to individual parents)

FIELD TRIPS

Realizing that resources outside the school have educational value in the promotion of the objectives of the school curriculum, the Board of Education encourages the use of such resources when appropriate. Educational study trips are to be pertinent to some phase of current classroom activities or be of other important educational value to the children. Field trips are included in Board Policy.

HEALTH SERVICES

A part time registered nurse is employed to assist in meeting the first aid needs of all children through an “on call” basis. Our office assistant tends to children who become ill, administers first aid and maintains health requirements and records. Vision and hearing screening is performed by outside sources contracted by the district.

HONOR ROLL

There will be two honor roll assemblies each year at the ends of each semester. To qualify for honor roll students must have a grade point average equal to 3.0 to 3.5. Principal’s Honor Roll will be 3.6 to 4.0. Honor Roll is for students in grades 4 or 5 only.

INSURANCE

Student accident insurance by a private carrier is available during the year. Application forms will be sent home to all parents early in the year.

KEEPING STUDENTS AFTER SCHOOL

Use the district form for keeping students after school. Parents must be contacted and notified 24 hours in advance. They must sign the form that they will arrange for transportation home, and must come to the class to check their child out. No student may be detained after school for more than one hour.

LIBRARY

The Dragons’ Den is our library. The Dragons’ Den provides a rich, stimulating and creative environment to help create a love and value of books in the students. The library is the center of our curriculum and the symbolic and physical center of the school. The library committee helps to guide the library program and connects the library to the curriculum at each grade level. We have approximately 12000 books that provide reading and research opportunities for all the students. The Dragons’ Den is open for student exploration and enjoyment before school, during recesses, lunch and after school. See library schedules. Teachers may send groups of students to do research. Library skills, research skills, and book exploration are facilitated by the teacher. The Dragon’s Den has implementing a bar coding check out system. Parents are responsible for all books their child checks out. Lost or damaged books must be paid for. (Report cards will be withheld in accordance with state law for unreplaced library and textbooks.)

Our Dragons’ Den also loves volunteers! Join **FODDS**, Friends Of the Dragons’ Den, by calling Norma Pantenburg or Machel Vaughn at 982-8387.

A contribution of a hardcover book donated on behalf of your child on their birthday is a great way to help our school, all of the students **AND** make your child feel special. A donation nameplate will be installed in the book to honor the birthday child. Call our librarian to arrange your contribution today!

LIBRARY LIMO

Each month the names of the “Dragons of the Month” from each classroom are placed in a drawing. Eight of the “Dragons” are pulled randomly to ride in a limousine to the Rancho Cucamonga City Library for a VIP tour. All participating students must have a field trip permission slip.

LIBRARY / MEDIA CENTER

The library/media assistant will meet with each teacher to schedule class visitations to the library and establish general library procedures. Each class may visit for a 40-minute period each week. Classes may use the computer lab as well as the main library. Teachers must be with their classes in the library and the computer lab. This is not a free time for teachers. Students in the main library may check out books, do research, learn library skills, return books, or take part in groups when the library - media assistant does dramatic readings, etc.

Teachers need to instruct their students on the importance of returning their books the way they were upon check out. Our school, and especially our library - media assistant has worked very hard to increase the amount of usable reading material in our library. We must take care of what we have and continue to grow so our students, teachers, and eventually parents will have the best media/text resource center available anywhere.

We will be increasing our professional library section. We are taking donations of materials that would benefit all staff. If you have material you would like to share, please donate the book or magazine to our professional library.

LOST AND FOUND

Many articles become lost or are left unclaimed. All personal belongings should be marked. There is a coat rack located in the cafeteria for lost sweaters, jackets, etc. Small items such as watches, jewelry, etc. are to be turned in to the office. Items not claimed by the end of the school year will be given to charity.

PARENTS ON CAMPUS

Parents are encouraged and desired to become involved with their child’s educational process. Inviting parents in to read with students, speak to the class, share an experience, culture, talent, and/or career is our goal. They are encouraged to be on campus, on the playground, in the classrooms, in the CARE program, in the library and/or in the cafeteria. They are vital side of the learning triangle.

Parents who are on campus must sign in at the front desk in the main office, even if the teacher has given them prior approval. It is important for the security of all on this campus that the office is aware of all visitors to our campus. While we welcome parents to our school to observe the excellent educational programs we offer, there are situations that are disruptive to this educational program. If a situation arises, please notify the office immediately and inform the visitor that it is mandatory to sign in at the front desk of the office. Avoid confrontations and avoid conferences during instruction time. Conference times need to be arranged outside the instructional day.

PARTIES

Birthday parties are not a part of school activities and need to be kept at home. A treat sent in by the parent for snack or lunch time is acceptable. Other parties are not strongly encouraged, but could be part of the socialization process if controlled and expectations are clear.

PASSES

All students must have a pass to come to the office. The classroom teacher must issue one if it is class time and the yard duty teacher must issue one if it is recess time.

PERFECT ATTENDANCE

Students with perfect attendance (NO tardies, NO absences, NO early check outs) will be honored each month at the Breakfast Bunch Donuts for Dragons. Students with perfect attendance all year long will be honored at the end of the year and receive a free yearbook.

POLICY OF KEEPING CHILDREN AFTER SCHOOL

Occasionally, a teacher may request that a child remain after school either for extra help or for disciplinary reasons. The teacher will notify the parents prior to detaining a child. Written parent permission must be obtained before any student will be kept after school for any reason.

RELEASE OF STUDENTS TO PARENTS

If a parent wishes to pick up their child for any reason during the school hours, it will be necessary to have the parent sign the sign out sheet at the front desk in the main office. This procedure is for the protection of the students. Students are not to be excused from their classroom without a written pass or a phone call from the office.

RSP PROGRAM

Los Amigos' staff includes a full-time resource specialist who meets on a regular basis with students who have identified learning needs. Individualized instruction is provided through use of the SRA program and within the regular classroom setting to meet a wide variety of learning needs such as visual, memory, auditory perception, reversals and concentration problems. I.E.P.'s (Individual Education Plans) identify student needs and the resource and classroom teachers work together to see that needs are being met.

SCHOOL SITE COUNCIL

School Site Council is a body in compliance with state law that guides the direction of our School Site Plan. If you are interested in being elected to serve on our School Site Council call Michelle Wise in the office.

STUDENT STUDY TEAM

Students who have academic, behavioral, attendance, or health needs may be referred by a classroom teacher to the Student Study Team. The team consists of the vice principal, classroom teachers, special education teachers, speech therapist, and other support personnel as needed. The group discusses a student's particular needs and provides recommendations to assist the classroom teachers in helping each student reach their potential.

TARDINESS

Students who report late to school must report FIRST to the office before going to class. In the case of frequent tardiness, parents will be contacted. Please make every attempt to have your child arrive on time. When students are late they miss important learning time, distract the teacher from teaching and disturb other students trying to learn. Students who are tardy to class will be given an appropriate consequence. Repeated tardiness will require a parent conference.

TECHNOLOGY

We are implementing the Los Amigos Technology Plan, which continues to be refined as technological advances are made in the real world. Students currently have access to at least one PC in each classroom that is networked throughout the school and has access to the internet. Some classrooms provide parent access for class assignment and homework information @schoolnotes.com.

All students visit the computer lab at least once per week. The lab is child friendly and has screened access to the internet. All students may use the computer lab to take Accelerated Reader comprehension tests.

The Cucamonga School District is connected on a (WAN) wide area network throughout the district. The district is a member of the San Bernardino County Schools' ITDC which provides staff development in technology use to all staff members and connects teachers and students to the internet.

Los Amigos has a home page on the internet, which has been nationally recognized by Safe Surf as an outstanding educational web page: cuca.k12.ca.us/losamigos.

Los Amigos teachers are implementing technology as a part of the curriculum and not as a separate subject. Each student must have a Technology Use Permit form on file in the school office. (See first day packet)

Cucamonga School District has a Technology Coordinator and Los Amigos has the services of a site technology expert. Cucamonga School District is committed to continuing to build a strong technology program for all students.

Please contact the School if you or your business is interested in helping Los Amigos develop our Technology Plan.

TELEPHONE

The office will always try to relay telephone messages to your child. To prevent continually interrupting teachers while they are instructing their classes, we request that these be of an emergency nature only. Children may not use the office telephone unless it is an emergency and they have permission from their teacher or office personnel. Calls directing students to change there after school destination will only be accepted from parties authorized on the emergency card. Verification of authorization will be made.

TRANSPORTING STUDENTS

Staff is not to transport students in their private vehicles without proper authorization.

VISITORS AND ENTRY ONTO SCHOOL GROUNDS

We welcome and encourage school and classroom visitors. State law requires that ALL visitors on campus (no matter how short the stay or whether you enter a classroom or not) register in the office and obtain permission to enter the school grounds. PLEASE DO NOT ENTER THE SCHOOL GATE OR HALLS to drop your child off at the classroom or pick your child up, unless you have signed in at the office and OBTAINED A NAMETAG. Knowing who is on campus will help us provide for the SAFETY and SECURITY of all students. Of course, your nametag will also help to introduce you to all of our school staff, so they can make you feel welcomed!

VOLUNTEERS

Los Amigos loves volunteers! No experience is necessary. We'll train you! If you like working with kids, have a special talent you'd like to share, or just want to be of service to the community, we'll find something you'll love to do here. Contact Cecelia Vagnozzi, our Volunteer Coordinator, or our PTA President, Jeannette Chism at 982-8387. They will arrange a time that is convenient to you. Grandparents, friends and neighbors are also welcome!

You are needed for our CARE reading program (Community Assisted Reading Education) as well as in the classroom. Being a CARE mentor is one way to help students who need help in reading. A CARE mentor volunteers at the same time each week to work with one individual student. Great success has been seen in student academic growth with this program. Volunteers will be trained and an easy to do work program is ready when you arrive. Your main job will be to motivate and praise your reading buddy and listen to them read.

Help is also needed in our workroom cutting out things and running off papers.

The classroom teacher may require a classroom aid to pass a proficiency test of basic skills before helping in the classroom.

The following apply to all students whether wearing uniforms or exempt from them:

DRESS, GROOMING AND PROHIBITED PERSONAL PROPERTY

Dress should be appropriate for normal school activities; it should reflect pride and respect. Health and safety are guides to acceptable school attire. Garments should meet acceptable standards and be appropriate and in good repair. The administration retains the sole discretion to determine if the garment meets this standard.

Basic Dress Guidelines

1. Shoes must be worn at all times. A substantial sole is required and enclosed toe and heel on footwear are highly encouraged. For example, strapless sandals, thongs, bedroom slippers, moccasins and footsies are not acceptable.
2. Extremely brief garments such as jogging shorts, exercise tights, halter tops, bare midriffs, tube tops, net tops, tank tops, spaghetti straps, plunging necklines (front and back) cut-up clothing, bathing suits, gym shorts (except during P.E. classes) and see through, strapless or backless garments are not appropriate.
3. Hair nets, bandanas, hair rollers, clippies, or other grooming aids are not appropriate.
4. Garments, which contain words that are suggestive or have suggestive double meanings of lewdness, obscenity or vulgarity, are not to be worn.
5. Garments with slogans or pictures promoting the use of drugs, alcohol, or substance use will not be allowed.
6. Earrings or other jewelry, which may present a safety hazard, are not suitable for school wear.
7. Sun glasses are not permitted unless prescribed by a doctor.
8. Gang attire of any kind is strictly prohibited. Shirts with buttons are to be buttoned at all times.
9. Tattoos are to be covered at all times.
10. Hats of any kind may not be worn without the expressed permission of the principal.
11. Clothing, make-up or hair-do styles that disrupt the educational process are not appropriate, except on school dress-up days.

PROHIBITED PERSONAL PROPERTY

Students are not to have in their possession (including book bags and lockers) no bring, the following items to school:

1. Radios, television sets, record players, tape players, and cameras. (With prior written permission of the principal or designee, these items may be brought to school for special occasions.)
2. No gang-related jewelry, insignia, colors, paraphernalia (beepers, gloves, rags, bandannas, plastic hands), materials, apparel, clothing or attire which creates animosity or promotes violence between persons or groups may be worn or carried on campus or at school activities. Also prohibited are notebooks, manner of grooming, or gesture, which, by virtue of its color, arrangement, trademark, graffiti or any other attribute, denotes membership in such a group.
3. Gambling devices - dice, playing cards, pogs, etc.
4. Drugs, alcoholic beverages, narcotics, cigarettes, cigarette lighters, matches, and look alike.
5. Explosive devices, firecrackers, fireballs, cherry bombs, etc.
6. Weapons, guns, knives, cake cutters, screw drives, and/or other dangerous items.
7. Toys, especially those which are realistic simulations of guns and knives.

GANG SYMBOLS/GRAFITTI

Any student wearing or carrying overt gang paraphernalia, symbols, or making gestures that symbolize gang membership shall be referred to the principal or designee. The student's parent/guardian shall be contacted and the student sent home to change clothes if necessary.

In case of questionable dress (not covered in the rules listed above), the site administrator will make the final decision. Appropriate action will be taken at that time and, when necessary, a home contact will be made seeking parental cooperation and assistance.

POLICIES

RACE, COLOR CREED, ORIGIN, ANCESTRY

EC. 51500: No teacher shall give instruction nor shall a school district sponsor any activity which reflects adversely upon persons because of their race, color, creed, national origin, or ancestry.

TEXTBOOKS

EC. 51501: No textbooks, or other instructional materials shall be adopted by the state board or by any governing board for use in the public schools which contains any matter reflecting adversely upon persons because of their race, color, creed, national origin or ancestry.

PUBLICATIONS, GOVERNING BOARD APPROVAL

EC. 51510: Except as to textbooks approved by the state board or a county board of education, no bulletin, circular, or publication may be used as the basis of study or recitation or to supplement the regular school studies if the material contained in the bulletin, circular, or publication has been disapproved by the governing board of the school district in which the school is situated.

RELIGIOUS MATTERS PROPERLY INCLUDED IN COURSES OF STUDY

EC. 51511: Nothing in this code shall be construed to prevent or exclude from the public schools, references to religious or references to or the use of religious literature, art, or music or other things having a religious significance when such references or uses do not constitute instruction in religious principles or aid to any religious sect, church, creed, or sectarian purpose and when such references or uses are incidental to or illustrative of matters when properly included in the course of study.

COMMUNISM

EC. 51530: No teacher giving instruction in any school, or on any property belonging to any agencies included in the public school system, shall advocate or teach communism with the intent to indoctrinate or to inculcate in the mind of any pupil a preference for communist.

EXPECTATIONS FOR STUDENT BEHAVIOR

I. Discipline Program:

PHILOSOPHY

The students, staff, and parents of Cucamonga School District form a unique community of people engaged in the important task of learning. A safe, pleasant learning environment is essential to successful learning.

Everyone benefits from discipline in the schools. Students learn more and develop a feeling of pride because they are part of a productive, orderly learning environment. Instruction is effective when teachers are able to spend more time and effort helping students instead of dealing with behavioral problems. School activities are more fun and rewarding when they are not disrupted by inappropriate behavior. A successful discipline program enables students to work, play and live in a pleasant, safe and orderly environment where they can enjoy greater personal freedom. The responsibility for discipline and for creating this environment rests with the students, staff, and parents. This requires that all three parties work together to meet their responsibilities.

Each student enrolled in the Cucamonga School District and at Cucamonga Elementary School will be made aware of acceptable behavior and will be held accountable for his or her actions, behaviors, and conduct at school, on the way to school or on the way from school to home, as well as at school sponsored activities and events. Appropriate behavior will be subject to established consequences. Discipline will be administered in a fair, firm and consistent manner.

II. Rules and Conduct

There are many rules, regulations, and laws made to help people in our society, as well as to help them have self-discipline.

A. Additional items to consider:

1. Stay on campus during the school day and not leave without permission from authorized personnel.
2. Have regular attendance and make up missed assignments when appropriate.
3. Snacks like gum and unshelled seeds are unacceptable.
4. The following personal items are unacceptable: balls, bats, radios/walkman, games not part of class activity, inappropriate reading material, skates, skateboards, wheelies, shoes with wheels, bikes, dangerous objects like matches, knives including kitchen or plastic knives, firecrackers, etc.

B. General Classroom Rules



Students shall:

1. Enter the room on time, quietly, and prepared with necessary materials, books, homework, etc.
2. Follow directions, practice good manners, and show respect to people and their belongings.
3. Raise hands and wait to be called upon by the teacher before speaking or getting out of the seat.
4. Be responsible for doing and turning in work on time, and making up missed assignments after returning from an absence.
5. Keep hands, feet, and objects to themselves.
6. Not eat snacks, chew gum, or eat anything in the classroom unless given permission to do so by the teacher.

C. Cafeteria Rules



All lunch money is handled by the cafeteria staff.

Teachers will:

1. Bring the class to the designated line up area.
2. Pick up students at the end of the lunch period.

Students shall:

1. Walk orderly and quietly to and from the cafeteria.
2. Follow directions given by the noon duty supervisors.
3. Remain in designated area during lunch.
4. Fill all spaces at a table before going to an unused table.
5. Eat food and dispose of the trash properly.
6. Stay in seats until dismissed and not bother others.
7. Line up as directed and not wait for anyone and not cut in line for any reason.
8. Clean the area where you sit to eat lunch. Put all trash in proper containers.
9. Not play in the eating area.
10. Always carry the tray with two hands.



D. Bus Rules

Students shall:

1. Arrive at the bus stop no more than ten minutes prior to the bus arrival.
2. Remain quiet and orderly while waiting, boarding, riding, and leaving the bus.
3. Respect and obey the bus driver at all times.
4. Remain seated and keep hands, feet, and objects inside the bus.
5. Talk quietly and use only kind words to one another.
6. Keep the bus, and the area around the bus stop, clean. No eating or drinking on the bus.
7. Bring no animals or glass aboard the bus.
8. Observe all traffic rules and laws.

E. Walker Rules



Students shall:

1. Stay on sidewalks or in crosswalks. Observe all traffic rules and laws.
2. Be courteous to crossing guards and to neighbors.
3. Arrive no earlier than 20 minutes prior to the beginning of school.
4. Leave skateboards, bikes, and skates at home. These are not allowed on campus.
5. Go straight home after school and do not harass other students on the way.

F. Auditorium/School Sponsored Activities Rules

Students shall:

1. Enter quietly and sit in the assigned area.
2. Show respect and courtesy to presenters, participants, and guests by not booing, whistling, or making inappropriate comments.
3. Exit quietly when dismissed.



G. Campus/Playground Rules



Students shall:

1. Use equipment and play games appropriately by not:
 - Climbing on backstops, fences or trees.
 - Swinging on tetherballs, poles or chains.
 - Hanging on volleyball nets.
 - Running up or down slides.
 - Jumping off, twisting or raising swings.
 - Leaving school to get a ball.
 - Getting on the roof to get a ball.
2. Walk in hallways and walkways.
3. Play on the grounds in a safe and sane manner by not:

Fighting	Hitting	Kicking
Play fighting	Pushing	Shoving
Wrestling	Gambling	Throwing rocks, etc.
Selling items	Trading items	Playing ninja type games
4. Freeze when the bell rings then, when told to do so, line up promptly and orderly:
 - Do not cut in line or save places.
 - Do not Roughhouse while standing in line.

III. Progressive Consequences For Not Following Rules and for Unacceptable Behaviors

If a student fails to follow these guidelines, the teacher/adult in charge and the student will attempt to resolve the behavior problem. If this is not successful, the parent will be contacted and a conference may be arranged. Certain behaviors may result in a student having to serve detention time during or after school hours.

Offenses of a serious or repeated nature may result in a suspension on or off campus. (EC 48900)

Students who are suspended may not participate in any school activities or programs for the duration of the suspension.

School-wide infractions, not of a serious nature, will be handled by the teacher. Appropriate, communicated interventions will be used before the child is sent to the office for discipline by the principal. Note: law prohibits corporal punishment of any kind. This includes: running laps, push ups, writing for writing sake as repetitive sentences, etc. Thought papers or consequence papers where learning is the goal are acceptable if the quantity of the assignment is reasonable.

Serious Violations will be sent to the Office immediately.

Procedures:

1. Each teacher will:

- Teach rules and give examples of the rules.
- Model the rules.
- Post classroom rules for students to see.
- Collect the signed sheet from the Student Handbook indicating that the student and parents have read the rules.
- Enforce all school rules in a fair, firm, and consistent manner.

2. Each student will:

- Listen to the teacher explain the rules.
- Respond to questions about the rules.
- Obey all rules.
- Attend the Safety and Courtesy Assembly.
- Sign a statement of understanding at the front of the student handbook and return that sheet to the teacher. Parents also must sign the statement.

3. Each Campus Aide, Teacher, Aide, Principal, Assistant Principal, other adult on duty will:

- Monitor student behavior.
- Teach and model the rules.
- Explain and re-teach rules when they are broken.
- Write up a referral/action report for repeated and severe violations of the rules.
- Refer violators first to their classroom teacher for disciplinary action unless the student's action is suspendable. Suspendable actions should be sent to an administrator. Note: we owe it to ourselves and our colleagues to, as much as possible, keep the power of discipline in the hands of the offender's classroom teacher.
- Place students in detention as needed to handle immediate problems.

4. Office Referral:

Office referrals will be used for extreme or repeated violations of rules and/or legally defined suspendable acts. However, when it is necessary to take disciplinary action within the classroom, the teacher should document all actions and contacts with parents. Copies of this documentation should be attached to the referrals when that action is necessary.

5. Recess Detention:

Students given recess detention should be sent straight to the detention area with a signed note and work. These students should be sent for behavior reasons only, not for incomplete work or for homework not done. No one is allowed in this area unless assigned. Teachers who feel that their whole class, or a large portion of their class, deserves recess detention should plan on monitoring that session in their own room.

6. Playground Detention:

Students who need to be isolated and timed out from recess activities need to be placed in a clearly observable location, separated so they do not talk to each other or bother each other. On very hot or inclement days adjust student location.

7. Suspensions:

A suspension will be used for extreme or repeated violation of rules and/or legally defined suspendable offenses under EC 48900:

Caused, attempted to cause, or threatened to cause physical injury to another person.

Possessed, sold, or otherwise furnished any firearms, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance.

Unlawfully offered, arranged, or negotiated to sell any controlled substance.

Committed or attempted to commit robbery or extortion.

Caused or attempted to cause damage to school property or private property.

Stolen or attempts to steal school property or private property.

Possessed or used tobacco or any products containing tobacco or nicotine products.

Committed an obscene act or engaged in habitual profanity or vulgarity.

Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.

Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

Knowingly received stolen school or private property.

Possessed an imitation firearm...that could cause a reasonable person to assume it is a real firearm.

Committed or attempted to commit a sexual assault.

Harassed, threatened or intimidated a pupil who is a complaining witness in a disciplinary action.

Sexual Harassment

Hate Violence

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

While on school grounds

While going to or coming from school

During lunch period whether on or off campus

During or while going to or coming from, a school sponsored activity

OFFICE REFERRAL

Office referral will be used for extreme or repeated violation of rules and/or legally defined suspendable acts.

Legal causes for suspension include: a pupil shall not be suspended for school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has: (E.C. 48900)

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c) Unlawfully possess, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove c cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Has unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, 289, or committed a sexual battery as defined in Penal Code 243.4.
- o) Harassed, threatened, or intimidate a student who is a complaining witness in a school disciplining proceeding for the purpose of either preventing that student from being a witness or retaliating against the student for being a witness, or both.

- E.C. 48900.2 Committed sexual harassment as defined in Education Code 212.5
- E.C. 48900.3 Committed an act of hate violence as defined in Education Code 33032.5
- E.C. 48900.4 Intentionally harassed, threatened or intimidated a student or group of students

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which 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.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

E.C. 48900.5 SUSPENSION AS A LAST RESORT. Suspensions shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon first offense, if the principal or superintendent of school determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.2 and 48900.3 and 48900.4

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as a victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or create an intimidating, hostile, or offensive education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3 inclusive. (Add. Stats. 1992, Ch. 909)

E.C. 212.5 Sexual Harassment

For the purposes of this chapter, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

48915 (a) and (c)

Violation of Education Code 48915 (a) requires the principal to recommend a student for expulsion. This includes:

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 38915 (g), explosive or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance
4. Robbery or extortion
5. Assault or battery

Violation of Education Code 48915 (c) requires the principal to recommend a student for expulsion and requires the Board of Trustees to expel the student. This includes:

1. Possessing or selling or otherwise furnishing a firearm
 2. Brandishing a knife
 3. Unlawfully selling a controlled substance
 4. Committing or attempting to commit a sexual assault or committing a sexual battery
-
- a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
 - b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affect the individual.
 - c) 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.
 - d) 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. (Add. Stats. 1984, Ch. 1371)

EXPULSION AND BOARD ACTION

E.C. 48915 REASONS FOR EXPULSION AND PROCEDURES

(a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- (4) Robbery or extortion.
- (5) Assault or battery, as defined in Penal Code 240 and 242, upon any school employee.

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts as school or at a school activity off school grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion."
- (5) Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of student that meets all of the following conditions:

- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
- (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
- (3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (l), (j), (k), (l), or (m) of Section 48900, or Section 48900.2 or 48900.3, and either of the following:

- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d).

Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(g) As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 _ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

E.C.48915.2.

(a) A pupil expelled from school for any of the acts listed in subdivision (a) or (c) of Section 48915 shall not be permitted to enroll in any other school or school district during the period of expulsion unless it is a county community school pursuant to subdivision (c) of Section 1981, a juvenile court school, as described in Section 48645.1, or a program of study pursuant to subdivision (d) of Section 48915.

(b) After a determination has been made, pursuant to a hearing under Section 48918, that an individual expelled from another school district for any act described in subdivision (a) or (c) of Section 48915 does not pose danger to either the pupils or employees of the school district, the governing board of a school district may permit the individual to enroll in the school district after the term of expulsion, subject to one of the following conditions:

(1) He or she has established legal residence in the school district, pursuant Section 48200.

(2) He or she is enrolled in the school pursuant to an interdistrict agreement executed between the affected school districts pursuant to Chapter 5 (commencing with Section 46600) of Part 26 or pursuant to Article 1.5 (commencing with Section 48209) of chapter 2 of Part 27. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which 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 the campus.
4. During, or while going to or coming from a school sponsored activity.

E.C.48918. EXPULSION

The governing board of each school district shall establish rules and regulations governing procedures for the expulsion of pupils. These procedures shall include, but are not necessarily limited to, all of the following:

(a) The pupil shall be entitled to a hearing to determine whether the pupil should be expelled. An expulsion hearing shall be held within 30 schooldays after the date the principal or the superintendent of schools determines that the pupil has committed any of the acts enumerated in Section 48900, unless the pupil requests, in writing, that the hearing be postponed. The adopted rules and regulations shall specify that the pupil is entitled to at least one postponement of an expulsion hearing, for a period of not more than 30 calendar days. Any additional postponement may be granted at the discretion of the governing board. Within 10 schooldays after the conclusion of the hearing, the governing board shall decide whether to expel the pupil, unless the pupil requests in writing that the decision be postponed. If the hearing is held by a hearing officer or an administrative panel, or if the district governing board does not meet on a weekly basis, the governing board shall decide whether to expel the pupil within 40 school days after the date of the pupil's removal from his or her school of attendance for the incident for which the recommendation for expulsion is made by the principal or the superintendent, unless the pupil requests in writing that the decision be postponed. If compliance by the governing board with the time requirements for the conducting of an expulsion hearing under this subdivision is impracticable during the regular school year, the superintendent of schools or the superintendent's designee may, for good cause, extend the time period for the holding of the expulsion hearing for an additional five school days. If compliance by the governing board with the time requirements for the conducting of an expulsion hearing under this subdivision is impractical due to a summer recess of governing board meetings of more than two weeks, the days during the recess period shall not be counted as schooldays in meeting the time requirements. The days not counted as schooldays in meeting the time requirements for an expulsion hearing because of a summer recess of governing board meetings shall not exceed 20 school days, as defined in subdivision (c) of Section 48925, and unless the pupil requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of school for the school year. Reasons for the extension of the time for the hearing shall be included as a part of the record at the time the expulsion hearing is

conducted. Upon the commencement of the hearing, all matters shall be pursued and conducted with reasonable diligence and shall be concluded without any unnecessary delay.

(b) Written notice of the hearing shall be forwarded to the pupil at least 10 calendar days prior to the date of the hearing. The notice shall include all of the following:

(1) The date and place of the hearing.

(2) A statement of the specific facts and charges upon which the proposed expulsion is based.

(3) A copy of the disciplinary rules of the district that relate to the alleged violation.

(4) A notice of the parent, guardian, or pupil's obligation pursuant to subdivision (b) of Section 48915.1.

(5) Notice of the opportunity for the pupil or the pupil's parent or guardian to appear in person or to be represented by legal counsel or by a nonattorney adviser, to inspect and obtain copies of all documents to be used at the hearing, to confront and question all witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the pupil's behalf, including witnesses. In a hearing in which a pupil is alleged to have committed or attempted to commit a sexual assault as specified in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900, a complaining witness shall be given five days' notice before being called to testify, and shall be entitled to have up to two adult support persons, including, but not limited to, a parent, guardian, or legal counsel, present during their testimony. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential. Nothing in this subdivision shall preclude the person presiding over an expulsion hearing from removing a support person whom the presiding person finds is disrupting the hearing. If one or both of the support persons is also a witness, the provisions of Section 868.5 of the Penal Code shall be followed for the hearing. Nothing in this section is intended to require a pupil or the pupil's parent or guardian to be represented by legal counsel or by a nonattorney adviser at the hearing.

(a) For purposes of this section, "legal counsel" means an attorney or lawyer who is admitted to the practice of law in California, and is an active member of the State Bar of California.

(b) For purposes of this section, "nonattorney advisor" means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the pupil or pupil's parent or guardian to provide assistance at the hearing.

(c) Notwithstanding Section 54593 of the Government Code and Section 35145, the governing board shall conduct a hearing to consider the expulsion of a pupil in a session closed to the public, unless the pupil requests, in writing, at least five days before the date of the hearing, that the hearing be conducted at a public meeting. Regardless of whether the expulsion hearing is conducted in a closed or public session, the governing board may meet in closed session for the purpose of deliberating and determining whether the pupil should be expelled. If the governing board or the hearing officer or administrative panel appointed under subdivision (d) to conduct the hearing admits any other person to a closed deliberation session, the parent or guardian of the pupil, the pupil, and the counsel of the pupil also shall be allowed to attend the closed deliberations. If the hearing is to be conducted at a public meeting, and there is a charge of committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900, a

complaining witness shall have the right to have his or her testimony heard in a session closed to the public when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

(d) Instead of conducting an expulsion hearing itself, the governing board may contract with the county hearing officer, or with the Office of Administrative Hearings of the State of California pursuant to Chapter 14 (commencing with Section 27720) of Part 3 of Division 2 of Title 3 of the Government Code and Section 35207, for a hearing officer to conduct the hearing. The governing board may also appoint an impartial administrative panel of three or more certificated persons, none of whom is a member of the board or employed on the staff of the school in which the pupil is enrolled. The hearing shall be conducted in accordance with all of the procedures established under this section.

(e) Within three schooldays after the hearing, the hearing officer or administrative panel shall determine whether to recommend the expulsion of the pupil to the governing board. If the hearing officer or administrative panel decides not to recommend expulsion, the expulsion proceedings shall be terminated and the pupil immediately shall be reinstated and permitted to return to a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs. Placement in one or more of these programs shall be made by the superintendent of schools or the superintendent's designee after consultation with school district personnel, including the pupil's teachers, and the pupil's parent or guardian. The decision not to recommend expulsion shall be final.

(f) If the hearing officer or administrative panel recommends expulsion, findings of fact in support of the recommendation shall be prepared and submitted to the governing board. All findings of fact and recommendations shall be based solely on the evidence adduced at the hearing. If the governing board accepts the recommendation calling for expulsion, acceptance shall be based either upon a review of the findings of fact and recommendations submitted by the hearing officer or panel or upon the results of any supplementary hearing conducted pursuant to this section that the governing board may order. The decision of the governing board to expel a pupil shall be based upon substantial evidence relevant to the charges adduced at the expulsion hearing or hearings. Except as provided in this section, no evidence to expel shall be based solely upon hearsay evidence. The governing board or the hearing officer or administrative panel may, upon a finding that good cause exists, determine that the disclosure of either the identity of a witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the governing board or the hearing officer or administrative panel. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

(g) A record of the hearing shall be made. The record may be maintained by any means, including electronic recording, so long as a reasonably accurate and complete written transcription of the proceedings can be made.

(h) Technical rules of evidence shall not apply to the hearing, but relevant evidence may be admitted and given probative effect only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs. A decision of the governing board to expel shall be supported by substantial evidence showing that the pupil committed any of the acts enumerated in Section 48900. In hearings which include an allegation of committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900, evidence of specific instances, of a complaining witness' prior sexual conduct is to be presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before the person conducting the hearing makes the determination on whether extraordinary circumstances exist requiring that specific instances of a complaining witness' prior sexual conduct be heard, the complaining witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

- (i) (1) Before the hearing has commenced, the governing board may issue subpoenas at the request of either the superintendent of schools or the superintendent's designee or the pupil, for the personal appearance of percipient witnesses at the hearing. After the hearing has commenced, the governing board or the hearing officer or administrative panel may, upon request of either the county superintendent of schools or the superintendent's designee or the pupil, issue subpoenas. All subpoenas shall be issued in accordance with Sections 1985, 1985.1, and 1985.2 of the Code of Civil Procedure. Enforcement of subpoenas shall be done in accordance with Section 11525 of the Government Code.
- (2) Any objection raised by the superintendent of schools or the superintendent's designee or the pupil to the issuance of subpoenas may be considered by the governing board in closed session, or in open session, if so requested by the pupil before the meeting. Any decision by the governing board in response to an objection to the issuance of subpoenas shall be final and binding.
- (3) If the governing board, hearing officer, or administrative panel determines, in accordance with subdivision (f), that a percipient witness would be subject to an unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as provided for in subdivision (f).
- (4) Service of process shall be extended to all parts of the state and shall be served in accordance with Section 1987 of the Code of Civil Procedure. All witnesses appearing pursuant to subpoena, other than the parties or officers or employees of the state or any political subdivision thereof, shall receive fees, and all witnesses appearing pursuant to subpoena, except the parties, shall receive mileage in the same amount and under the same circumstances as prescribed for witnesses in civil actions in a superior court. Fees and mileage shall be paid by the party at whose request the witness is subpoenaed.

(j) Whether an expulsion hearing is conducted by the governing board or before a hearing officer or administrative panel, final action to expel a pupil shall be taken only by the governing board in a public session. Written notice of any decision to expel or to suspend the enforcement of an expulsion order during a period of probation shall be sent by the superintendent of schools or his or her designee to the pupil or the pupil's parent or guardian and shall be accompanied by all of the following:

- (1) Notice of the right to appeal the expulsion to the county board of education.
- (2) Notice of the education alternative placement to be provided to the pupil during the time of expulsion.
- (3) Notice of the obligation of the parent, guardian, or pupil under subdivision (b) of Section 48915.1, upon the pupil's enrollment in a new school district, to inform that district of the pupil's expulsion.

(k) The governing board shall maintain a record of each expulsion, including the cause therefore. Records of expulsions shall be a nonprivileged, disclosable public record. The expulsion order and the causes therefore shall be recorded in the pupil's mandatory interim record and shall be forwarded to any school in which the pupil subsequently enrolls upon receipt of a request from the admitting school for the pupil's school records.