



SAN JACINTO UNIFIED SCHOOL DISTRICT

Elementary School Handbook
2026-2027



Bison Ready

Principal - Ms. Harris

Assistant Principal - Mrs. Phelps

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UNITY OF PURPOSE

Unity of Purpose is a common focus, overarching goals, and the values and beliefs governance team members share about children, the district and public education that help them transcend their individual differences to fulfill a greater purpose.

The San Jacinto Unified School District will be dedicated to excellence – providing an education that discovers, nurtures, and fulfills every child's unique talents and needs.

Our district will radiate the personal touch and kinship of our small town, while rapid growth brings new opportunities and challenges. It will be a welcoming place, where support for each other is visible and tangible. We will value diversity, engage in equitable practices, and promote a sense of community among all of our stakeholders and partners. We will unite behind one goal to speak with a powerful voice and advocate for those we serve.

The whole child will be enriched by our varied programs of rigorous academics, arts, world languages, career technical education (vocational training), health and physical education that is focused on college and career readiness. Real world projects will engage students in roles such as mathematicians, scientists, writers, historians, and economists. Students will be challenged to communicate, collaborate, think critically and be creative in a hands-on experiential learning environment that prepares each student to be civic minded and globally competitive.

Rigorous learning and social skill character development will be integrated through curricular and extracurricular activities to ensure students are equipped with a passion for learning, the motivation to act responsibly and the capacity to be critical thinkers. Athletic programs will strengthen teamwork, skills, and sportsmanship. Fine arts and career technical education programs will demonstrate meaningful and relevant student competency through professional-caliber exhibits, performances, and demonstrations that are widely acclaimed.

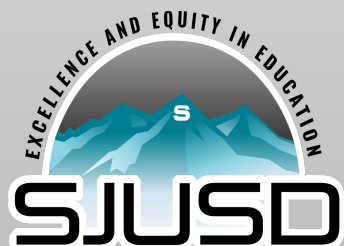
Academic success will be inspired by a knowledgeable, caring staff who develop supportive relationships to benefit all students. All staff members will model the following attributes: commitment to personal and professional development, accountability, collaboration, innovation, and adaptability to change.

Parents, colleges, and businesses will partner with our schools to offer students rich possibilities and alternatives, as they prepare for higher education and careers. Partnerships with other governmental agencies and service organizations will help students to understand and practice their future roles as contributing citizens of a larger community.

Allocating sufficient resources (time, money, facilities, and people) to achieve the mission, vision and strategic initiatives will be a high priority.

Our graduates will be college and career ready. They will have the courage and compassion to embrace personal and professional roles as leaders in a complex society.

THIS WILL BE THE CORE OF GREATNESS FOR SAN JACINTO UNIFIED SCHOOL DISTRICT.



MISSION

SJUSD provides equity and access to ensure each and every student achieves high levels of learning while developing cultural responsiveness and social responsibility.

VISION

SJUSD's safe, nurturing, transformative and equitable culture ensures each and every student graduates college and career-ready with a passion for learning, the motivation to live responsibly and the capacity to be problem solvers as they successfully navigate their unique futures.

MOTTO

Equity in Education

SUPERINTENDENT'S MESSAGE

Dear Students, Parents and Guardians,

This handbook briefly summarizes the rights and responsibilities that you and your child have within the San Jacinto Unified School District. In the following pages, you will find key policies and laws that affect your child's education; process for accessing services; and procedures for finding answers to questions or voicing concerns. Please consult our District's website (www.sjUSD.k12.ca.us) for more detailed information, which is updated throughout the year.

Within this handbook you will find information on these important topics:

- California Education Codes (EC)
- Attendance Policy
- Dress Code
- Student Discipline

State law requires the San Jacinto Unified School District provide annual notifications to students, parents and guardians of their rights and responsibilities pertaining to their child's education. Parent's or guardian's acknowledgement is required to ensure they have been informed of their rights, while not providing consent for their child to participate or not participate in any program listed in the Annual Notification.

Specific legislation requires additional notification to the parents or guardians during the school term prior to certain activities. A separate letter will be sent to the parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the site principal a statement in writing requesting that their child not participate. Other legislation grants certain rights that are spelled out in this Annual Notification.

The San Jacinto Unified School District recognizes that parent and/or guardian involvement in their child's education promotes student achievement and contributes greatly to their success. This handbook contains information on the various ways parental involvement is both permitted and encouraged by federal and state laws, as well as district policies. We look forward to a successful and positive school year, made possible by the dedicated efforts of our administrators, teachers, paraeducators, support staff, students, parents, and guardians.

Thank you for being part of our school community, allowing us to provide opportunities to your child to reach their full potential. We're proud to serve you and value your collaboration, communication, and continued support.

Sincerely,

Dr. David Pyle
Superintendent

CORE VALUES

EQUITY	EXCELLENCE
We believe it is our moral imperative to ensure high levels of learning through equity and access for each and every student. We accomplish this by engaging in inclusive policies and practices, eliminating barriers to student success, embracing and acknowledging our rich diversity, ensuring students receive timely, personalized support, and modeling respectful and dignified interactions at all times.	We facilitate excellence by establishing organizational clarity and modeling high standards for personal, professional and academic growth.
	STUDENT SUCCESS Through Professional Learning Communities (PLC), we encourage, support, and celebrate student learning by setting high expectations, collaborating, and implementing best practices to improve student achievement.
INNOVATION	FAMILY/COMMUNITY PARTNERSHIPS
We encourage and support creativity, diversity and inclusion by inspiring new ideas through collaboration, applied and integrated technology, community involvement and global partnerships.	We believe our parents/guardians and community are essential partners in the success and healthy development of each and every student. We recognize the importance of a strong home-to-school connection. Through high-trust behaviors and actions, our families will know they belong to the SJUSD Family. We wholeheartedly welcome and desire our families to join us as we build an inclusive, joyful, rigorous and safe learning environment responsive to the needs of each and every student.
INTEGRITY We demonstrate honest, ethical and socially responsible behavior by treating others with dignity and respect, acknowledge all perspectives, demonstrating trustworthiness and honoring commitments.	

NONDISCRIMINATION STATEMENT

The San Jacinto Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment (including sexual harassment), intimidation, and bullying of any individual based on the person's actual or perceived race, color, ancestry, nationality, ethnicity, immigration status, age, religion, marital or parental status, pregnancy status, physical or mental disability, medical condition, genetic information, sex, sexual orientation, gender, gender identity, or gender expression; or association with a person or group with one or more of these actual or perceived characteristics.

For any questions or concerns, or to file a complaint, regarding discrimination, intimidation, harassment, or bullying, contact the applicable compliance officers, located at 2045 S. San Jacinto Avenue, San Jacinto, CA 92583: Equity Compliance Officer, Executive Director of Personnel Services, (951) 929-7700 Ext. 4236; Title IX Coordinator Dr. Shannyn Cahoon, Executive Director of Student, Community & Personnel Support, shannyn.cahoon@sanjacinto.k12.ca.us, (951) 929-7700 Ext. 4288; Section 504 Coordinator Keri Wales, Coordinator of Student, Community & Personnel Support, kwales@sanjacinto.k12.ca.us, (951) 929-7700 Ext. 4312.

Note: The term "parent", as used in this document, means the natural or adoptive parent, legal guardian, the person having legal custody, or other educational rights holder. Additionally, the pronouns used in the notifications are intended to be non-gendered.

SCHOOL INFORMATION

PRINCIPAL'S MESSAGE

Dear Bison Families,

Welcome to Park Hill Elementary School. It is a privilege to continue serving as your principal and to partner with you in supporting the success of every student. Park Hill is a school with a strong tradition of excellence, built on the collective efforts of our students, staff, and families.

Our commitment is to provide a high-quality education in a safe, structured, and supportive environment where all students can learn and grow. We believe that student success is the result of strong partnerships between home and school, along with clear expectations that are consistently upheld.

At Park Hill, we focus on:

- Providing engaging and effective instruction for all students
- Maintaining a safe, respectful, and welcoming school environment
- Building strong partnerships between families, staff, and the community
- Promoting consistent attendance and positive behavior

We expect all students to come to school each day ready to learn, demonstrate respect for others, and take responsibility for their actions. Likewise, we encourage families to stay actively involved, communicate regularly with school staff, and support school expectations at home.

This handbook has been designed to provide important information about our school's policies, procedures, and expectations. It is an essential resource to help ensure a successful and positive school experience for all students.

Together, we will continue to build on the strong foundation of Park Hill Elementary and ensure that every student is supported, challenged, and prepared for future success.

Thank you for your continued partnership and commitment to our school community.

Warm Regards,

Ms. Natasha Harris
Principal

MISSION, VISION & CORE VALUES

At Park Hill Elementary School, we celebrate and embrace the whole child—honoring every part of their life and development. We are a consistent and caring community that creates a safe, nurturing educational environment. We affirm each child's uniqueness, abilities, and worth while maintaining high expectations. By celebrating and encouraging the gifts of every student, staff member, and family, we ensure that each child who walks through our doors is equipped with the knowledge, character and confidence to reach their full potential and thrive in life.

Park Hill Elementary is a united community of teachers, parents, students, and support staff committed to fostering a supportive, focused, and inclusive learning environment where all children can succeed. We believe in setting high expectations, promoting accountability, and providing the guidance and encouragement needed for every learner to flourish

SCHOOL DIRECTORY

[PHE Staff Directory](#)

IMPORTANT DATES TO REMEMBER

- See the monthly calendars
- Parent Square
- Website

BELL SCHEDULE

The school office is open from 7:00am to 3:00pm

Instructional Times:

Grades 1, 2, 3, 4 and 5

Monday-Thursday 7:30-2:00 pm

Friday 7:30am -12:20pm

Transitional Kindergarten (TK)

Monday-Friday 7:30 am-11:50 am

Kindergarten

Monday-Thursday 7:30 am-12:45 pm

Friday 7:30 am-12:10pm

Students should arrive at school no earlier than 7:00am. Plan to drop your student off by 7:20 am to ensure they have enough time to walk to class by 7:30am.

SUPERVISION OF STUDENTS IS NOT PROVIDED UNTIL 7:00 A.M. NO EARLY DROP-OFFS

INSTRUCTIONAL PROGRAM

ACADEMIC HONESTY

Academic honesty and personal integrity are fundamental components of a student's education and character development. The school's goal is to help each student realize their full academic potential and become a responsible and productive citizen and lifelong learner. Therefore, students are expected not to cheat, lie, plagiarize, or commit other acts of academic dishonesty.

When students cheat or plagiarize, their work does not reflect their own efforts or understanding, and it gives them an unfair advantage over other students. Cheating includes, but is not limited to: copying the work of others (including both class work and homework); having someone else do the homework or assignment; stealing someone else's idea for an assignment or project; using notes on tests or quizzes when such notes have been prohibited; or giving others answers to a test or quiz. Examples of plagiarism include, but are not limited to: copying part or all of another person's work and submitting it as one's own; passing off the ideas or words of another as one's own without giving credit to the source; or paraphrasing from a different sources without citing those sources. This is because any original work is considered the intellectual property of the person who created it – when another person's work is plagiarized, it is a form of stealing their intellectual property.

Students who engage in academic dishonesty will be referred to an administrator or counselor and may be disciplined accordingly. Consequences are cumulative and may include the student receiving a "0" on the assignment or test, without the opportunity to make it up. To avoid this, students should master and use the correct skills to cite sources, ask for help when questions arise regarding cheating or plagiarism, and not participate in sharing or receiving answers from others.

HOMEWORK

At the beginning of the school year, teachers will communicate homework expectations to students and their parents. Meaningful homework assignments can be an extension of student learning time and assist students in developing good study habits. Homework is assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding. In addition to homework, students are encouraged to read every night.

MAKE UP ASSIGNMENTS

Students should take the initiative to make up for missed assignments due to absences. The following provides specific guidelines based on the type of absence:

1. *School Activities*. Students must clear all school activities with their teacher(s) in advance in order to get assignments. Lists of students involved in activities will be approved and distributed to teachers (for verification purposes) by the administration, activities director or athletic director.
2. *Excused Absence*. Students will be given the opportunity to make up schoolwork missed because of an excused absence and to receive full credit if the work is turned in within a reasonable period of time, which is usually one day for every day absent from the date the student returns to school.
3. *Unexcused Absence*. Students who miss school work because of unexcused absences will be given the opportunity to make up missed work for full or reduced credit at the discretion of the teacher.
4. *Out-of-School Suspension*. If the student's absence is the result of a suspension, the teacher may require the student to complete any assignments and tests missed during the period of suspension. When a parent of a student who has been suspended for two or more days from school requests homework that the student would otherwise have been assigned, the student's teacher must provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment may not be included in the calculation of the student's overall grade in the class.

If a student is planning to be absent, homework may be requested from the teacher(s) or office staff at least 24 hours in advance. For absences longer than three days, parents are encouraged to call at least 72 hours in advance or request for short-term independent study if the student meets the eligibility criteria.

EDUCATION OF HOMELESS YOUTH

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless youth is defined as a child who lacks a fixed, regular, and adequate nighttime residence and includes children and youth who:

1. Live in an emergency or transitional shelter; in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings but designed for or ordinarily used as regular sleeping accommodations for human beings
2. Live “doubled-up” with another family due to loss of housing stemming from financial problems (e.g., loss of job, eviction, or natural disaster)
3. Live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
4. Are abandoned at a hospital
5. Are migratory children who qualify as homeless because they are living in conditions described above

The Homeless Liaison in the District is Crystal Ackerman, Student, Community & Personnel Support, cackerman@sanjacinto.k12.ca.us, (951) 929-7700 Ext. 3069. The role of the educational liaison is to: (1) ensure that homeless students are identified so that they have access to and receive educational services for which they are eligible; (2) assist homeless students when transferring from one school or school district to another school or school district in ensuring proper transfer of records and grades; (3) ensure that homeless families and students receive referrals for services, such as health care, dental, mental health, and housing; (4) assist, facilitate, or represent a homeless student who is undergoing disciplinary proceeding that could result in their expulsion; (5) participate in an individualized education program or Section 504 team meeting to make a manifestation determination regarding the behavior of a student with disability; and (6) address any disputes over school selection or enrollment.

The following is a brief summary of a homeless youth’s rights:

1. Right to attend either the “school of origin” or the current school of residence. The school of origin can be the school attended when the student had permanent housing, the school most recently attended, or any school the homeless youth attended in the last 15 months.
2. Right to a dispute resolution process when there is a disagreement between the parent and the school in the eligibility, school selection, and enrollment of homeless youth.
3. Right to immediate enrollment even if the homeless youth is unable to produce records normally required for enrollment (e.g., proof of residency, birth certificate, transcript, immunization), does not have clothing normally required by the school (e.g., school uniforms), or has outstanding fees, fines, textbooks, or other monies due to the school last attended.
4. Right to automatically qualify for child nutrition programs and to receive transportation services. Unless there is a local welfare agency agreement, the District will assume part or all of the transportation costs.
5. Right to be referred to all programs and services for which the student is eligible – such as special education services, tutoring, English learner programs, before and after school services, or any other program offered by the school or District.
6. Right to be notified of the possibility of graduating within four or five years by meeting the state minimum requirements, if the student transferred after the second year of high school, is credit deficient, and will not be able to complete the District’s graduation requirements in time for graduation.
7. Right to have the District accept partial credits for courses that have been satisfactorily completed.
8. Right not to be stigmatized by school personnel.
9. Right to file a complaint through the Uniform Complaint Procedures if there is allegation that the District has not complied with requirements regarding the education of homeless youth.

Unaccompanied youth who meet the definition of homeless youth are also eligible for rights and services under the McKinney-Vento Act. An unaccompanied youth is defined as a minor who is not in the physical custody of a

parent – such as a teen parent not living with their parent or students who have run away or who have been pushed out of their home.

To ensure that each school identifies all homeless and unaccompanied youths enrolled at the school, a housing questionnaire is administered at least once a year. The questionnaire can be made available in the primary language of the student's parent or unaccompanied youth upon request. Notice of the educational rights of homeless youth and resources available to persons experiencing homelessness, as well as the name and contact information of the educational liaison for homeless youth, are posted on the district and school website. The notice of education rights is also posted in the District and school offices, and disseminated at places where children receive services, such as shelters and food pantries.

EDUCATION OF FOSTER YOUTH

Foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. The Foster Youth Liaison is Crystal Ackerman, Student, Community & Personnel Support, cackerman@sanjacinto.k12.ca.us, (951) 929-7700 Ext. 3069. The role of the educational liaison is to: (1) ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster youth; (2) assist foster youth when transferring from one school or school district to another school or school district in ensuring proper transfer of records and grades; and (3) address any disputes over school selection or enrollment.

The California Department of Education website at <https://www.cde.ca.gov/ls/pf/fy/fyedrights.asp>, provides a list of foster youth education rights that include some of the following:

1. Right to attend either the “school of origin” or the current school of residence. The school of origin can be the school attended when the student first entered foster care, the school most recently attended, or any school the foster youth attended in the last 15 months.
2. Right to immediate enrollment even if the foster youth is unable to produce records normally required for enrollment (e.g., proof of residency, birth certificate, transcript, immunization), does not have clothing normally required by the school (e.g., school uniforms), or has outstanding fees, fines, textbooks, or other monies due to the school last attended.
3. Right to be notified of the possibility of graduating within four or five years by meeting the state minimum requirements, if the student transferred after the second year of high school, is credit deficient, and will not be able to complete the District's graduation requirements in time for graduation.
4. Right to have the District accept partial credits for courses that have been satisfactorily completed.
5. Right to file a complaint through the Uniform Complaint Procedures if there is allegation that the District has not complied with requirements regarding the education of foster youth.

WITHDRAWAL FROM SCHOOL

To withdraw a student from school, a parent must go to the front office and let the school know that the student will be withdrawing from school. All textbooks, library books, Electronic Devices and materials issued or loaned to the student must be returned to the school; otherwise, the student's grades, diploma, and transcript may be withheld from the student and the parent. All fines must also be paid prior to the student being checked out of school.

STUDENT SERVICES

LIBRARY/MEDIA CENTER USE AND MATERIALS

Library/Media Center

The Library is available as a learning resource for student and staff use. The library is open daily, during school hours. Some school sites have library hours before and after school. Please check with your school site for updated hours/schedules. Students are encouraged to use the library to do research, study, and read. Students are expected to keep library materials in good condition. Students will incur a fine for lost/damaged materials. Unpaid fines may result in a hold of the student's grades, transcripts, or diploma.

Textbooks and Other School/District Property

Textbooks and other school/district property (e.g., chromebooks, library books, school supplies) may be issued to students at the beginning of the school year or semester, and must be returned at the end of the school year or when requested by the school. Each student is responsible for the proper care of items loaned to them by the school, and parents will be responsible for any lost or damaged school/district property. If any item is stolen, the student should immediately report it to the library or school administrator. The school may withhold grades, diploma, or transcript from the student and parent if the student willfully damages any school/district property, or willfully does not return school/district property loaned to the student upon demand, until restitution is paid.

FLAG SALUTE & TREATMENT

The pledge of allegiance is to be part of each day's opening exercise. Students who have religious or conscientious objections may be excused from participating.

The flag of the United States of America shall be raised above each school before the opening of school and taken down at its close every day. It shall be flown in other appropriate places during all school sessions and on all legal school holidays, weather permitting.

FIELD TRIPS

In order for a student to participate in a field trip, a signed parent permission slip must be turned in prior to the trip. All school rules apply on school-sponsored field trips; violations of any school rules will be dealt with the same way as if the infraction had occurred on campus. Students may be disqualified from participation in certain field trips based upon not maintaining proper behavioral standards or if determined by administration that they would pose a safety or disciplinary risk.

LOST AND FOUND

Students and parents are encouraged to check the lost and found regularly for missing items.

UNIFORM COMPLAINT PROCEDURES

San Jacinto Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations, including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the Uniform Complaint Procedures (UCP). Specifically, the UCP will be used to investigate and resolve complaints regarding the following programs and activities, some of which are described in detail in this document:

1. Accommodations for pregnant and parenting students

2. Adult education
3. After School Education and Safety
4. Agricultural career technical education
5. Career technical and technical education and career technical and technical training programs
6. Child care and development programs
7. Compensatory education
8. Consolidated categorical aid programs
9. Course periods without educational content
10. Discrimination, harassment, intimidation, or bullying against any protected group as identified under EC 200 and 220 and GC 11135, including any actual or perceived characteristic as set forth in PC 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in EC 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance
11. Educational and graduation requirements for students in foster care, students who are homeless, students from military families, and students formerly in a juvenile court school now enrolled in a school district
12. Every Student Succeeds Act
13. Local control and accountability plans
14. Migrant education
15. Physical education instructional minutes
16. Reasonable accommodations to a lactating student
17. Regional occupational centers and programs
18. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding
19. School safety plans
20. School Site councils as required for the consolidated application for specified federal and/or state categorical funding
21. State preschool
22. State preschool health and safety issues in LEAs exempt from licensing
23. Student fees
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the State Superintendent of Public Instruction or designee deems appropriate

The following complaints are not subject to the District's UCP but will be investigated and resolved by the specified agency or through an alternative process:

1. Child abuse or neglect. Referred to the County Department of Social Services, the County Protective Services Division, or the appropriate law enforcement agency.
2. Health and safety violations by a child development program, for licensed facilities. Referred to the Department of Social Services.
3. Title IX sexual harassment. Addressed through the federal Title IX complaint procedures specified in AR 5145.71 – Title IX Sexual Harassment Complaint Procedures.
4. Employment discrimination or harassment. Investigated and resolved by the District in accordance with the procedures specified in AR 4030 – Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. State or federal law or regulation related to special education. A settlement agreement related to the provision of a free appropriate public education, or a due process hearing order must be submitted to the CDE in accordance with AR 6159.1 – Procedural Safeguards and Complaints for Special Education.
6. The District's food service program (e.g., meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses). Filed with or referred to CDE in accordance with BP 3555 – Nutrition Program Compliance.
7. Discrimination based on race, color, national origin, sex, age, or disability in the District's food service program. Filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 – Nutrition Program Compliance.

8. Sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and mis-assignments. Investigated and resolved in accordance with AR 1312.4 – Williams Uniform Complaint Procedures.

Notifications

The District's UCP policy and regulations are posted in all schools and offices, including staff lounges and student government meeting rooms. Written notification of the District's UCP is provided annually to students, employees, parents of District students, District and school advisory committee members, appropriate private school officials or representatives, and other interested parties.

The District also posts the standardized notice of the educational rights of students in foster care, students who are homeless, students from military families, and students formerly in juvenile court schools now enrolled in the District, as specified in EC 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.

The District has a notice posted to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, students, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations that apply to California state preschool programs pursuant to HSC 1596.7925, and (2) where to obtain a form for a state preschool health and safety issues complaint.

Investigation and Response

These uniform procedures require the complainant to submit a written complaint no later than one year from the date the alleged violation occurred. In the case of a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, a UCP complaint must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct. A student enrolled in a public school must not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities. A complaint regarding student fees or the LCAP may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Executive Director of Personnel Services, has been designated as the primary compliance officer to receive and investigate complaints and to ensure District compliance with law. The Equity Compliance Officer is located at 2045 S. San Jacinto, San Jacinto, CA 92583, and may be contacted at (951) 929-7700 Ext. 4236. The following compliance officer may also investigate and resolve complaints: Shannyn Cahoon, Executive Director of Student, Community & Personnel Support, at 2045 S. San Jacinto Avenue, San Jacinto, CA 92583, (951) 929-7700 Ext. 4288, or shannyn.cahoon@sanjacinto.k12.ca.us.

Once a complaint is received, the compliance officer, who is knowledgeable about the laws and programs subject to the complaint, will coordinate and initiate the investigation within 10 business days, and will prepare and send to the complainant the investigation report within 60 calendar days from the receipt of the complaint, unless the complainant agrees in writing to extend the timeline. If the District finds merit in a complaint, the District will adopt any appropriate corrective action permitted by law and/or provide the appropriate remedies to all affected students and parents, where applicable.

A complainant may appeal the District's investigation report to the CDE by filing a written appeal within 30 calendar days after receiving the District's decision. The appeal must be accompanied by a copy of the originally filed complaint and a copy of the investigation report for that complaint. A complainant may also pursue civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

Copies of the UCP process are available free of charge; access to the UCP policy and regulation can be found at <https://www.sanjacinto.k12.ca.us/>, under "About Us". For a copy of the complaint form, contact one of the compliance officers listed above or send an email to ucp@sanjacinto.k12.ca.us.

HEALTH & WELLNESS

SCHOOL COUNSELING

The school provides a comprehensive school counseling program that follows the American School Counselor Association's National Model. The mission of the program is to ensure that all students receive equitable access to the knowledge, attitudes and skills necessary to achieve academic excellence and college/career readiness. It is the belief of the school counseling team that every student should have access to counseling

services in the academic, career, and personal/social domains. Early prevention and intervention are essential for removing barriers to learning and for promoting academic achievement.

School counselors use data to identify areas of concern, and recognize the importance of collaborating with parents and school staff to meet the needs of students. Educational support is provided through a tiered delivery system:

1. *Core Curriculum*
2. *Responsive Services*: short-term individual and small group counseling; target interventions for at-risk students; individual/family/school crisis intervention; conflict resolution; collaboration with parents, teachers, staff, and administration; referrals to outside resources.
3. *System Support*: program planning; parent workshops; consultation; collaboration with school and community resources.

MENTAL HEALTH SERVICES

A child's mental health is essential to their social and cognitive development, and to learning healthy social skills and how to cope when there are problems. Mentally healthy children have a positive quality of life and can function well at home, in school, and in their communities. Mental health problems that are not recognized and treated in childhood can lead to severe consequences, including exhibiting serious behavior problems, at higher risk of dropping out of school, and increased risk of engaging in substance abuse, criminal behavior, and other risk-taking behaviors.

School counselors and educational therapists are available to provide mental health support to students. In some cases where students may need more intensive mental health support or ongoing therapy, students and parents may contact Care Solace to connect to appropriate mental health support by simply calling the 24-hour toll free hotline (888) 515-0595 or by visiting <https://caresolace.com/site/sjusdfamilies>.

For additional information on how to access mental health services, contact the Department of Student, Community & Personnel Support at (951) 929-7700 Ext. 4268, or visit the District's website to obtain a *Community Resource Guide* that provides information on a wide range of mental health resources – go to <https://www.sanjacinto.k12.ca.us/>, under the "Parents" tab, link to "Mental Health Wellness Center".

HEALTH SERVICES

Healthy students learn better! The District has three credentialed school nurses who oversee the licensed vocational nurses (LVNs) and health clerks assigned at each site. The school nurses:

- Assist with special education issues and participate in IEP meetings
- Design and oversee specialized health care plans
- Provide vision and hearing screenings at the appropriate grade levels
- Respond to emergencies
- Review home/hospital requests
- Consult with teachers, parents, and others on health and safety issues.
- Provide parents/guardians with educational materials and resources on common health concerns, such as head lice and bed bugs.

Health clerks and LVNs are trained in CPR, first aid, and medication administration. They assist students with immediate health issues or injuries and communicate with parents as needed. Together with the district nurses, they are dedicated to caring for student health needs, while promoting an optimal learning environment.

ILLNESS

The following are guidelines as to when a student should be kept at home or picked up from school as a result of an illness or injury – this list is not inclusive of all conditions or reasons for which a student may need to remain or be sent home:

1. Fever of 100 degrees or greater.

2. Significant respiratory complaints (repeated coughing, wheezing or other upper respiratory symptoms).
3. Rash of unknown causes that are systemic in nature or accompanied by a fever.
4. Suspected conjunctivitis (red, itchy eyes with exudate or inflamed conjunctiva).
5. Contagious conditions such as untreated ringworm, impetigo, etc.
6. Vomiting and/or diarrhea when accompanied by malaise or fever or when more than one episode.
7. Head injury accompanied by a headache or visual disturbances, severe headache, or visual disturbances (otherwise 911 will be called).
8. Cuts or gashes that are deep or large, underlying structures are visible, or bleeding cannot be controlled within 5 minutes.

If there is a reasonable suspicion that a student is ill with any of the above signs or symptoms while at school, the student will be removed from class and isolated from others, as appropriate, and the parent, or authorized adult listed on the emergency contact list, will be called to pick up the student from school. Additionally, in accordance with EC 49451, a student may be excluded from school whenever there is good reason to believe that the student is suffering from a recognized contagious or infectious disease. The student will not be allowed to return to school until there is reasonable evidence to show that the contagious or infectious disease no longer exists.

MEDICATION AT SCHOOL

The parent of any student taking medication on a regular basis must inform the school's Health Clerk or the District Nurse of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding possible effects of the medication on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

If a student needs to take medication of any kind (prescription or over-the-counter) at school, the student's parent must submit, on an annual basis, a completed *Medication Authorization* form. The form can be found on the SJUSD website under ENROLLMENT then FORMS or picked up from the school office during the year. The form has a section that is required to be completed by the doctor.

Assistance with Administration of Prescribed Medication

The school nurse or other designated school employees may assist students who need to take prescribed medication during school hours only upon written request of both the physician/ surgeon and the parent. The written request from the physician/surgeon must include details as to the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent indicating the desire that the District assist the student in matters set forth in the statement of the physician/surgeon.

Self-administration and Self-carry of Prescription Medication

In order for a student to carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication at school, the parent must provide a written statement consenting to the self-administration and a written statement from the physician/surgeon or physician assistant detailing the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine or inhaled asthma medication. The parent's written statement must provide a release for the school nurse or other designated school personnel to consult with the student's health care provider regarding any questions that may arise with regard to the medication, and releasing the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. All written requests are to be approved by the District Nurse prior to use. A

student may be subject to disciplinary action if the student uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed.

Important:

- All medication must be submitted to the health office, by the parent in-person, and logged in with signatures. Students are not allowed to transport any medication to school as a safety factor for themselves and other students.
- Prescription medication must be labeled and match the doctor's prescription information on the Medication Authorization form exactly.
- Over-the-counter medication must be new, unopened and in the original container in which they were purchased.
- All medication is kept locked up in the school's health office.

FOOD ALLERGIES/SPECIAL DIETARY NEEDS

There are students who have special dietary needs and/or are allergic to certain foods or ingredients (e.g., peanuts, tree nuts, wheat, milk, etc.). When exposed to an allergen, affected students may experience shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. Students will not be excluded from school activities nor otherwise discriminated against, harassed, intimidated, or bullied because of their food allergy.

Please help keep all of students safe and healthy at school by keeping in mind the following:

1. Parents are responsible for notifying the principal or school nurse, in writing, regarding their child's food allergies or other special dietary needs.
2. When a student's food allergy or food intolerance substantially limits one or more major life activities, they may be evaluated to determine if accommodations pursuant to Section 504 are required.
3. The school may designate allergen-free area(s) to ensure students with allergies are safe.
4. Students should not share or exchange meals or utensils with other students.
5. Without identifying the student, the principal or teacher may notify parents of other students in the class that a student is allergic to a specific food and may request that certain foods not be provided at class parties or other school events.
6. Parents are encouraged to bring non-food items, such as stickers or pencils, for school celebrations in lieu of food items which present a challenge for students with food allergies.

SCHOOL MEALS

All enrolled students, regardless of income level, can receive a nutritious breakfast and lunch each school day at no charge.

BRINGING FOOD FROM HOME

Students may bring their own meals from home. Due to varied food allergies, the sharing of food with other students is discouraged.

WATER BOTTLES

Students are encouraged to bring a reusable bottle to fill and refill water to consume while on campus. Drinking water plays an important role in maintaining a child's overall health in the following ways:

1. Supports muscles, joints, and tissues
2. Improves digestive system
3. Keeps growing bodies hydrated
4. Positively impacts cognitive performance, particularly short-term memory
5. Improves visual attention and fine motor skills
6. Can prevent excess weight gain when substituting sugary drinks

SAFETY

CLOSED CAMPUS

In an effort to maintain a safe school environment, access to school grounds is limited. All visitors, including parents, must report to the school office to check in using a valid government-issued ID through the Lobby Guard system. Once approved, a visitor's badge/sticker will be issued which must be worn visibly by the visitor while on campus. Visitors who violate these rules may be asked to leave or be banned from the school site. A visitor may be refused entry onto school grounds, or have access revoked, if the principal or designee reasonably concludes that the visitor's presence or acts would interfere or disrupt the peaceful conduct of school activities.

Students are not permitted to leave the campus during school hours unless authorized to do so. Students who need to leave campus during the day should bring a signed note from the parent to inform the office. The student must be signed out in the office by the parent or adult listed on the emergency card. Office personnel will ask for identification in order to assure student safety.

EMERGENCY CARDS

For the benefit of both the student and their parent, it is very important that the information provided on the emergency card is current and identifies the individuals who can be contacted and are able to pick up the student when the parent cannot be reached. No student will be released to a person who is not listed on the emergency card. No exceptions. Updates to the information provided on the emergency cards may be made by parents/guardians through their Parent Portal account..

SUPERVISION (ES/MS)

Student supervision begins 30 minutes before school begins and is scheduled to end shortly after school is out. Students are NOT to be dropped off any earlier than 7:00am as there is no supervision! Children must be picked up promptly after dismissal. If the school is unable to make contact with parents in a timely manner, the School Resource Officer (or other law enforcement officer) may be contacted.

AFTER SCHOOL PROGRAM (OASIS/THINKTOGETHER)

Please contact Ms. Solorio the ELO-P administrator for the afterschool program for information regarding after school care. Oasis 951.905-8961 or

Think Together 951.465.0068.

EMERGENCY PREPAREDNESS

Each San Jacinto Unified School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Classroom and school-wide emergency procedures and drills are practiced on a monthly basis. Students and staff are kept current with training in procedures for dealing with emergencies such as fire, earthquake, room and site evacuation, bus safety, flood, and unexpected situations in order to be responsive and avoid being reactive should a situation arise.

In case of an actual emergency, parents and/or other care providers need to remain as calm as possible and follow the instructions provided by the school. Parents should not call the office as the phone lines need to be open for contact with law enforcement and other first responders. As a reminder, parents or other responsible adults must be listed on the emergency card and must provide staff with proper identification in order for student release.

ANIMALS ON CAMPUS

Other than service animals for students with disabilities and animals used for instructional purposes by teachers, pets and other animals are prohibited from being on school property during, before, or after school hours. This is necessary to ensure the health, safety and welfare of all students and staff.

DRESS CODE

Appropriate dress and grooming contribute to a productive learning environment. Students are to wear clothing that is suitable for the school activities in which they participate, and may not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

The following guidelines apply to all regular school activities:

1. Shoes must be worn at all times.
2. Clothing, jewelry, and personal items must be free of writing, pictures or any other insignia which are gang-affiliated, crude, vulgar, profane, or sexually suggestive, or which advocates racial, ethnic, or religious prejudice or the use of drugs or alcohol. Additionally, clothing must be free of writing, pictures or any other insignia which identify any group advocating or participating in disruptive behavior.
3. Clothes must be sufficient to conceal undergarments. Clothing such as see-through or fish-net fabrics, halter tops, low cut tops, bare midriffs, and excessively short shorts or skirts exposing the buttocks or private area are prohibited.

The dress code can be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities. Students are allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day.

PERSONAL BELONGINGS

Students should only bring necessary school supplies to school and are discouraged from bringing valuable items and large sums of money to school. Students should keep their belongings with them at all times. School personnel assume no liability for lost, damaged, or stolen items. Any items deemed disruptive to the learning environment will be confiscated by school personnel.

The following are examples of items students are prohibited from bringing to school or school events as they may pose a risk to student and campus safety, can disrupt the learning environment, and/or may lead to suspension or expulsion from school:

- Tobacco or nicotine products, including vape pens
- Alcohol
- Any drugs or controlled substance
- Balloons or water balloons
- Squirt guns or any other types of toy guns/knives, etc
- Dangerous objects (e.g., pocket knives, imitation firearms, fireworks, matches, lighters)
- Laser pointers
- Stink bombs
- Permanent markers (e.g., Sharpies)
- Aerosol cans

PERSONAL ELECTRONIC DEVICES

Although students are allowed to bring cell phones and other personal electronic devices to school, these devices need to remain off during school hours and put away. If a student is misusing their device, their devices will be confiscated and it will be placed in the office for parents to pick up.

The school assumes no liability for personal electronic devices if such devices are damaged, lost or stolen.

Recordings

A great concern about students bringing their personal electronic devices to school is their use in taking pictures and recording of other students and staff without permission. Due to student safety, potential cyberbullying, and media posting which violates student confidentiality, any student caught taking pictures or recording with their personal electronic device may have the device taken away and a parent contact will be made for the parent to come and pick up the device from administration.

As such, students must turn off and/or not use the camera or recording features on any cell phones or other electronic signaling device at any time on campus during school hours. The use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the student, willfully in violation is guilty of a misdemeanor. Any student in violation will be subject to appropriate disciplinary action, transfer to an alternative program, other interventions, or denial of participation in school-sponsored or school-related activities.

Exceptions

No student will be prohibited from possessing or using a smartphone or other electronic signaling device under the following circumstances:

1. In case of an emergency, or in response to a perceived threat of danger.
2. When a teacher or administrator grants permission to the student, subject to any reasonable limitation imposed by that teacher or administrator.
3. When a licensed physician and surgeon determines it is necessary for the student's health or well-being.
4. When it is required in a student's IEP or Section 504 plan.

Vandalism of Electronics

Vandalism is defined as any malicious attempt to harm or destroy electronic hardware or software. This includes, but is not limited to: defacing equipment; uploading or creating computer viruses; destruction of data of another user and/or any other agencies or systems that are connected to the network. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

Internet and Electronic Disciplinary Action

Being granted access to on-line services is a privilege and there are consequences for not taking responsibility for one's learning and behavior. Students who do not adhere to the user obligations and responsibilities as

outlined in the “Computer/Internet User Agreement” shall be subject to revocation of their user privilege and disciplinary action. For a first time offense, the user account is revoked until a meeting takes place with the student, his or her parent/guardian, and a representative of the school district. On the basis of the offense, the user privilege may be revoked for the remainder of the semester or 30 days (whichever is more). For a second offense, the parent/guardian is notified and the user privilege is revoked for the remainder of the semester or 30 days (whichever is more) and may be revoked for the next semester. In addition to revoking the user privilege, a disciplinary account will result. Such action will be in accordance with procedures at the specific school site regarding messages indicating or suggesting pornography, unethical and/or illegal solicitation, racism, sexism, inappropriate language, and any other inappropriate use of technology will be subject to school discipline. Vandalism shall result in revocation of user privilege, disciplinary action, and legal action as appropriate. Students are subject to all of the laws and regulations of the United States and are subject to legal action as appropriate.

Internet and Electronic Illegal Activity

Examples of illegal activity include but are not limited to participating in any electronic activities that promote or involve: obscenity, sexual harassment, cyberbullying, net stalking, hate propaganda, defamation and libel, computer hacking, drug trafficking, and violating any and all copyright laws.

BICYCLES, SKATEBOARDS & SCOOTERS

Bicycles, skateboards, and scooters may be used by students for transportation to and from school, wearing a properly fitted and fastened bicycle helmet in accordance with state law. Students may not ride their bicycles, skateboards, and scooters on school grounds; they must be carried or walked to where they are to be locked using the student's own lock. The school is not responsible for any lost or stolen items.

ATTENDANCE

ATTENDANCE EXPECTATIONS

Parents of students between the ages of 6 and 18 years of age are obligated under California state law to send their children to school. Regular school attendance is extremely important for every student. Good attendance habits promote responsibility and allow students to gain the optimum benefit from daily classroom instruction.

Parents are an integral part in encouraging good attendance and supporting the educational program. Absences can be minimized by scheduling medical, dental, and other appointments after school or when school is not in session. Vacations should be planned around holidays.

TARDY POLICY

Every minute counts! When students are late, they are missing instruction or instructional activities that could lead to learning loss. In addition, when a student arrives to class late, it can be distracting to the other students and the teacher. Therefore, students are responsible for being on time to their classes every day.

Students late to school will receive a tardy slip and will be directed to class.

LEAVING SCHOOL EARLY

For a student to be released from school before the end of the school day, the student's parent or authorized adult must report to the school office, present a photo ID upon request, provide a reason for the early checkout, and sign a log. The student will be called to the office only when the parent or authorized adult is physically present. Students will not be released to anyone who is not listed on the emergency card. These procedures are to ensure the safety of all students.

ILLNESS

The following are guidelines as to when a student should be kept at home or picked up from school as a result of an illness or injury – this list is not inclusive of all conditions or reasons for which a student may need to remain or be sent home:

1. Fever of 100 degrees or greater.
2. Significant respiratory complaints (repeated coughing, wheezing or other upper respiratory symptoms).
3. Rash of unknown causes that are systemic in nature or accompanied by a fever.
4. Suspected conjunctivitis (red, itchy eyes with exudate or inflamed conjunctiva).
5. Contagious conditions such as untreated ringworm, head lice, impetigo, etc.
6. Vomiting and/or diarrhea when accompanied by malaise or fever or when more than one episode.
7. Head injury accompanied by a headache or visual disturbances, severe headache, or visual disturbances (otherwise 911 will be called).

8. Cuts or gashes that are deep or large, underlying structures are visible, or bleeding cannot be controlled within 5 minutes.

If there is a reasonable suspicion that a student is ill with any of the above signs or symptoms while at school, the student will be removed from class and isolated from others, as appropriate, and the parent, or authorized adult listed on the emergency contact list, will be called to pick up the student from school. Additionally, in accordance with EC 49451, a student may be excluded from school whenever there is good reason to believe that the student is suffering from a recognized contagious or infectious disease. The student will not be allowed to return to school until there is reasonable evidence to show that the contagious or infectious disease no longer exists.

EXCUSED ABSENCES

Once verified by a parent, a student's absence will be excused for any of the following reasons:

1. Personal illness, including an absence for the benefit of the student's mental or behavioral health
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, or chiropractic service or appointment
4. Attendance at funeral services for a member of the student's immediate family (limited to one day if the service is conducted in California or three days if the service is conducted out of state)
5. Jury duty
6. Illness or medical appointment of the student's child
7. Upon advance written request by the parent and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election
9. To spend time with an immediate family member who is an active-duty member of the uniformed services, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (limited to three days)
10. Attendance at a naturalization ceremony to become a United States citizen
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people
12. For a middle school or high school student, engagement in a civic or political event (limited to one school day-long absence per school year if the student notifies the school ahead of the absence; additional days may be permitted at the discretion of the school administrator)
13. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination

For the purpose of the absences described above, immediate family means the student's parent, brother or sister, grandparent, or any other relative living in the student's household.

TRUANCY & ATTENDANCE ACCOUNTABILITY

A student is considered *truant* after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the school has made a conscientious effort to meet with the family, the student is considered a *habitual truant*. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a *chronic truant*. Unexcused absences are all absences that are not listed under "Excused Absences" above.

VERIFYING ABSENCES

It is the responsibility of the parent to notify the school office of any absences or tardies in written or verbal form upon the student's return to school. When the absence is planned, parents should notify the school prior to the date of the absence. All written notes to verify an absence or tardy should include the student's name, date(s) of absence/tardy, reason for absence/tardy, and parent's signature and daytime contact number.

It is important for parents and students to understand that writing a note to verify an absence does not excuse the absence. Absences are excused only if they meet the criteria listed under "Excused Absences" above; however, a doctor's note may be requested by the principal or designee when the student has been absent more than 10 days in the school year due to illness. Absences not cleared within three school days will remain unverified/unexcused. The school will attempt to contact the student's parent regarding each absence. The attempts will be made by mail, telephone, home, and/or work visitation. Absences marked unverified/unexcused in the student's records can potentially lead to a referral to the School Attendance Review Board.

SHORT-TERM INDEPENDENT STUDY

In the event of an extended absence of no less than three and no more than fourteen days, for reasons of personal business, family vacation or other such circumstances, a parent or student should request a Temporary Independent Study Agreement from the school attendance office. The Temporary Independent Study Agreement needs to be completed and returned to the school attendance office five days prior to the absence so the teacher can assemble the Temporary Independent Study assignments. All work must be completed and turned in to the school office upon return on the first day the student returns. Failure to do so may result in the denial of future requests for Independent Study.

Temporary Independent Study may be granted for a maximum cumulative total of 14 days in one school year.

SATURDAY SCHOOL OPPORTUNITIES

If your student has an excused or unexcused absence, they have the opportunity to remove one absence by attending Saturday School. Permission slips are sent home at least one (1) week prior to the event, to sign your student(s) up you must return the permission slip to your child's teacher or the front office. Saturday School is held from 8:00 am to 12:00 pm

BEHAVIOR

BEHAVIOR EXPECTATIONS

Each school site and each classroom teacher has established behavior expectations for their students that are consistent with Board policy and applicable state and federal laws. It is the responsibility of the teachers and administrators to see that rules are carried out in a fair and reasonable manner. Every teacher, administrator and other designated employee will hold students to a strict account for their conduct on the way to and from school, in the classroom and other school buildings, on school grounds, and on the school bus. Students must conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Specific behaviors are forbidden by state and federal laws and by District policy. Violations of these laws and policies may result in advising and counseling students, conferencing with parents, detention during and after school hours, loss of privileges, community service, involvement of law enforcement, placement in alternative programs, suspension, or expulsion.

Staff will use preventative measures and positive conflict resolution techniques whenever possible. In addition, discipline will be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health. At all times, the safety of students and staff and the maintenance of an orderly school environment must be priorities in determining appropriate discipline. When misconduct occurs, staff will attempt to identify the causes of the student's behavior and implement appropriate discipline in a fair and consistent manner, in accordance with the District's nondiscrimination policies.

The severity of disciplinary consequences depends upon several factors such as the nature or seriousness of the offense and whether the offense is a first offense. Ordinarily, suspension (and expulsion) is imposed only when other means of correction fail to bring about proper conduct, or whenever the student has committed a serious, first-time offense; or when it is also determined that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

Corporal punishment will not be used. The use of reasonable and necessary force by an employee to protect oneself or students or prevent damage to District property is not considered corporal punishment.

SITE EXPECTATIONS

The San Jacinto Unified School District is dedicated to the development of each student's potential for learning in a positive environment. Schools must be free from disruptions which interfere with teaching and learning activities. Students, parents and school staff must assume a responsible role in promoting behavior that encourages learning and the development of individual potential.

Each school site and each classroom teacher has established behavior expectations for their students that are consistent with Board policy and applicable state and federal laws. Students are expected to abide by all rules and regulations set forth by teachers, administrators, and the school board which are considered necessary and appropriate to maintain order in classroom/campus conduct on the part of students. Students are to adhere to the authority of all school personnel. EC 35291, 35291.5; (BP 5144) Every teacher, administrator and other designated employee will hold students to a strict account for their conduct on the way to and from school, in the classroom and other school buildings, on school grounds, and on the school bus. 5 CCR 300; EC 44807, 35291, 35291.5; (BP 5131) The behavior standards

approved by the Board of Education include, but are not limited to the following:

ACCEPTABLE BEHAVIOR

1. Attend school punctually and regularly
2. Conform to the regulation of the school
3. Exhibit appropriate conduct
4. Obey promptly all directions of teachers and others in authority
5. Be diligent in study
6. Be careful with school property
7. Be kind and courteous to classmates
8. Be respectful to everyone
9. Remain at school until duly authorized to leave
10. Provide adequate explanation for absences and tardiness

UNACCEPTABLE BEHAVIOR

1. Behavior that endangers staff and/or students
2. Behavior that disrupts the orderly classroom or school environment
3. Harassment of students or staff, including bullying, intimidation, hazing, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering ▪ Damage to or theft of property belonging to the district, staff or students
4. Chewing gum
5. Eating food outside of the designated lunch shelter
6. Possession or use of laser pointers
7. Profane, vulgar or abusive language
8. Plagiarism or dishonesty in school work or on tests
9. Inappropriate dress
10. Possessing, furnishing tobacco, intoxicants, controlled substances, or look-alike substances of any kind, except under prescription
11. Using, possessing, or furnishing tobacco, intoxicants, controlled substances, or look-alike substances of any kind on school premises
12. Possessing any drug paraphernalia
13. Committing an obscene act or using profane or vulgar language or behaviors; or harassing another student using profane, vulgar or sexual language and/or behavior
14. Possessing a firearm or an imitation firearm
15. Causing, attempting to cause, threatening to cause or participating in an act of hate violence ▪ Disrupting school activities or willfully defying the valid authority of school employees ▪ Committing or attempting to commit a sexual assault
16. Committing assault or battery upon any school employee
17. Harassing, threatening, or intimidating a student who is a complaining witness
18. Committing sexual harassment sufficiently severe or pervasive to have a negative impact and/or creating an intimidating or hostile educational environment
19. Making terrorist threats against school officials and/or school property

POSSIBLE CONSEQUENCES

If students do not follow good conduct standards, the following may occur:

1. Warning from school personnel
2. Phone call or letter to parents
3. Detention (including loss of recess time when appropriate)
4. Loss of privilege. (e.g. field trip or assembly or other extra-curricular activity)
5. Suspension from school or classroom
6. Community service at the school site
7. Transfer to alternate programs
8. Expulsion by school board action

9. Financial liability of parent(s) for student damage, loss, theft, or defacement of school property or injury to persons or personal property.

The Bison Way is to Be safe, inspire others, show respect, own your actions, and never give up					
	B BeSafe	I Inspire Others	S Show Respect	O Own Your Actions	N Never Give Up
Bathroom	Flush	Keep it Clean	Be Respectful	Wash	Go Quietly
Hallway	Walk	Keep it Clean	Level 0	Honor Space	Move With Purpose
Playground	KAHFOOTY (Keep all hands feet and other objects to yourself)	Be Kind	Share`	Follow Directions	Play, Learn, Grow
Office/Health Office	Walk	Sit Quietly	Level 0	Have a Pass	Mind Your Own Business
Shared Spaces	Respect Others	Show You Care	Level 1	Stay on Task	Train Your Brain
Assembly	Criss Cross	Face the Speaker	Bison Ready	Clap Twice	Stay Focused
Cafeteria	Walk	Be a Leader	Park it Bison	Grab Your Grub	Crunch Your Lunch
Bus	KAHFOOTY (Keep all hands feet and other objects to yourself)	Follow Directions	Level 1	How do Bison Ride?	Safe and Kind Side by Side
Classroom	Raise Your	Keep it Clean	Follow	Focus	Finish

	Hand				
Drills	Follow Adult Directions	Train Your Brain	Level 0	Stay Calm	Stay on Task
Digital Space	Use Appropriately	Use Kind Words	Handle Device with Care	Stay on Task	Ask for Help

CLEAN CAMPUS

It is important that students take care to pick up their trash and respect the school facility.

SCHOOL PROPERTY

Parents may be held financially liable if their child willfully cuts, defaces, or otherwise injures any property, real or personal, of the District or school employee, or willfully does not return school property loaned to the child upon demand of an authorized school employee. School property includes, but is not limited to, electronic files and databases. The school may further withhold the grades, diploma, and transcript of the student until the parent has paid for the damages.

If the student or the parent are unable to pay for the damages, or return the property, a program of voluntary work will be assigned to the student in lieu of the payment of monetary damages.

BUS CONDUCT

Riding a school bus is a privilege provided by the District and should be treated as such. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In addition, the following rules will be required of students riding the school bus:

1. Follow the directions of the bus driver at all times
2. Stay in the seat
3. Use low voices and appropriate language
4. Keep all body parts and objects to yourself and inside the bus
5. Do not eat or drink on the bus

Not following the expectations will result in bus tickets. If a student receives three bus tickets, the student will be suspended from the bus for a period of time as determined by the principal and the bus driver.

SEARCH & SEIZURE

As necessary to protect the health and welfare of students and staff, and only as authorized by law, Board policy, and administrative regulation, staff may search an individual student, the student's property, and/or district property under the student's control and may seize illegal, unsafe, or otherwise prohibited items. Generally, a search is conducted when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other school and/or district rules. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, and student vehicles parked on district property. School officials will exercise discretion and use good judgment when conducting searches.

GROUND FOR SUSPENSION AND EXPULSION

Students may be suspended or expelled for the following acts described in EC 48900:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon another person, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the same as such 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) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Grades 9-12)
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying.
- (t) Aided or abetted the infliction or attempted infliction of physical injury on another person.

Additional grounds for suspension and expulsion include:

EC 48900.2 Committed sexual harassment. (Grades 4-12)

EC 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (Grades 4-12)

EC 48900.4 Intentionally engaged in harassment, threats, or intimidation against district personnel or students. (Grades 4-12)

EC 48900.7 Made terrorist threats against school officials and/or school property.

A student found to have committed any of the following acts, described in EC 4891015(c), at school or at a school activity off school grounds will immediately be suspended from school and recommended for expulsion:

- (1) Possessed, sold, or otherwise furnished a firearm.
- (2) Brandished a knife at another person.
- (3) Unlawfully sold a controlled substance.
- (4) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (5) Possession of an explosive.

DANGEROUS OBJECTS

Often, students like to bring objects, such as a collector's item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (e.g., nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury to others, which could then lead to disciplinary consequences.

BULLYING

The school is committed to providing a safe school environment that protects students from physical and emotional harm. Because bullying has a harmful effect on a student's well-being, learning, and school attendance, bullying is prohibited at any location, whether on or off campus that affects students or school activity. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Students and staff are expected to immediately report incidents of bullying to the principal or designee. Students, parents/guardians, community members and staff can also anonymously report bullying via Anonymous Alerts, which can be found on the school website.

Any complaint of bullying will be investigated and, if determined to be discriminatory, resolved in accordance with law and the District's Uniform Complaint Procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee will inform the complainant and take all necessary actions to resolve the complaint.

Generally, bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repeated behavior or potential repetition of a deliberate act. However, acts of bullying that constitute grounds for suspension or expulsion, and the right for a victim of an act of bullying to transfer to another school through the intradistrict or interdistrict process, must meet the criteria specified under EC 48900(r). Under EC 48900(r), "bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students as defined in EC 48900.2, 48900.3, or 48900.4, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student in fear of harm to their person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
3. Causing a reasonable student to experience substantial interference with their academic performance.
4. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by a school.

For a list of statewide resources, including community-based organizations, that provide support to youth, and their families, who have been subjected to school-based discrimination, harassment, intimidation, or bullying (including cyberbullying), and information on the trainings available to staff, please visit the following CDE webpages: <https://www.cde.ca.gov/ls/ss/se/bullyingprev.asp> and <https://www.cde.ca.gov/ls/ss/se/bullyres.asp>.

PUBLIC DISPLAY OF AFFECTION

Students should refrain from inappropriate, intimate behaviors on campus or at school events. Students are expected to show good taste and conduct themselves in an appropriate manner at all times.

SEXUAL HARASSMENT

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. Sexual harassment targeted at any student by anyone at school or at school-sponsored or school-related activities is prohibited. Retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment is also prohibited. Any student who engages in sexual harassment or sexual violence will be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) will be taken into account. Any employee found to have engaged in sexual harassment or sexual violence toward any student will be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

The District has designated Shannyn Cahoon, Executive Director of Student, Community & Personnel Support, as the individual responsible to coordinate the District's efforts to comply with Title IX, as well as to oversee,

investigate, and/or resolve sexual harassment complaints. The Title IX Coordinator is located at 2045 S. San Jacinto Avenue, San Jacinto, CA 92583, and may be contacted at shannyn.cahoon@sanjacinto.k12.ca.us or at (951) 929-7700 Ext. 4288.

Defining Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which the District exercises substantial control over the context and respondent:

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

Examples of Sexual Harassment

Examples of types of conduct which are prohibited, and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Instruction/Information

Students in all district schools receive age-appropriate information on sexual harassment. Such instruction and information include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained
4. A clear message that student safety is the District's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, will be investigated and action will be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the District's procedures for investigating complaints and the persons to whom a report of sexual harassment should be made
7. Information about the rights of students and parents to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, supportive measures will be implemented to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

Notification of Policy

In addition to the notification provided in this document, the following are the circumstances under which a copy of the written policy on sexual harassment, along with the name, title and contact information of the Title IX Coordinator is made available to students and parents:

1. Posted in the main administrative offices and other areas where rules, regulations, procedures, and standards of conduct are posted.
2. Summarized on a poster prominently and conspicuously displayed in each bathroom and locker room at each school serving students in grades 9-12. The poster may also be displayed in public areas that are accessible to and frequented by students (e.g., classrooms, hallways, gymnasiums, auditoriums, and cafeteria).
3. Provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session.
4. Appear in any publication that sets forth the school's or District's comprehensive rules, procedures, and standards of conduct.
5. Posted on the District's website in a manner that is easily accessible to students and parents.

Reporting Complaints

A student or parent who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the District's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee will forward the report to the Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student must, within one school day, report the observation to the principal or Title IX Coordinator. The report must be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

If the Title IX Coordinator determines a complaint of sexual harassment involves off-campus conduct and the conduct may create or contribute to the creation of a hostile school environment, the complaint will be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the student or parent will be informed of the right to file a formal written complaint in accordance with the applicable district complaint procedure.

Records of all reported cases of sexual harassment are maintained in accordance with law and District policies and regulations to enable the District to monitor, address and prevent repetitive harassing behavior in its schools.

Complaint Procedures

All complaints and allegations of sexual harassment by and against students are investigated and resolved in accordance with law and district procedures. The Title IX Coordinator will review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX are investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints are investigated and resolved in accordance with BP 1312.3 - Uniform Complaint Procedures.

If, upon the conclusion of an investigation, sexual harassment is determined to have occurred, the Title IX Coordinator, or designee in consultation with the Coordinator, will take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

PARENT & FAMILY INVOLVEMENT

BACK TO SCHOOL NIGHT

Back to School Night provides an avenue of communication between the school and the home. It provides parents the chance to meet with the teacher(s), learn about what students will be taught, and ask questions. This event will be held at the beginning of each school year.

OPEN HOUSE

Open House is held in the springtime. Classrooms will be open for students, parents, family members, and friends to visit. It is a celebration and exhibition of the tremendous learning and teaching that has gone on throughout the school year.

STUDENT RECOGNITION & AWARDS

Students have the opportunity to receive awards during our weekly spirit assemblies for attendance, student of the week and for positive behavior. At every Trimester awards assembly students can earn a certificate for excellence in Math, Reading, Writing, Student of the Trimester, and Citizenship. At the end of the year, students can earn a medal and trophy for meeting Typical and Growth goals in IREADY Math and Reading, and certificates in Writing, Student of the Trimester, Citizenship and Principals Award. Bi-literacy awards are provided to students who have studied and attained proficiency in two or more languages by high school graduation.

REPORT CARDS & PROGRESS REPORTS

To provide parents an opportunity to be involved in the educational process, report cards and progress reports are issued November, March, and June

Parents are encouraged to utilize their Parent Portal account on AERIES to see current grades and monitor their student's progress more closely. Parents will also have the opportunity to meet with their child's teacher(s) to discuss grades and strategies to improve their child's performance. Parent-Teacher conferences may be scheduled for students who are at risk of failing a class/subject, or at risk of retention.

PARENT-TEACHER CONFERENCES

All parents are invited and encouraged to participate in a parent-teacher conference. Standardized test results may be discussed along with grade level proficiency information and the student's progress report.

CLASSROOM OBSERVATIONS

Classroom observations by parents are welcomed. Arrangements for classroom observations must be arranged through the school at least 48 hours in advance – no unannounced visits will be permitted. To minimize interruptions and distractions during instructional time, and to ensure the health and safety of students, classroom observations may not last longer than 20 minutes per visit unless prior agreement has been made with site administration. The teacher or principal may also limit the number of observations that a parent can make.

During a classroom observation, the parent may not interact with any student or the teacher unless the interaction is initiated by the teacher. The principal or designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise. A follow-up meeting with the teacher or principal may be scheduled as needed to address any questions or concerns.

On the day of the observation, the parent must follow the rules and procedures for visiting the school campus, including signing in at the front office and providing proof of identification. The use of any electronic listening or recording device in the classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the student, willfully in violation is guilty of a misdemeanor.

VOLUNTEERING AT SCHOOL

There are many opportunities for parents to be involved at the school. Parents are encouraged to share their time, knowledge, and abilities with students. To apply to be a volunteer, click on the "Parents" tab, link to "Volunteering Information", at www.sanjacinto.k12.ca.us. Parents can also get in touch with the site parent liaison (951) 654-6650 Press 5 for more information on volunteer opportunities.

COMMITTEES AND COUNCILS

Parents have the opportunity to participate in the following committees and councils at the school:

School Site Council (SSC)

The SSC is a decision-making group consisting of the principal, parents, students (at secondary schools), teachers, and other staff. Members of the SSC are elected by their peers, and there must be parity in numbers between school members and parent members. The goal of the committee is to develop and approve the school plan and budget, as well as evaluate the effectiveness of the instructional program. Meetings are open to everyone, but only the elected members of the SSC may vote on agenda items. Contact the principal for more information.

English Learner Advisory Council (ELAC)

Each California public school with 21 or more English learners must form an English Language Advisory Committee (ELAC), and those with 51 or more English learners must form a District English Language Advisory Committee (DELAC).

The ELAC is comprised of elected parents, staff, and community members, and is responsible for the following tasks:

- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Increasing parents' awareness of the importance of regular school attendance.
- Electing at least one member to the DELAC. (Districts with 31 or more ELACs may use a system of proportional or regional representation.)

CHILD CUSTODY

The most up-to-date custody court order must be on file and clearly communicated with the office staff. The office staff will follow the most up-to-date court orders only to address, for example, requests for access to student records, classroom observations, volunteering in school, and removal of student from school. In order to maintain a safe and civil learning environment, parents are asked to settle all custody disputes outside of the school.

STAFF-STUDENT-PARENT PLEDGE

Staff, to the best of their ability, will:

- Provide high-quality curriculum and instruction.
- Endeavor to motivate students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful assignments to reinforce and extend learning.
- Participate in professional and development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- Respect the school, students, staff, and families.
- Build assets in students.

Students, to the best of their ability, will:

- Come to school ready to learn and work hard.
- Bring necessary material, completed assignments and homework.
- Know and follow school and class rules.
- Ask for help when needed.
- Communicate regularly with their parents and teachers about school experiences so that they can help them be successful in school.
- Respect the school, classmates, staff, and families.

Family/Parent, to the best of their ability, will:

- When possible, provide a quiet place for their student(s) to complete homework
- Communicate with the teacher or the school when there is a concern.
- Ensure that their child attends school every day on time, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor their child's progress in school through, for example, Aeries Parent Portal, Back-to-School Night, Open House, and conferences
- Participate at school in activities, such as, Coffee with the Principal, AVID Parent Night, PTO, School Site Council, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to their child.
- Respect the school, staff, students, families, policies, and procedures.
- Update emergency contacts as needed.
- Pick up their student from school no later than 15 minutes after school or following any school activity.