



Student and Family Handbook 2026-2027

**20001 Carson Lane
Castro Valley, CA 94552
Office Phone: 510-537-6365
<https://jensenranch.cv.k12.ca.us/>**

Lisa MacLean, Principal

CVUSD is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination, intimidation, harassment and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Violations of this policy should be reported immediately to the site administrator(s) at District Schools. Inquiries regarding the non-discrimination policies: Director of Student Services, 4400 Alma Avenue, Castro Valley CA 94546, [510-537-3000](tel:5105373000) x 1257

Welcome to

Jensen Ranch Elementary School



Our Mission Statement

Jensen Ranch School is dedicated to establishing and maintaining a learning environment where school, community, and individuals work together in an atmosphere of open communication, respect and creative spirit to foster an expectation of excellence, responsibility and life-long learning.

We are dedicated to helping students reach their fullest potential by:

- Achieving the goals of education by providing for mastery of academic skills, the development of critical and creative thought, and an openness to life-long learning;
- Promoting and modeling excellence and personal best;
- Recognizing the unique value of each individual while nurturing the social, emotional, physical and intellectual growth of each student;
- Encouraging the development of self-discipline, responsibility, cooperation, compassion and consideration of others within our classrooms, school and community;
- Promoting a partnership between home, school and community.

Principal's Message

Dear Jaguar Families,

Welcome to the 2026-2027 school year! The start of each new school year brings excitement for the adventure that is about to begin. Jensen Ranch has a rich tradition of excellence and we look forward to partnering with you to continue to provide an outstanding educational program this year. This year we welcome TK and two new Special Day Classes to Jensen Ranch!

The Jensen Ranch School Handbook was created to help you become familiar with school and district policies. Although teachers review this information with their classes, it is essential that parents and guardians read and discuss this information with their children. If there are any changes, updates will be provided to families as we go through the year regarding areas that may be impacted by necessary changes.

After you have gone through this handbook, **please sign and return the last two pages** acknowledging that you and your child understand our:

- ✓ Code of Conduct
- ✓ Drop-Off/ Pick-Up Procedures

Please keep this book handy so you can refer to it throughout the school year. If you have any questions or comments, please feel free to call the office at 537-6365 between the hours of 7:45 AM and 4:00 PM.

At Jensen Ranch we strive for all our students to be outstanding citizens. I encourage you to discuss the PAW Pledge included in this handbook with your child and emphasize this pledge at home as well. We are always on the lookout for students who are demonstrating the PAW Pledge and will be recognizing students throughout the school year..

Timely communication is essential to fostering and developing a strong home/school partnership. We communicate through our school website and grade level pages, the district automated message system "ParentSquare", email, our school Twitter Feed @JensenJaguars, on Facebook, follow our Principal @lisamacleanprincipal, individual classroom newsletters, our online school newsletter "The Jensen Round-Up," as well as through a variety of committees and meetings including PTA, School Site Council (SSC), and English Language Advisory Committee. Check out our school website regularly for access to important updates, the school newsletter, Google calendar, program information, as well as links to valuable parent and student resources. We know that the more Jensen families are kept well informed of the many opportunities available to support our students the better we can serve your student in his/her pursuit of excellence.

Parents and guardians are critical members of our Jaguar family and I encourage you to be involved in your child's education. There will still be numerous ways to be an active participant with your student in the year ahead. Information on our outstanding Jensen Ranch PTA is included in this handbook. Please take time to review the PTA pages and consider actively participating in this vital organization that provides funding to many of our school programs.

As we begin this year together, please don't hesitate to reach out if you have any questions or concerns. The Jensen Ranch staff and I always value the opportunity to hear from you. We look forward to partnering with you to make this an exceptional year!

Sincerely,
Lisa MacLean
Principal





GENERAL INFORMATION

Office Phone: 510-537-6365
Office Hours: 7:45 a.m.-4:00 p.m.
<https://jensenranch.cv.k12.ca.us/>

Principal: Lisa MacLean
Administrative Assistant: Rebecca Long
Attendance: Kacey Brett

Campus Hours (Use “Doorbell” @ Gate 2 if arriving on campus during the school day.)

7:45 a.m.	Office Opens
7:50 a.m.	Students should not be dropped off prior to 7:50 a.m. as there is not supervision
8:00 a.m.	Gates to the campus open for students
8:10 a.m.	Official Start of School Day for K-5
8:20 a.m.	Official Start of School Day for TK
4:00 p.m.	Office Closes.

The office may close as early as 3:15 p.m. (M-Th) or 3:00 p.m. (F) for meetings or trainings.

Mornings

TK, Kindergarten and SDC Student Drop-Off:

Parents/Guardians are to bring students to the classroom and drop off directly with the classroom teacher. Remember, there is no parking in the drop-off zone, so please park off campus.

1st-5th Grade Drop-Off:

Students may be dropped off outside the gates. Family members are also welcome to drop the child off at class. Visitors are not permitted on the playground at the before school recess time.

Afternoons

Family members picking up their child shall wait outside the gates until the dismissal bell rings. TK and Kindergarten students must be picked up outside Gate 2. There is NO after school supervision or playground use. Students are expected to go home immediately after dismissal unless participating in an authorized afterschool event or program. Students waiting for a ride to pick them up are to wait patiently in Line 1 (white curb in the traffic circle between the crosswalk and the green zone), or Line 2 (the sidewalk on Carson Lane near the gate). The Adventure Time staff will walk kindergarten students attending Adventure Time to and from their classrooms. 1st-5th grade students are to walk to Adventure Time by way of the school field. Students attending PlayCV will report to the MPR after school. Any students remaining in a pick-up zone or on campus 10 minutes after dismissal will be walked to the office. The office closes at 4:00 p.m, but may occasionally close as early as 3:15 p.m. for all staff meetings or trainings.

ATTENDANCE

Attendance at school is compulsory under California State Law. REGULAR ATTENDANCE IS THE SINGLE MOST IMPORTANT FACTOR IN DETERMINING YOUR STUDENT'S SUCCESS IN SCHOOL. Parents have the responsibility to assure that their children attend class on the days school is in session. Children should not attend school if they are ill.

Regular attendance is the single most important factor in determining your student's success in school. Attendance at school is compulsory under California State Law. Parents have the responsibility to assure that their children attend class on the days school is in session. Of course, children should not attend school if they are ill.

Absence Verification - Call the School Office: 510-537-6365

Report all absences immediately. When a student is absent from school for any reason, telephone the school on the first day of the absence.

When leaving a voicemail state:

- Your student's full name
- Teacher's name and Room #
- Date(s) of absence
- The reason for the absence
- Your name and relationship to the child

Students may only legally be excused for the following reasons: **illness, medical/dental appointments, court appearances involving the student, death or funeral of an immediate family member, quarantine under the direction of the country or health officer, exclusion for failure to present evidence of immunizations and exclusion from school because student is the carrier of a contagious disease.** All other absences are considered unexcused by the state, regardless of whether you let us know in advance. Absences due to vacation are not excused. Please avoid unexcused absences as much as possible. You have **48 hours** to report your student's absence or it will be coded as unexcused. Please note, if your student is absent or goes home ill, they are unable to return to school that day or participate in any after-school or school related evening activity, i.e. plays, talent show, track meet, etc. Your child's attendance can be viewed through the Aerie's Parent Portal.

We are funded by the state on the basis of each child's attendance and only accrue funding on days that he/she is actually present. All absences, whether excused or unexcused, will be noted on your child's report card.

Arriving Late/Tardiness

Students arriving late (after 8:10 AM) to school must report to the office and be issued a pass before heading to class. Please note that at 8:08 the warning bell rings. Tardies are excused for the following reasons: **dental, doctor, orthodontia, optometric and chiropractic appointments, and court appearances involving the student.** Upon returning to school, please provide the office with an appointment verification from the doctor/court. We urge all parents/guardians to strive for promptness so that each child may start off his/her day at school on a positive note. Tardiness due to traffic or weather conditions are unexcused. Please allow extra time to account for increased traffic near the school. Excessive tardies and absences may result in a SART meeting with the principal and teacher.

When Should You Keep Your Sick Child Home?

Your child will enjoy school and be better able to learn if he/she is well. It is important that children who are contagious remain at home. Any Alameda County Public Health Guidelines will supersede the information in this handbook.

Please keep your child home if he/she has any of the following:

1. A student with a fever of a 100 degrees or more must be fever free for 24 hours to return to school
2. A runny nose when the mucus is thick and green or yellow
3. Cough or congestion that interferes with breathing and/or if wheezing
4. A rash of unknown origin or contagious rash requires a certificate from physician stating the student may return to school
5. Diarrhea
6. Vomiting
7. Severe headache
8. Other symptoms as identified by the ACPHD.

Attendance Requirements

According to Education Code 48260, any pupil subject to compulsory full-time education or to compulsory continuing education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor. Any student who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant.

Attendance Continued

Truancy Interventions (unexcused absences)

- **3 absences - 1st Truancy Letter** - serves as a reminder to the parent/guardian to address the student's attendance issues and to avoid possible future truancy. (Student conference at middle and high school)
- **6 absences - 2nd Truancy Letter** - Student Attendance Review Team (SART) Meeting with the Principal or Assistant Principal, Counselor, Parent, and Student (Attendance Contract)
- **9 absences - 3rd Truancy Letter** - Student Attendance Review Board (SARB) Meeting at the District Office. This is a truancy mediation program mediated by the county's district attorney or probation officer, and/or a

juvenile court. Also in attendance are District Personnel, School Personnel, Parent(s)/Guardian(s), the Student, and representatives from community partners may participate including the Alameda County Sheriff's Office.

Independent Study Contracts

In order to maximize student achievement and social/emotional growth and in accordance with California Education Code, it is expected that students will attend school every day. However, family situations do arise which necessitate emergency travel. When these rare situations arise, families may arrange a Short Term Independent Study Contract with the school. **These contracts are appropriate for emergency, unavoidable absence of no fewer than 3 days.** Independent study for family vacations or leisure travel that can occur during school breaks is strongly discouraged, since independent study cannot replicate the classroom instructional experience.

A completed Short Term Independent Study Contract must be submitted to the main office or attendance office, signed by a parent/guardian a minimum of 10 school days prior to the absence. The contract must include the dates of absences, return to school date, and reason for the request. The absence duration should be as brief as possible, as absences of more than a few days will negatively impact student learning. Site administration must approve all requests **a minimum of 10 school days prior to the absence.** A Chromebook may be required to complete some of the assigned work, so ensure your child's school issued device is available during IS. Parents should pick up all assigned work on the last day of attendance prior to the trip. Once the student returns to school, **all completed work must be returned to the Teacher on student returns to class.** If the student does not complete all assigned work, future requests may be denied. ***Independent Study contracts at the end of the school year must be completed no later than fifteen school days prior to the last day of school. Independent Study contracts cannot be established during the first 10 days of the school year.***

Schools are not obligated to provide students with an Independent Study contract. The availability of an Independent Study contract must be agreed upon by mutual consent of the principal, teacher, parent/guardian, and student. Students should only be placed on Independent Study if the student can successfully accomplish their academics. (EC 51745(a) and 51747 (c)(7))

Note: If a student on an IEP is requesting a Short Term Independent Study Contract, the Program Specialist must be notified immediately so that appropriate IEP documentation can be determined.

Leaving the School Grounds

Students are not allowed to leave campus before dismissal unless a parent/guardian comes to the office to sign them out. After the parent/guardian has signed the student out, the office will call the classroom, notifying the teacher to release the student. When you are able to notify the teacher and/or office staff ahead of time of your child's need to leave early, we will facilitate a timely pick-up.

General Information

Calendar of Events

Our Jensen Ranch Google Calendar can be found on our Jensen Ranch webpage. You can print our calendar under the "Our School" tab or scroll to the "Calendar of Events" on the bottom of the page and subscribe to stay up to date. This is the most up to date place to find daily and weekly schedule changes and event info.

Clothing Needs

If your child is prone to having bathroom accidents or finding mud puddles, it is encouraged that your child has a change of clothes in their backpack or with their teacher. The office maintains a very limited supply of clothes for students to wear in case of a clothing emergency. If your child needs to use office clothing, please wash and return to school as soon as possible. Clothing donations in good/new condition are accepted for the following: pants (sweatpants or elastic waistband preferred); underwear; socks.

Combination Classes

Combination classes have been an established part of Jensen Ranch due to natural variations in student enrollment from year to year. Student enrollment doesn't always come in neatly organized groupings of twenty-five or thirty-two (one teacher) per grade level. Enrollment is likely to be scattered over grade levels with a small (fewer than fifteen) overage of students, necessitating combination classes. We ask that families keep an open mind by becoming aware of the classroom procedures and planning to understand the advantages and support provided to students

enrolled in combination classes. The teacher who is chosen must be one with experience in both grade levels whenever possible. This teacher must be adept at differentiating instruction for multiple ability levels and multiple subjects.

Concerns

At Jensen Ranch, we value open communication and strong partnerships with families. If you or your student experiences a concern, we encourage you to let us know as soon as possible so that we can work together toward a positive resolution. To ensure there is dedicated time to address your concerns, please schedule a meeting so that both parties have time to meet and discuss the concerns. By working together, we can ensure a positive and supportive school experience for every Jensen student.

Step 1: Addressing Concerns with Staff

- If the concern is specific to a classroom, student, teacher, or staff member, please begin by scheduling a meeting directly with that individual.
- Many concerns can be effectively resolved through respectful, timely communication between families and staff.
- When communicating with staff, we kindly ask that you:
 - Share your concern clearly so we can fully understand what needs attention.
 - Use a respectful tone, knowing we are here to support your child.
 - Partner with us as we work together toward a positive resolution.

Step 2: Contacting School Administration

- If the concern is not resolved after working with the staff member, you are welcome to contact the principal to discuss the matter further.
- Our administration is committed to addressing concerns promptly and thoughtfully in order to support all students and families.

Important Reminders

- Do not confront, question, or discipline other students regarding behavior at school or school-related events.
- Do not contact other parents about student-related issues.
- If you witness or become aware of concerning behavior, report it directly to school staff.
- Trust that staff are trained to handle situations appropriately and will take necessary steps.

Together, we can ensure Jensen Ranch remains a welcoming, safe, and supportive place for all students.

Conference Days in September and March

- **Fall Conferences** - All parents/guardians are invited to [Fall Conferences](#) to discuss the plan for your child's educational year. The teacher will share how they plan to support your child during the year. Families are encouraged to partner at home. We can accommodate virtual conferences.
- **Spring Conferences** are targeted at students who are in danger and/or not meeting year end grade level standards. If a student is being recommended for summer school, it will be discussed at this time.

Coffee with the Principal

The principal and PTA will host a coffee for parents/guardians which is generally held on the 1st Friday of the month. See ParentSquare and the Jensen Google calendar for schedule.

Curriculum

Castro Valley Unified School District strives to provide comprehensive services to support student learning. This includes providing a rigorous curriculum, instruction, and support to both students and staff to meet the requirements of the California State Standards for Literacy and Mathematics (Common Core), as well as the Next Generation Science Standards (NGSS). CVUSD Elementary Schools utilize agreed upon grade level essential standards in Language Arts, math and writing. Starting in 1st grade, all students participate in weekly PE classes. Our 4th and 5th grade students also participate in the CVUSD music program. All students participate in weekly Social Emotional and Anti-Racist/Anti-Bias lessons as part of our districtwide educational programs which are designed to offer a

comprehensive and balanced curriculum and provide both enrichment and support to meet the needs of a diverse student population. Instructional practices are designed to engage and support all students. Intervention services are provided throughout the school day to identified students.

Complaints Concerning Instructional Materials

The Board of Education uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the input of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures. Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. (BP 1312.2/AR 1312.2)

Requests for Religious Exemptions The U.S. Supreme Court decision in the Mahmoud v. Taylor case ruled that parents/caregivers were allowed to request an opt-out of their children from a limited scope of classroom lessons if the content substantially conflicts with their sincerely held religious beliefs. The ruling, based on the First Amendment's Free Exercise Clause, applies nationwide to all public TK–12 school districts. Opt-outs must be religious in nature—not political or personal preference. CVUSD will continue to provide inclusive instruction, as required by California law, while also following the federal court's decision regarding religious-based opt-outs.

CVUSD Opt-Out Process for Requests for Religious Exemptions A parent/guardian will notify their child's teacher if they would like to request a student opt-out based on conflict with sincerely held religious beliefs. 1.The teacher will inform the principal, who will meet with the parent/guardian to discuss their concerns. 2.If the parent/guardian still wishes to move forward, they complete the [Complaint Concerning Instructional Materials form](#) and submit it to their school principal 3.The form will be forwarded to the Director of Educational Services who will review the request and meet with the parent/guardian to clarify the basis for the sincerely held religious beliefs opt-out. 4.If approved, the director, school site administrator, and teacher will arrange an accommodation. The student will be provided with an alternative activity and excused from grading on the opted-out assignment(s).

Early Release Dates

Every Friday, all K-5th grade Jensen students get out at 12:00 p.m. for schoolwide staff collaboration. There are additional early release dates throughout the school year. TK, Kindergarten and 1st-5th graders have different release times so monitor messages sent out via your classroom teacher, ParentSquare and check the school Google calendar.

Friday Flag Ceremony – School Pride Day!

Weather permitting, all students will join together for Friday Flag where we celebrate members of our school community and demonstrate our Pawsitive spirit. Students and staff are encouraged to wear school shirts or a shirt in our school colors (Maroon & Teal) for Friday Flag. **Friday Flag will be open to our parent community at minimum 1x a month.** Specific Fridays will be identified and posted in ParentSquare and our Jensen Google Calendar.

Home-School Communication

Jensen Ranch Elementary School uses several communication routes for home-school communication. Parent/guardian-teacher communication is the best method of being involved in your child's education. If you have questions, concerns or comments, it is always best to begin with your child's teacher. Here are the best ways to stay in contact with school:

- Talk to your child's classroom teacher on a regular basis
- Attend Back to School Night, conferences, school events/activities, Open House
- Read the ParentSquare email messages
- Read the school and teacher newsletters
- [Bookmark the school website](#) and visit it regularly
- On Facebook, follow our Principal @lisamacleanprincipal
- On Instagram, follow @Jensen_Ranch_Jaguars
- Check your child's backpack regularly for school information coming from their classroom

ParentSquare is the primary email communication tool with families from CVUSD, Jensen Ranch and our PTA. You will receive email messages through the primary email account identified in Aeries. Additional email addresses may be added. You may also opt in to receive text messages as well. These messages are sent on a limited basis. Our PTA also communicates through class room representatives. Community fliers will be distributed through Peachjar electronic flier service. Families who make it a priority to read homeschool notifications know what activities are occurring and are best able to support their child's educational program. Many classrooms also send out newsletters and homework packets via email.

Immigration and Customs Enforcement (ICE) Actions and Inquiries

CVUSD is dedicated to making schools safe and inclusive for all students and families, regardless of immigration status. Staff are trained to respond appropriately if Immigration Customs Enforcement (ICE) activity occurs on or near campus. While it is highly unlikely that ICE would enter a school, we are fully prepared in the rare event that it happens. Visit the CVUSD website here for more information: <https://www.cv.k12.ca.us/resources-forimmigrant-families>

Injury/Accidents

If your child has an injury at school, we will get your child comfortable and then contact you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency numbers listed in Aeries. **If we cannot reach you or someone on the emergency card, we will call 911 in cases of emergency. Please make sure your emergency contacts for your child are up to date!**

Jensen Ranch Sign

We love our Jensen Ranch Mosaic sign! Do not climb on, sit or stand on the mosaic sign. It will last for many years if we all treat our sign with care and respect!



Lost and Found

Students are responsible for their personal property. The school cannot be responsible for lost or stolen items, including money, watches, wallets, etc. **Label jackets and sweaters with your child's name so items can be returned.** A Lost and Found table is set up next to the office. The lost and found cart will be in front of Gate 2 before and after school. Families and students should check frequently for lost items.

Lost items are given to charity at the end of each month.

Multi-Tiered Systems of Support (MTSS) - Supporting Student Learning

- **Individual Learning Plans** - are designed for any student who is not currently meeting the grade level standards in any academic, behavioral or social/emotional area. SMART goals will be set, interventions will be implemented and home-school collaboration will be essential to ensure student progress on goals.
- **Progress Reports** - if your student is in danger of not meeting grading period benchmarks or year end benchmarks, a progress report and/or a learning plan will be developed.
- **Response to Intervention (RTI)** - Students who are currently not meeting grade level benchmarks will be supported through teacher led interventions and may also receive specialist led interventions during the school day. Families will be notified of student participation as part of the general education program.
- **Coordination of Services Team (COST)** - COST teams identify and address student needs holistically and ensure that the overall system of supports works together effectively. A COST is a multidisciplinary team of school staff and providers who: Create a regular forum for reviewing the needs of individual students and the school overall. The COST team may propose interventions for referred students.
- **Student Success Team (SST)** - The SST is a group formed within the school to further examine a student's academic, behavioral and social-emotional progress. The SST team will review interventions in place and may develop additional SMART goals for the referred student. **Either a staff member or parent/guardian can make a referral.** The interventions agreed upon will vary depending on the student's educational needs.
- **Summer School Identification** - Students not meeting district identified benchmarks will be recommended by their teacher by late February/March for summer school. Families will be notified by Spring Conferences if a student qualifies for the CVUSD summer school program.

Support Programs

- **504** - A 504 plan is developed for a student who has a medical condition and requires accommodations in order to achieve academic success. Contact the principal if you would like to discuss your child's needs.
- **English Language Learners (ELL)** -Students whose first language is not English may qualify for English Language instruction and support during their school day. Students who are identified as ELL will be assessed annually through the ELPAC (California State Assessment) to determine a student's level of proficiency in English.
- **Special Education** - Students who have been assessed and qualify for special education services will have a case manager on site to monitor individual student goals and services. If you are wondering if your child may qualify for special education services, please start with your student's teacher to discuss your observations and concerns. An SST may be requested to further discuss the concerns, but always start with your student's teacher first.

Personal Message/Delivery of Items to Students

Message delivery to students will be limited to emergencies only. We will not interrupt classes and students' instructional time with messages regarding forgotten lunches, homework, carpools, after-school activities, etc. You can drop-off forgotten items on the table outside the office. Remember, messages delivered to classrooms interrupt everyone's learning time.

Phone Use

Cell Phones/Smart Devices: Cell phones & smart devices are not allowed for student use during the school day on campus or while attending a school sponsored event.

Office Phone Use: The phone in the school office is reserved for **emergency phone calls only**. Students are not to use the phone to call for forgotten homework, forgotten lunches, or arrange after-school activities, etc. Please make sure that your child comes to school prepared and you have talked about plans for after school.

School Dress Code

Students are expected to dress in an appropriate and respectful manner at all times by following the District's Dress Code Board Policy and Administrative Regulation. Please review the CVUSD Board Policy and Administrative Regulations for specific details: [BP 5132](#) and [AR 5132](#)

Castro Valley School District expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and should be explained within this dress code.

Clothing Reminders:

- Wear sensible clothing/shoes on PE days.
- If clothing is deemed inappropriate by a staff member/principal, parents/guardians will be contacted to provide proper clothing.

Per District Policy, Students Cannot Wear:

- Violent language or images, including gang-related attire.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Language or images that create a hostile or intimidating environment or have been used historically to oppress any protected class or consistently marginalized group.
- Swimsuits (except as required in class or athletic practice/field trips).
- Accessories that could be considered dangerous or could be used as a weapon.

- There may be different expectations for certain special school-sponsored events, such as dances or promotions. These will be communicated by each school site.

Spirit Days

School spirit days will be announced with posters around school, on ParentSquare and on the school calendar. We encourage everyone to show their spirit!

Jensen Ranch Grade Level Colors

TK (Teal)		3 (Yellow)	
K (Purple)		4 (Orange)	
1 (Blue)		5 (Red)	
2 (Green)			

On grade level color days, we encourage our students and staff to show their grade level spirit. Wear a splash of color or go all out!

Technology



Student Chromebooks

Our instructional program provides all students access to a CVUSD issued Chromebook. Students will be using Chromebooks across all grades levels as part of the instructional program. Teachers may require students to complete internet research, access web-based instructional software, create presentations, etc. Students are expected to follow all school rules in terms of behaving respectfully while online, whether they are at school or at home. The Chromebook is a district device and district staff can access student accounts if necessary to investigate and address potential concerns. Cyber-bullying is a suspendable offense. For more information on bullying (electronic and otherwise) please see p. 20 of this handbook.

Smart Watches

Students may not wear smartwatches during the school day. If Smartwatches are brought to school, they must be kept in backpacks.

The school is not responsible for lost or stolen items—please leave them at home. The office phone is available for student & parent communication.

Analog & Digital Watches may be used.

Cell Phones/Smart Devices

Cell phones/smart devices (including but not limited to smart phones and smart watches) can be disruptive to the educational program. These devices can distract from learning and therefore are not out or in use during the school day. If a cell phone or smart device is taken out for a non-emergency situation, it will be sent to the office for a parent/ guardian to claim after school. Students are not permitted to use cell phones/smart devices during the school day and while on school-sponsored field trips. To protect the privacy of students and staff, photos and videos may only be taken with parent & teacher permission. The school and district does not assume responsibility for lost or stolen cell phones or smart devices.



NEW POLICY. STRONGER FOCUS. BRIGHTER FUTURES.

NEW CELL PHONE POLICY

LEARN. FOCUS. SUCCEED.

**A distraction-free environment helps all students
learn, connect, and thrive.**

Elementary Schools

Students shall not use or have their devices visible. Devices must be turned off or silenced and stored in backpacks or other designated storage during the entire school day, including class time, passing periods, breaks, and lunch periods.

Middle Schools

Students shall not use or have their devices visible. Students may use personal mobile devices in designated device-use areas, if established by the school site.

High Schools

Devices may be used only when explicitly directed by the teacher for instructional purposes. Devices may be used outside of instructional time, including passing periods, lunch, and breaks, unless otherwise restricted by staff supervision for specific activities or events.

Exceptions

Emergency Situations
Health Needs
IEP or 504 Plan
Teacher Directed
Instructional Use

**THANK YOU FOR PARTNERING WITH US TO SUPPORT
STUDENT FOCUS AND WELL-BEING!**

[California's Phone-Free Schools Act](#)
[5131.8 CVUSD NEW Mobile Communication Devices](#)
[5131.8 CVUSD NEW AR Mobile Communication Devices](#)

Health & Wellness

Counseling

The elementary school counselors/social workers provide individual counseling, group counseling, and case management to students in need of social, emotional, and behavioral support. Our counselor/social worker will work collaboratively and in consultation with teachers, school staff and administrators, and families. Talk with your student's teacher or contact our school's counselor/social worker to discuss the referral process if you're interested in support for your student. Our counselor is on site ½ time.

Food/Nutrition Policies

Per District Wellness Policy BP/AR 5030 (2/23/17)

Celebrations During the School Day

Celebrations that involve food during the school day should be limited to no more than one party, per class, per month. Celebrations that involve food must occur after the lunch period or after second chance breakfast on shortened days. No more than one food item at celebrations may be outside the USDA Nutrition Guidelines. All food items must be commercially prepared and packaged, and State Safety Standards must be followed. All celebrations are to be coordinated through the classroom teacher and require prior approval.

Birthday Celebrations

In accordance with the district wellness policy, parents may choose to provide **only non-food items** to celebrate a child's birthday. Parents wishing to provide a non-food item are required to contact their child's teacher in advance so that it will minimize disruption to instructional activities. Parents may wish to consider donating a book or ball to their child's classroom in honor of a child's birthday. Food treats of any kind, even healthy food treats, are not allowed for individual student birthday celebrations.

Snack Policy

The staff of Jensen Ranch Elementary encourages that all students come to school with a healthy snack and/or lunch in waste free packaging. Due to the food allergies of some students, food is not to be shared with other students. Also, nuts and peanut butter snacks are not recommended due to other students' potential allergies that may lead to severe reactions.

Recommended healthy snacks include: fresh fruits, fresh vegetables, dried fruits and low sugar fruit leathers/rolls, smoothies, baked crackers, high fiber snacks (healthy cereals, breads), and low-fat dairy products (cheese, yogurt). Parents are encouraged to allow children to select their snacks from a range of healthy parent-led choices. For example, let your child select what fruits will be purchased on your next trip to the supermarket. This will promote your child's habit of choosing healthy eating choices.

Food Sales/Fundraising

District staff will encourage all school-based organizations to use healthy, commercially-prepared food items that meet minimal nutritional value, or preferably non-food items for fundraising. All fundraising activities involving the sale of food during the school day (midnight until 30 minutes after the end of the school day) must comply with all federal and state regulations regarding child nutrition.

Meal Service

Meal Service is free to all students. Second Chance Breakfast (served at first recess) and lunch are available on every school day, including conference days, minimum days and collaborative days. Request menus emailed to you at www.cv.k12.ca.us under Parents/Child Nutrition/Menus/Going Green. For information on accommodation for special diets, please go to www.cv.k12.ca.us under Parents/Child Nutrition/Special Meal Accommodations. Information on free/reduced lunch options can also be found through CVUSD's child nutrition link.

Medication at School

Per California Ed Code 49423 and CVUSD BP/AR 5141.21

All medications, including medications available without a prescription (over the counter), need to have both physician and parent's written permission in order to be dispensed or taken at school. The medication form is

available online at www.cv.k12.ca.us. You can enter “medication” into the search box or these forms are also available from your child’s school site.

The completed form(s) which need to be turned in to the school office at the beginning of every school year, need to clearly state: the name of the student, name of the medication, method of administration (by mouth, eye drops, etc.), administration time, and the amount to be dispensed. The medication must be brought to your child’s school office in a labeled prescription or over the counter container (not a zip lock bag).

If your child’s medication is not needed during the school day but you would like a 3-day disaster supply in case of emergency, please follow the above protocol and attach the “3 Day Disaster Supply of Routine Medications” form.

If your child needs to carry an inhaler for asthma, be sure to have your physician complete the Asthma Action Plan (available at www.cv.k12.ca.us). If your child needs to carry an epi-pen for severe allergy, be sure to have your physician complete the Severe Allergy and Anaphylaxis Emergency Care Plan (also available at www.cv.k12.ca.us).

Medication may not be kept in student backpacks. All medication must be kept in the office.

Transitional Housing or Unhoused?

Homeless children have access to the education and other services that they need to ensure that they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

The McKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals; or
- awaiting foster care placement
- sleeping in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

If you are homeless and need enrollment assistance, contact your school office, or the Castro Valley Unified School District Homeless Liaison at 510-537-3000 ext. 1257.

VISITORS & VOLUNTEERS

ALL VISITORS ARE REQUIRED TO REGISTER IN THE OFFICE AND RECEIVE APPROVAL TO BE PRESENT ON CAMPUS

NOTE: A visitor is a person who is not a Jensen Ranch student or staff member.

Parents/Visitors and Non-Students on Campus

For the safety of all students and staff, any parent/guardian or non-student who comes on our campus must be cleared and come through the office to register and **pick up a visitor ID badge/sticker** to wear before going to a classroom or playground. Staff are instructed to send parents/visitors to the office if they come to class without having gone through the office and to question anyone on campus who is not wearing a visitor badge or sticker. Please help us and abide by this important rule.

Visitors on Campus

- Pre-Approved Visitors and Volunteers may be on campus during scheduled times.
- Visitors may be on campus with office approval.

If you are dropping off a snack, lunch, musical instrument, etc., bring the item to the office. Do NOT take it directly to the classroom, cafeteria or the student on the playground. For safety reasons, these deliveries must go through the office. To promote the growth and development of our students' basic living skills, students are expected to feed themselves. Our snack and lunch periods are open to students only. We cannot accommodate parents/guardians and other family members during our meal service times. We will make every effort to see that your child receives any forgotten items in a timely fashion.

Classroom and Study Trip Volunteers

The Castro Valley School District uses the implemented the Megan's Law screening process, Keenan Mandated Reported training and Confidentiality form for all who wish to be on campus during the school day. The purpose of these procedures is to ensure that no one working with our children has a record of sexual misconduct, and is aware of the legal requirements of being a mandated reporter. This helps to provide a safe and positive environment for our students. **Since it takes time to process volunteer paperwork,, please submit the Megan's Law clearance form at least 5 days prior to being on campus during the school day.**

Jensen Ranch School and District Policy regarding school-sponsored field trips require that for the safety of each student, we have a chaperone for every 5-10 students. In order to properly supervise students, a chaperone must be available to give **full attention to Jensen Ranch students at ALL TIMES**. In addition, the chaperone may act as a guide, engaging students in meaningful conversation to enhance understanding of the field trip content. To accomplish this, **siblings of students or other guests are not permitted to attend school-sponsored field trips.** *Other requirements may be in place to meet the health and safety needs of our school community.*

CVUSD Field Trip Drivers/Insurance Requirements

Drivers are required by the District to carry a minimum of **\$100,000/\$300,000 Bodily Injury insurance** and must have proof on file in the school office along with a copy of their driver's license and a completed and signed Parent Declaration. Please submit all required paperwork at least one week prior to driving on all study trips.

Children who are 8 years and over must be properly secured in an appropriate child passenger restraint system or safety belt. Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.

Classroom/Onsite Observations

In order to ensure the safety of our students and staff, and to prevent undue interruption of instruction, all visitors coming to the campus for observations must follow the procedures below:

- Approval of a site administrator or designee must be obtained a minimum of 24 hours before observing a class. Teachers will also get prior notice.
- All visitors must check in at the office and wear a visitor's badge before proceeding to the classroom. A district/site employee will accompany non-school employee visitors.
- Observations are limited to no more than 30 minutes.
- Frequency of observations will be reasonable so as not to disrupt the classroom instruction. Standard is no more than one visit within a week. Exceptions may be made at the principal's discretion.

While on campus:

- The observation is not to be used as an opportunity to conference with the teacher or other staff members. If the visitor desires discussion with the teacher on the day of the observation, a conference appointment must be pre arranged with the teacher before the observation date.
- Observe quietly...avoid talking to students, teachers and/or other staff during the observation. Interact with the students only if the teacher has agreed to such contact before the observation.
- Students' rights of confidentiality must be observed.
- Do not move about the classroom or observation area, as this is distracting to the students and teacher.
- If observation becomes a disruption, the visitor will be asked to leave. Visitation rights may be limited if the observation becomes a disruption to the students and/or teachers.

Recording Devices

No electronic audio or video recording device (including a camera) may be used by visitors in a classroom without the teacher's and principal's permission.

Safety Plan

All students, staff and volunteers on campus will participate in a variety of CVUSD designated safety drills including fire, lockdown, earthquake, and dangerous intruder drills designed to simulate what needs to be done in an emergency. Emergency Procedure posters are located in each classroom. Emergency supplies will be housed in the Emergency container next to the Science Lab. Our Safety Plan is updated annually with input from staff and the School Site Council.

Civil Defense

In the case of severe earthquakes or other disasters, students will be kept at school until a designated person comes for them. Regular lockdown disaster and fire drills are held to familiarize students with the routine.

Vaccinations/Immunizations

State Health and Safety Code provides that a child if all vaccinations/immunizations are not up to date and on file at school. Vaccination/immunization records are monitored by the CVUSD nurses and the Jensen office staff and you will be notified if any mandated vaccinations/immunizations are missing. All K, 2, 5 students and students being assessed for special education will be assessed for vision and hearing screenings.



CONDUCT TO AND FROM SCHOOL



1. When coming to and from school, students are to cross only at crosswalks.
2. Defacing, damaging, or destroying private property while traveling to or from school will not be tolerated. (By law, parents are financially responsible for any damage done by their minor children).
3. The Code of Conduct that is expected at school must be followed when coming to and from school.

To/From School Walking and Crosswalks

We encourage students and their families to walk to and from school whenever possible. The county has provided a crossing guard before and after school. All pedestrians and drivers are expected to follow the direction of the crossing guard. The Alameda County Public Works Agency and the School District have worked collaboratively in developing a "suggested route to school" to be used by students en route to and from school. The "suggested route to school" was planned to take advantage of safe sidewalks, designated crosswalks (painted yellow), stop signs, and school zone signs.

Bicycles/ Scooters

REMEMBER: In California, children under 18 years old must wear a properly fitted and fastened bicycle helmet when riding on a public roadway, bikeway, or sidewalk. This includes riding as a passenger on a bicycle, according to Bicycle Law. The helmet must meet standards set by either the American Society for Testing and Materials (ASTM) or the Consumer Product Safety Commission (CPSC). Bicycles and/or scooters may be ridden to school provided the rider observes school rules and appropriately uses the bike/scooter rack. Bikes/scooters **must be walked on and off the school campus to the sidewalk**. Bicycles/scooters may not be ridden anywhere on the campus as this is a safety hazard for both riders and walkers. The school is not responsible for lost/stolen items. Loitering near the bike rack area is not allowed. Such loitering may result in losing the privilege of riding a bike to school.

To/From School Student Pick-up/Parking

See end of handbook for signature page

The only place where cars are allowed to park is along the green curb at the far end of the circle beyond the bus zone. **This applies to ALL parents/guardians/caretakers including those of kindergarten students.**

1. There are two designated drop-off and pick-up zones. Line 1 is the white curb in the circle, between the crosswalk and the green curb. Line 2 is the sidewalk on Carson Lane near the gate. Make sure your child/ren knows which zone they are expected to go to after school.
2. In the morning, pull as far forward as you can in the drop-off/pick-up Line 1 in the circle. This allows the maximum number of parents to be at the curb at the same time. Let your child in or out of the car only at the curb. **Under no circumstances are students to go between cars to get in or out of a car.** Students entering and exiting at Line 2 are to be dropped off and picked up on the school side of the street. **Under no circumstances are students to cross Carson Lane to enter or exit a car parked across the street, unless they cross at the corner crosswalk. It is expected that all persons follow the direction of our parking lot supervisors at all times.**
3. In the afternoon, children being picked up in the circle line up in the pick-up/drop-off zone. Do not enter the curb lane until you see your child standing by the curb ready to be picked up. If your child is not there, exit on Glenwood Drive and come back into the circle. **Do not circle through the staff parking lot.**
4. If picking up or dropping off a child in the WHITE ZONES, adults should not exit their vehicle at any time for any reason during drop-off and pick-up.
5. **The parking lot is for staff parking only. Because the lot is so small, there can be NO EXCEPTIONS.**
6. Please be respectful to all staff, volunteers, crossing guards/traffic guides, other drivers and students to ensure safety and the smooth flow of traffic.

Dogs/Pets on School Grounds

Dogs are prohibited from coming through the school campus gates regardless if they are on a leash without prior permission from the school principal. If you do have your dog outside the gates, ensure your dog is leashed, remains at your side, and will not get in the personal space of others as not everyone is comfortable around dogs.

SMOKING IS PROHIBITED ON ALL DISTRICT/SCHOOL PROPERTY

In compliance with State guidelines, our district has banned smoking on all district property, both indoors and outdoors. Please comply with this regulation whenever you visit our school.

ITEMS PROHIBITED FROM SCHOOL

Firearms, explosives (including firecrackers and caps), knives (including small pocket knives and multi-use tools), and other objects deemed dangerous by school personnel may not be brought to school. *These are cause for suspension or expulsion by state law.*

Students are not to bring personal items to school unless items are being used for educational purposes and approved by the classroom teacher and parents/guardians. Items are not to be traded, bought, sold or gifted on school grounds and should never be done without parental knowledge and approval. The school cannot accept liability for the loss of students' personal property, and therefore, discourages it from being brought to school.

ITEMS/ACTIVITIES PROHIBITED ON SCHOOL PROPERTY

Please see the rules and regulations posted on the fence near the office. Appropriate authorities may be notified for significant behavior violations and in accordance with law. Below is a partial list of items and activities that are prohibited on school property by the Castro Valley Unified School District:

No Smoking	No Tobacco or Alcohol	No Scooters
No Bike Riding	No Firearms/Weapons	No Advertising or Selling
No Skateboarding	No Open Fires	No Pets/Dogs*
No Rollerblading	No Motor Vehicles	No Golfing
No Horseback Riding	No Gas Powered Models	No Remote-Controlled Models

*Except service animals

CODE OF CONDUCT

Purpose

The purpose of the Jensen Ranch School Code of Conduct is to develop a positive learning experience for all Jensen Ranch students. The goal is to help children take responsibility for their learning and behavior. Clear procedures for discipline, reasonable rules, and logical, progressive consequences help develop a positive school climate, where the students themselves can take the credit. Knowing what to expect helps children evaluate situations, make responsible decisions, and behave appropriately. When children clearly understand the consequences of their actions, they can then choose intelligent and responsible behavior.

Jensen Ranch has implemented the Positive Behavior Intervention and Support system (PBIS). The objective of PBIS is to make our school a more effective and equitable learning environment. PBIS is a tiered framework for establishing the social culture and behavioral supports needed to achieve behavioral and academic outcomes for all our students.

Our Positive Behavior Philosophy:

- All students can learn
- All students deserve respect for themselves, their families, and their culture
- All staff members share responsibility for every student
- All staff members hold and maintain high expectations for learning and behavior for all students
- Behavior expectations must be taught
- Because students have different needs, they will need different types of support

School Rules – The Jensen Ranch PAW Pledge

The Jensen Ranch school-wide rules and expectations, the PAW Pledge, are posted in every area of the campus and apply to all areas of the school at all times. Jensen Ranch School's four basic rules are simple, but important, for maintaining an environment that promotes educational excellence and a safe school.

- 1. P: Give your Personal Best**
- 2. A: Act Responsibly**
- 3. W: We show respect**
- 4. S: Safety First**

Classroom Rules

Class expectation, protocols and consequences may vary from classroom to classroom. At the beginning of each school year, teachers will discuss classroom expected behaviors, rules and consequences with students. Expected behaviors, rules, as well as the four schoolwide expectations, will be visibly posted in each classroom and reviewed throughout the year. During the first few weeks of school, parents will receive written notification of each teacher's classroom expectations, rules and consequences.

Anti-Hate Speech Compact/Agreement 2025-2026

All Castro Valley Unified School District (CVUSD) students and staff have the right to participate fully in the educational process, free from discrimination and harassment as stated in the [California Education Code 201](#), in the Castro Valley Unified School District Board Policy 5145.3 Hate-Motivated Behavior, and in Student Handbooks. A copy of the Anti Hate- Speech Compact/Agreement is located on page 18 of this handbook.

[BP 5145.3](#) Nondiscrimination/Harassment/Anti-Racism (Located at the end of this document)

[AR 5145.3](#) Nondiscrimination/Harassment/Anti-Racism (Located at the end of this document)

Gang Related Conduct and Activity

Gang related conduct on any Castro Valley School District campus or at any school sponsored event is a threat to the safety of others and is prohibited. Gang related activity/conduct includes, but is not limited to, wearing or showing symbols, graffiti, apparel, and colors; hazing; gang fighting; and using hand signals commonly associated with gangs. Students who engage in gang related activity shall be subject to suspension or expulsion.

Jensen Ranch PAW Pledge Matrix

All Are Welcome

Be Pawsitive!	ASSEMBLIES FLAG SPECIAL EVENTS	EATING AREA	LEARNING AREAS CLASSROOMS	HALLWAYS	PLAY AREA	END OF RECESS	RESTROOM	DROP OFF & PICK UP
	<ul style="list-style-type: none"> Whole body listening Walk 	<ul style="list-style-type: none"> Eat your food Clean up 	<ul style="list-style-type: none"> Do your best Focus on learning 	<ul style="list-style-type: none"> Walk Quiet voices 	<ul style="list-style-type: none"> Use kind words and actions Work together to solve problems Show good sportsmanship 	<ul style="list-style-type: none"> Arrive and walk to line on time 	<ul style="list-style-type: none"> Use bathroom at recess/lunch Clean up after yourself 	<ul style="list-style-type: none"> Look for your ride Be prepared
	<ul style="list-style-type: none"> Sit criss cross Voices off 	<ul style="list-style-type: none"> Sit in eating area Sort waste correctly 	<ul style="list-style-type: none"> Be organized and prepared Use materials properly 	<ul style="list-style-type: none"> Walk with purpose Keep path clear 	<ul style="list-style-type: none"> Play fairly Share equipment and space appropriately Follow rules and expectations Return equipment neatly Body check 	<ul style="list-style-type: none"> Hold play equipment Return equipment Carry belongings to class 	<ul style="list-style-type: none"> Use toilet Flush Wash Return quickly to class 	<ul style="list-style-type: none"> Wait in the pickup zone Walk bikes and scooters on campus (from Carson Ln.)
	<ul style="list-style-type: none"> Listen attentively Keep eyes on speaker 	<ul style="list-style-type: none"> Use kind words and actions Listen to adults 	<ul style="list-style-type: none"> Listen attentively Use KIND words 	<ul style="list-style-type: none"> Use quiet voices Respect school and others property 	<ul style="list-style-type: none"> Follow ALL adult directions Honor others' personal space Include others 	<ul style="list-style-type: none"> Voices off Follow adult directions Prepare mind for learning 	<ul style="list-style-type: none"> Respect others privacy Voices quiet Keep bathroom clean 	<ul style="list-style-type: none"> Listen attentively Wait patiently with personal space
	<ul style="list-style-type: none"> Keep hands, feet, and objects to self Walk 	<ul style="list-style-type: none"> Eat own food Walk 	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Be aware of personal space 	<ul style="list-style-type: none"> Keep hands, feet and bodies forward 	<ul style="list-style-type: none"> Play in designated areas Keep hands, feet and objects to yourself Use equipment correctly 	<ul style="list-style-type: none"> Freeze and touch down Keep hands, feet, and objects to self Eyes and ears on speaker 	<ul style="list-style-type: none"> Keep hands, feet, objects to self Keep water in sink Report problems to adult 	<ul style="list-style-type: none"> Follow staff directions Walk Keep to the path Use crosswalk

No Place for Hate or Hate Language



Castro Valley Unified School District

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Castro Valley Unified School District Anti-Hate Speech Compact/Agreement 2026-2027

All Castro Valley Unified School District (CVUSD) students and staff have the right to participate fully in the educational process, free from discrimination and harassment as stated in the [California Education Code 201](#), in the Castro Valley Unified School District Board Policy 5145.3 Hate-Motivated Behavior ([BP 5145.3](#) and [AR 5145.3](#)), and in Student Handbooks.

Over the past few years we have seen an increase in the usage of harmful and hateful language in our schools. The purpose of this compact is to eliminate all forms of racially offensive language, specifically anti-Black racist language, as well as other discriminatory language and conduct in CVUSD.

These forms of harassment create unsafe and hostile environments that are NOT aligned with the district's mission, vision, and core values that promote welcoming, safe and inclusive educational spaces. Unsafe/Hostile environments where the use of hateful language, either verbally, in writing or through images and social media, regardless of intention, negatively affect a student's right to a healthy, safe learning environment and education.

CVUSD will not allow discrimination and harassment regardless of race, immigration status, religion, gender identity or orientation. CVUSD must be a place that is safe, welcoming, and inclusive, where all students feel a sense of belonging.

This compact will be communicated in a variety of ways including through advisory lessons, school-wide communication, districtwide communication, caregiver communication etc. and will continue to be reiterated throughout the school year.

Therefore:

I, _____, a parent/caregiver of a student in Castro Valley Unified School District, commit to contributing to a place of belonging for ALL students and staff by helping to create a welcoming, inclusive, and safe environment. **I agree to not use racially harmful language (including use of the n-word) nor engage in other forms of hate language and acts, regardless of intent. I understand that any actions that I engage in that violate this compact will result in immediate consequences that could include loss of school activities up to and including school suspension.** My actions and attitudes will reflect my commitment to help create a community where everyone feels valued, respected, and safe.

Parent/Caregiver (First and Last Name)

Signature

Student (First and Last Name)

Student Signature

*All students will receive equitable access to high quality learning opportunities.
All means all.*

SPECIFIC RULES AND REGULATIONS

It is expected that students, staff and community members will show a respectful attitude to everyone on campus. Common sense, safety, and consideration for others are the basis for our rules.

Bathroom and Drinking Fountain Behavior:

- Students will be in the bathrooms only to use toilets or sinks. No playing around.
- Students will respect the privacy of others, including one person per stall and not looking under the door.
- Students will use the toilets, flush toilets, wash hands, place paper towels in the green bin.
- Drinking fountains and water filling stations will be used appropriately and not for play.

Morning Snack/Lunchtime Behavior:

- Students will walk to the cafeteria, wait respectfully in line, go to designated area/tables and remain seated until excused by an adult.
- Students will use acceptable table manners and talk using an inside voice.
- Students will follow directions and show respect to fellow students and to supervisors.
- Students will clean up after themselves.
- Students will not throw food or any object.
- Students will follow the 4 R's and use appropriate containers to dispose of garbage, organics, and recycling.
- There are no "cuts" or "saves" in line.
- Students are not permitted to share or trade food.

School Office Behavior:

- Students shall enter quietly and treat office personnel with respect.
- Students who are tardy shall report to the office for a late slip.
- Student use of the telephone shall be permitted only with the permission of the classroom teacher or office staff.

Assembly Behavior:

- Students shall enter and leave an assembly in an orderly fashion.
- Students shall be attentive and respectful during presentations.

PLAYGROUND BEHAVIOR

Students will:

- Personal Best: Work together and show good sportsmanship
- Act Responsibly: Share equipment, follow the rules, use time appropriately
- Act Responsibly: Share equipment, follow the rules, use time appropriately
- We Show Respect: Include others, respect personal boundaries, listen/follow all adult directions
- Safety First: Play in designated areas and pay attention to your surroundings

The following will NOT be tolerated:

- Swearing, name calling, put downs, racial, stereotypical, and/or culturally insensitive words/comments
- Disobedience/Arguing/Ignoring staff
- Bullying, harassment, teasing, being unkind to others with intent to exclude and/or be hurtful
- Harmful physical actions (like hitting, kicking, biting, spitting, scratching)
- Play fighting, tackling, wrestling
- Having gum/chewing gum
- Eating in play area
- Using equipment inappropriately, including throwing equipment on the roof or over the fence.
- Running/playing in non-play areas (walkways, bathrooms, behind buildings)
- Running/playing/not freezing after bell
- Drinking/bathroom after bell
- Being out of bounds
- Littering
- Stealing
- Vandalizing personal or school property

All school rules will be enforced:

1. While on school grounds,
2. While coming to or going from school,
3. During school hours whether on or off campus
4. During or while going to or coming from a school-sponsored activity
5. When using district technology
6. When online activity that impacts students/staff safety and wellbeing

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Our staff recognizes two very different types of behavior problems:

1. **Irresponsible behavior** – when students ignore important rules and need to be reminded about them (examples: running in the courtyard, not freezing after the bell, littering, chewing gum, etc.); and
2. **Serious acts** – which require parental intervention as well as the school (examples: aggressive, disruptive, defiant, abusive or dangerous behavior such as fighting, severe classroom disruptions, racial/ethnic/personal slurs, etc.).

Jensen Ranch Behavior Reminder – Fix It Ticket

If a student is involved in an “irresponsible behavior” such as described above, a yellow “Fix It Ticket” will be given to the student and a consequence will be given. Consequences give students the opportunity to reflect on the situation. Consequences may include: loss of 10 minutes of recess, loss of a privilege, school service, written reflection and/or letter of apology.

Jensen Ranch School – Major Office Referral

For serious “major” offenses, students will meet with the principal. Parent/Guardian assistance in correcting the child’s behavior is strongly requested. The Jensen Ranch staff is confident that with home support and consistency here at school, each of our students can develop self-discipline and become a responsible, caring member of our school community.

Consequences for serious offenses may include, but are not limited to: loss of recess, loss of special events (e.g. Field Trips), school service, behavior contracts, restorative practices, conferences between student/family and staff, lunch/after-school detentions, in-school suspension, suspension, and/or expulsion.

At Jensen Ranch, the use of restorative practices will be used whenever possible to address the needs of the student and involved stakeholders. The use of suspension and expulsion are used as a last resort.

Parents/Guardians are key partners in supporting our students in meeting our Jensen Ranch expected Pawsitive behaviors. We want to ensure every student has a positive experience at school and will ask for your support if your student is experiencing challenges.

Pocket Knives and multipurpose tools containing blades are not to be brought to school and must be kept at home. These are tools and not toys and can be used in a dangerous and unsafe manner in a school setting. Possession will result in disciplinary procedures.

LEGAL REASONS FOR SUSPENSION AND EXPULSION

Offenses that are cause for suspension or expulsion when they occur on school grounds or off school grounds during an activity related to school attendance (ed. Code Section 48900) are as follows:

1. Stealing or damaging or attempting to steal or damage school or private property.
2. Causing, attempting, or threatening physical injury to another person.
3. Possession, sale or furnishing any firearm, knife, explosive or dangerous object.
4. Possession, use, selling or furnishing a controlled substance such as drugs, alcohol or other intoxicants.
5. Possession or use of tobacco.
6. Committing an obscene act or engaging in habitual profanity or vulgarity.

A.B. 803 has added to laws governing expulsion. It is now mandatory that school principals recommend expulsion for these specific offenses as defined by law, though the authority to expel a student remains with the Board of Education:

- Sale, possession, or furnishing of a firearm.**
- Brandishing a knife at another person.**
- Selling a controlled substance.**
- Sexual assault or sexual battery.**
- Possession of an explosive.**

Bullying Prevention

Jensen Ranch Elementary School believes that all students have a right to a safe, healthy and nurturing learning environment. The Jensen Ranch community recognizes schools must be physically and emotionally safe for all students in order to promote and support academic achievement, citizenship, student attendance and engagement. Jensen Ranch will not tolerate behavior that infringes on the safety and emotional wellbeing of any student or adult. The school does not tolerate any acts of bullying, intimidation or harassment of any student through words and actions.

“Bullying”, as legally defined by California education code 48900(r), is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. These acts can be reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic. An "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. A "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

There is an expectation for all students, staff, parents/guardians, and volunteers to demonstrate behavior that is respectful and civil and not tolerate bullying. It is essential adults model behaviors as positive examples for student behavior.

Jensen Ranch Elementary expects students, staff and parents to immediately report any incident of bullying to the principal or designee. Students, parents and staff members, who observe or experience any incident of bullying are also encouraged to complete and submit the “Student Harassment” form available on the school’s website. Staff members are expected to immediately intervene when they observe bullying. Each complaint of bullying will be promptly investigated and logged. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

Jensen Ranch expects all students to conduct themselves in a manner that demonstrates the proper regard for the rights and welfare of other students, staff, parents, and community members. All teachers will discuss this policy with their students in an age-appropriate manner and should assure students that they need not endure any form of bullying.

Students who bully are in violation of these guidelines and are subject to disciplinary action up to and including expulsion (Education Code 48900(r)).

District procedures for preventing and intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and parents will receive a copy of these guidelines prohibiting bullying at the beginning of the school year, and as part of the student handbook
- The school's principal or designee will keep a report of bullying and the results of investigation will remain confidential
- All staff will immediately intervene to an appropriate degree whenever they observe or become aware of a bullying
- Non-staff members who observe or become aware of bullying are strongly encouraged to report the incident in order to support the school's efforts to promote a safe learning environment

This statement applies to every form of bullying, harassment, and/or cyber-bullying/harassment, whether in the classroom, on school premises, when a student is traveling to or from school, or at a school-sponsored event. Bullying or harassment, including cyber-bullying/ harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

To maintain a safe and respectful school environment, **parents, guardians, other adults, and older students are not permitted to confront or discipline any student** regarding behavior concerns that occur at school or are school-related.

If you witness or become aware of a concerning behavior, **please report it directly to school staff**. School personnel are trained to handle such situations appropriately and will take the necessary steps to address the matter.

This expectation helps ensure all students feel safe, supported, and protected while at school.

The Student to Student Harassment form can be accessed at the CVUSD website under the "For Families" tab at the "Bully Prevention" link : www.cv.k12.ca.us

GOOD CONDUCT AND ACHIEVEMENT AWARDS

The Jensen Ranch School staff likes to recognize the good efforts of all our students. We want to encourage students to develop a positive self-image and demonstrate use of desirable character traits. Below are some of the things we do for students who make the right choices and follow our school and classroom rules.

1. **Commendations** (green “PAWsitive” slips) – issued for specific instances of good behavior and demonstration of following our PAW Pledge. A PAWsitive slip makes a student eligible for a weekly school-wide drawing to receive recognition at Friday Flag and/or a special treat or prize from the principal.



The form is titled "Jensen Ranch School 'Pawsitive'" and is surrounded by a decorative border of paw prints. It includes fields for "Name:" and "Room:", a section titled "I am following The Paw Pledge by:" with four checkboxes for "Giving my Personal Best", "Acting Responsibly", "Showing Respect", and "Being Safe", a "Comments:" section with three lines, and a bottom section with "Signed" and "Date" fields.

Jensen Ranch School
"Pawsitive"

Name: _____ Room: _____

I am following *The Paw Pledge* by:

☐ Giving my Personal Best
☐ Acting Responsibly
☐ Showing Respect
☐ Being Safe

Comments: _____

Signed _____ Date _____

2. **Classroom Rewards** – every classroom teacher has a recognition program which recognizes academic achievement, appropriate behavior and individual uniqueness.
3. **Awards** –Students are also recognized throughout the year for various activities and programs.

We believe that along with basic academic skills, children need to develop the following character traits:

Respect	Cooperation
Responsibility	Trustworthiness
Compassion	Wise Choices
Honesty	Positive Attitude

These skills play a strong role in determining success in school and beyond.

Jensen Ranch Family/School Partnership Programs

SCHOOL SITE COUNCIL (SSC) An Overview for Families

The Jensen Ranch School Site Council (SSC) is an elected committee of parents and staff members. The purpose of the SSC is to develop and monitor our Single Plan for Student Achievement; a plan designed to improve student achievement that is related to the district Local Control Accountability Plan (LCAP).

SSC meets on a regular basis to:

1. Consider the needs of all students
2. Develop, review and update the Single Plan for Student Achievement and Site Safety Plan
3. Evaluate the progress of the school program

Meetings are held at least quarterly after school at approximately 3:10 and are open to the public. Check the monthly school calendar for exact dates. For your information, School Site Council agendas are posted in the school office 72 hours prior to all meetings.

To provide continuity within the SSC, parents serve a two-year term. If you are interested in serving on the SSC, please contact the school office by the Friday directly following Back to School Night. Elections are held within the first 3 weeks of the school year.

English Language Advisory Council (ELAC)

The English Learner Advisory Committee (ELAC) shall be composed of parents of the English Learning (EL) students and staff. This committee meets at least once during the school year. At this time, it may decide to delegate its authority to the School Site Council through its elected representative. All parents of ELL students are invited to attend School Site Council meetings. The goal of ELAC is to facilitate communication between the families of ELL students and the school program in order to support student learning.

District English Language Advisory Council (DELAC)

The District maintains a District English Learner Advisory Committee (DELAC) to advise on programs and services for ELL students. The DELAC steering committee meets at least four times annually.

[Click here for district information of DELAC.](#)

CVUSD Sponsored Districtwide Community Programs

- Black, African American, African Families Community Meetings
- Padres Unidos
- Mariachi Program



PTA MISSION STATEMENT

The mission of PTA at Jensen Ranch School in conjunction with the PTA in California is three-fold:

- To support and speak on behalf of all children and youth in the schools, in the community, and before governmental agencies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to nurture children; and
- To promote parent and public involvement in schools and communities.

OBJECTIVES OF THE PTA

- To promote the welfare of children and youth in home, school, and community.
- 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 will secure for all children and youth the highest advantages in physical, mental, and social education.

STATEMENT OF PTA PRINCIPLES

The National PTA believes that the following principles, based on the objectives of the organization, must be practiced if all children and youth are to have an opportunity to live full lives, satisfying themselves and useful to their communities.

STANDING RULES

1. At the beginning of the term of office, each member of the executive board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of these bylaws shall be made available to any member of the association upon request.
2. At least twenty-four (24) hour notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the executive board agenda.
3. **At least fourteen (14) days' notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the association agenda. (This allows the president time to prepare the agenda and provide written notice to the members at least ten (10) days prior to the meeting, in accordance with Article VII, Section 1 (p. 13).)
4. When a recommendation for an item of business or an announcement that has not had prior consideration by the executive board is brought to an association meeting, it shall be referred to a committee and/or the executive board for study.
5. The executive board must approve any non-PTA material to be distributed at an association meeting prior to the meeting.
6. Each officer and chairman shall be responsible for keeping an up-to-date procedure book and for turning it over to the incoming officer or chairman at the end of the term of office.
7. The president, subject to ratification of the executive board, may appoint an assistant to any of the chairmen. An assistant to a standing committee chairman shall have full voting rights as an executive board member.
8. The membership list/directory of this association shall be for the exclusive use of the organization and shall not be available for distribution or purchase by any other organization or commercial entity.
9. Executive board meetings shall be held on the third Tuesday of each month during the school year.

NOTE: Standing rules may be adopted by a majority vote at any association meeting.* Amendments to standing rules require a two-thirds (2/3) vote without previous notice, a majority vote with such notice. Standing rules should be procedural rather than parliamentary and may not conflict with or supersede the bylaws.

The Jaguar PAW Pledge

 **Personal**
Best

 **Act**
Responsibly

 **We Show**
Respect

 **Safety**
First



PRINT OUT

Student's Name: _____

Grade: _____

**JENSEN RANCH SCHOOL HANDBOOK
ACKNOWLEDGEMENT of UNDERSTANDING**



July 2026

Dear Parents and Guardians:

Please read through the **entire** Jensen Ranch School Handbook with your child(ren). Help your child understand our behavior expectations, rules and consequences, and explain to them why they are in place.

Our entire staff is committed to providing a safe, orderly learning environment, along with a rich, rigorous academic program. Home support is critical in this endeavor.

Please print, sign and return this acknowledgement during registration (one per child).

Thank you.

In Partnership,

Lisa MacLean

Jensen Ranch Principal

* * * * *

- **We have reviewed the Jensen Ranch School Handbook/Code of Conduct and agree to abide by the policies and procedures outlined within.**
- **If I have a concern specific to my child's classroom or instructional program, I agree to notify and/or schedule an appointment with my child's teacher.**
- **Print and sign one page per student.**

Parent/Guardian Signature: _____

Student Signature (Print is ok!): _____

PRINT OUT

Traffic Safety: Important Pick-Up/ Drop-Off Reminders



1. There is NO parent/ visitor parking in our staff parking lot. If you must park your vehicle, please park along the street in designated areas only. Do not park in our loading zones during pick-up or drop-off times (anywhere inside the drop-off circle). Do not park or pick-up in red zones/cone zones.
2. Always obey the **5 mph** rule and be cell phone free when in the pick-up zone!
3. **Pull forward as far as possible in the car line and wait until the staff member or volunteer clears you to drop off/ pick up your child.** During pick-up, if you find yourself at the front of the line and your child is not visible, you must pull out of the lot and circle around by carefully turning left onto Carson Lane.
4. There is only ONE entrance to the lot at Carson and Kit. Do not enter through the exit. Do not exit through the entrance. **Do not block the crosswalk.**
5. Carpool whenever possible; this helps to alleviate congestion.
6. **Children are to exit the vehicle on the passenger side**, nearest to the curb. This ensures that children are not walking between/ behind cars.
7. Parents are not to get out of the car to assist. Have child safety locks turned off. Do not pack items in the trunk; this significantly slows down the process. The teacher/volunteer stationed in the Pick-Up/ Drop-Off area will help your child exit/ enter your vehicle if needed.
8. Always use the crosswalk supported by the crossing guard. Do not motion for your child to run through traffic/cross the street to your parked car. Hold onto your young child's hand when walking across the crosswalks.
9. Be respectful of the teachers/ volunteers who serve as yard duty supervisors in the lot. Accidents happen. It is our collective responsibility to ensure everyone's safety, including your child's. No compromise is worth the potential risks involved.

Print out this page & discuss these rules with your children & anyone who drops your children off or picks them up. In addition, print and sign one page per student for registration

I have read the above traffic guidelines and understand they have been put in place to ensure the safety of our students and our school community. I will follow the guidelines as outlined above.

Parent/Guardian Signature: _____ Date: _____