



BOARD OF EDUCATION

- Gloria Burt
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SUPERINTENDENT OF SCHOOLS

Maria G. Ott, Ph.D.

Welcomes you to the

ROWLAND UNIFIED SCHOOL DISTRICT
 1830 South Nogales Street
 Rowland Heights, CA 91748

(626) 965-2541

Office Hours: 8:00 A.M. to 4:30 P.M.

The Rowland Unified School District does not discriminate on the basis of race, color, national origin, ethnic group identification, ancestry, religion, age, marital status, gender, sex, sexual orientation, physical or mental disability, medical condition, and political belief or affiliation in admission or access to, or treatment or employment in, its programs and activities including adult and vocational education. Inquiries related to this statement should be forwarded as follows: Students – contact Title IX co-chairs – Director of Pupil Services or Director of Special Projects, (626) 965-2541; Employees – contact Assistant Superintendent of Personnel, (626) 854-8336.

The Board of Education invites the public to attend its regularly scheduled meetings. Please call the District Office for a schedule.



DISTRICT'S MISSION TO STUDENTS

The Rowland Unified School District's mission is to inspire and educate individuals to realize their dreams and fulfill their responsibilities to society. We proudly join the parents and community in preparing each generation to meet the challenges of today and tomorrow.

“Educating Everyone Takes Everyone”

We believe that a common set of core values builds the foundation for accomplishing the District's mission. Staff, parents, students, and community are united in fostering these beliefs.

CORE VALUES

- Integrity
- Respect
- Safety
- Student Centered Focus
- Excellence
- Responsibility With Accountability

COMMUNITY OF CARING PROGRAM

Community of Caring creates a values based school environment as well as provides character education. Community of Caring schools encourage students to express the positive values they've learned in their homes and then reinforce those values throughout the school day and year. Caring, respect, responsibility, trust, and family are the universal values of Community of Caring.

SCHOOL CALENDAR 2007-08

IMPORTANT DAYS

First Day of School	August 27, 2007
Parent/Teacher Conferences	
Fall	October 15-16, 2007 October 18-19, 2007
Spring	March 10-14, 2008
Last Day of School.....	June 12, 2008

STUDENT HOLIDAYS

Labor Day	September 3, 2007
Veteran's Day	November 12, 2007
Thanksgiving Holiday	November 22-23, 2007
Winter Holiday	December 17, 2007 -January 4, 2008
Martin Luther King, Jr. Day	January 21, 2008
Lincoln's Birthday.....	February 11, 2008
Washington's Birthday	February 18, 2008
Spring Recess	March 24-28, 2008
Memorial Day.....	May 26, 2008

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REGISTRATION

Rowland Unified School District holds pre-registration for kindergarten children in the spring. Each school site sets the dates and publishes them in their school newsletters. Children who miss pre-registration may still register at their school site during the last week in August and throughout the school year.

MINIMUM AGE REQUIREMENT

A child must be five years old on or before December 2 of the current school year to enter kindergarten. Parents/guardians must present proof of minimum age for admission. Evidence may include any one of the following:

- A. Certified copy of a birth record
- B. Statement by a local Registrar certifying date of birth
- C. Statement by a County Recorder certifying date of birth
- D. Certified Abstract of Birth
- E. Baptism Certificate duly attested
- F. Hospital Certificate
- G. Passport; or when none of the above is obtainable,
- H. Affidavit of the parent, guardian, or custodian

MEDICAL REQUIREMENTS

Children (grades K-12) will also need evidence of state-required immunizations for enrollment. Parents must:

- 1) Provide evidence of proper immunization against polio, measles, mumps, rubella (MMR), hepatitis B, varicella, diphtheria, tetanus and pertussis (D.T.P.).
- 2) Have a dated and signed record documenting the student has received a Mantoux Skin Test (PPD) for tuberculosis for students entering a California school for the first time (must be within one year of entry date).

New law requires an oral health assessment by May 31 in either kindergarten or first grade, whichever is a child's first year in public school. Assessments that have happened within the 12 months before a child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional.

All first grade students are required to have a physical examination within 18 months before entering first grade. Students who do not meet this requirement will be excluded from school. Physical examinations and immunizations are available through private physicians, or at a low cost at public health clinics and the Rowland Unified School District's Child Health and Disability Prevention Clinic (626-964-4798). Forms are available in the school office.

TRANSFERRING STUDENTS

Parents or guardians need to visit the school office and sign a form to release student records from the previous school. A copy of the student's last report card will help in placing the student in his/her classes.

STUDENT EVALUATION

The Rowland Unified School District believes homework is an essential part of the educational process which helps to lay the foundation for good study habits that lead to excellent grades. Homework assists in the evaluation of students. By law, the State of California requires that students show competency in certain minimum skills, such as reading, writing, and math, before they can graduate.

REPORTING SYSTEM

The reporting system, designed by District staff and in cooperation with parents, conforms to District standards and meets the individual needs of students and parents. Parent-teacher conferences support written reports on student achievement and give parents an opportunity to discuss the child's progress and share information with his/her teacher. For more information about the reporting system at your school, contact your principal.

PARENTAL INVOLVEMENT

Parents can get a better understanding of their child's school program by getting involved.

- (1) **Talk to your child(ren)'s teacher**--Teachers are always willing to discuss your child's work with you. Make appointments by sending a note to the teacher with your child or by telephoning the school.
- (2) **Observe your child(ren) at work in the classroom**--Make advance arrangements to avoid visiting the classroom during critical testing or recess periods. Visitors must sign in at the school office and receive a visitor's pass from the school secretary before proceeding to the classroom.
- (3) **Become a parent volunteer**--Volunteers are an important part of the school's program. Even working parents with little spare time can volunteer to help children in school. Organized parent groups are willing to coordinate and suggest ways for you to help.

For more information and to make appointments, please contact the school secretary.

STUDENT SERVICES

TRANSPORTATION

All students using transportation services pay a user fee, except for certain special education students and students from low-income families who meet minimum walking distance requirements. The fee for riding the bus is \$100.00 per student, per semester. A 25% discount applies for the third student in a family, a 50% discount for the fourth student, and no additional fee for students beyond four.

Students riding the bus are required to observe the guidelines set forth by Transportation, the vehicle code, and the California Highway Patrol.

A bus pass will be issued by mail or by contacting the Transportation Department in person. The pass will have a picture of the bearer and will be laminated.

Students who forget their bus pass will not be left without a ride. **However, a "No Bus Pass Warning" will be issued, and an excessive number of warnings will be cause for suspension of the pass.**

SAFETY GUIDELINES

As a safety measure, schools recommend that children wait until fourth grade before riding bicycles to school. Students who ride a bicycle must wear a helmet and must provide a lock since the school cannot assume responsibility for stolen property. Please review bicycle and walking safety rules with your child throughout the year. Students must not bring skateboards or scooters to school.

Developing good safety practices to and from school is vital to the well-being of every student. **Children should not arrive any earlier than 10 minutes before class begins because schools cannot provide supervision for students any earlier.** As a safety precaution, please encourage your child to walk to and from school with other students whenever possible. Teachers instruct all children to go directly home from school at dismissal time.

Parents who choose to pick up their children at dismissal time can support the overall safety of their children by being on time and co-operating with school procedures. While all schools have personnel on supervision immediately following school dismissal, parent promptness assures that all students are in the care of an adult. Do not ask your child to call home when they are ready to be picked up. The school office closes at 4:00 p.m., unless there is a special event.

Parents driving their children to and from school **must cooperate** with school traffic patterns, particularly in those traffic zones that are utilized by school buses to ensure the safety of all students. Parents not complying are subject to receiving a citation for blocking traffic or creating a traffic hazard.

Visitors on campus must report to the office before entering school grounds. Parents are not permitted to go to their child's classroom unless they have first signed in at the office. Most schools will issue a visitor's pass if it is necessary for the parent to be on campus. Lunches and other materials can be left at the office; your child will be asked to come to the office at recess or at lunch.

All volunteers are asked to report to the office before going to the classroom. It is necessary to sign the Volunteer Book both before going to the classroom and before you leave campus. This is important because we need to know who is on campus at all times in case of an emergency.

SCHOOL LUNCH PROGRAM

Schools serve a nutritious lunch each day. A staff trained in nutrition plans the menus which are sent home regularly.

To receive a discount, parents can prepay for 20 lunches by purchasing the prepaid tickets either in person or by mailing a check to the Food Services Department located in the District Office.

"Lunch Permit" cards stipulating whether permission has been given to leave the school premises at noon are kept on file in the office. Your child will need a note signed by you in order to leave the school if you have asked that he/she not be dismissed to go home for lunch.

LIBRARIES AND MEDIA CENTERS

Each school has a library in which your child will find a variety of carefully selected reference books; books about people, places, and things; storybooks; newspapers; and magazines. Media centers offer CD's, videos, and tape recordings designed to expand the instructional program of each student.

TEXTBOOKS

The school district will furnish all textbooks, workbooks, and some materials and supplies. A reimbursement fee is required for replacements should your child lose, damage, or destroy any type of book provided.

LOST AND FOUND

If your child loses a personal item, please check with his/her teacher and/or the school office. Labeling personal items can help to identify and return them when lost. The schools donate unclaimed articles to charitable organizations at the close of the school year.

EDUCATIONAL STUDY TRIPS

The schools will send home a notice whenever your child is going on a study (field) trip. Your child will not be permitted to go unless the parent or legal guardian has signed the consent form granting permission for the child to participate in all study trips. The school's office has the form on file.

PRESCHOOL/HEADSTART PROGRAMS

Preschool classes are offered at selected schools for children of families who qualify based on income, family size, and special needs of the child. For more information, please call OPTIONS at (626) 854-3449 and speak to the State Preschool Enrollment Specialist.

A Head start Program is offered at Hurley Elementary School through ABC Child Development. For more information, call ABC Child Development at (323) 888-6200. Hollingworth, Northam, Villacorta, and Yorbita elementary schools also offer a Headstart Program through OPTIONS. For more information call (626) 459-4299.

SCHOOL CHILD CARE PROGRAMS

Most of the elementary schools offer subcontracted non-profit child care programs for kindergarten through sixth grade students. The programs are strictly parent supported. Hours are 6:30 a.m. to 6:00 p.m.

A State approved and subsidized agency provides limited child care for single working parents at all of our elementary schools. This is a 12-month program offered to all children in the District, grades kindergarten through sixth. Hours are 6:30 a.m. to 6:00 p.m., and cost is based on family income.

For more information, please call OPTIONS at (626) 284-9935.

HEALTH AND GUIDANCE SERVICES

School nurses screen students for scoliosis, vision, and hearing defects. Nurses conduct scoliosis screening in the seventh grade for girls and eighth grade for boys; vision screening in grades kindergarten, second, fifth, and eighth; and hearing testing in grades kindergarten, second, fifth, eighth, and tenth.

There is a serious concern about obesity in children. In addition to proper nutrition, we encourage you to involve your children in regular physical activity. At school, elementary age students are to receive physical education for a total period of time of not less than 200 minutes each 10 school days exclusive of recesses and the lunch period (ECS1223).

District psychologists provide guidance and psychological services for children with learning difficulties. These professionals work with parents and teachers to help plan the best program possible. Contact your child's teacher or the principal for more information.

Guidance assistants are also available at some schools to assist students in areas of need and to help in their adjustment and success at school. The guidance assistants are an additional resource to provide students with caring, nurturing adult contact.

SPECIAL PROGRAMS

The District provides special education programs for children identified as physically, communicatively, or learning disabled. Programs are offered in the least restrictive environment possible, including regular class placement with supplementary services, special classes, and home instruction. The program also offers speech therapy, health services, psychological service referrals, adaptive physical education, and mobility and orientation training.

The District contracts with neighboring districts and the County Superintendent of Schools for educational services for deaf and hard of hearing, orthopedically disabled, and other severely disabled children.

SUMMER SCHOOL

Students who are at risk of retention may be required to attend summer school, when it is available, where a program has been developed to help them meet grade level standards.

SEARCH AND SERVE

Do you know a child with a disability who is not receiving educational services? Search and Serve is seeking to locate, identify, and screen all individuals in the Rowland Unified School District from birth through twenty-two years of age who are in need of special education services. In accordance with IDEA (Individuals with Disabilities Education Act), appropriate public education will be available to all children with handicapping conditions, ages three through twenty-two.

**YOU MAY CHANGE A LIFE BY CONTACTING:
Director of Special Education
Rowland Unified School District
(626) 854-8345**

EMERGENCY INFORMATION

You may call your school directly, or the Deputy Superintendent of Elementary Schools, Sue Brewer, at the District Office, (626) 965-2541, or the Transportation Department, (626) 965-5719. All students are instructed in practice and procedures to follow in case of a civil defense alert or fire or other disaster. To report an emergency after office hours, please call the District's Mobile Unit, (951) 675-0097.

Parents will be notified about emergency evacuation procedures for fire, earthquake or other disaster at their child's school.

EMERGENCY CARDS

All schools require parents to complete an emergency information card which includes names, addresses, and phone numbers of people who can be contacted in case of an emergency concerning their child. There should be a different phone number for each contact person. Parents' work numbers must also be listed. It is important that parents are available in case of an emergency. Therefore, if the school calls or pages you, you must respond immediately. It is **VERY IMPORTANT** that telephone numbers are kept current **AT ALL TIMES**. If there is any change, the school must be notified immediately.

SCHOOL REGULATIONS

Your school would like to keep in close contact with parents to make sure that the student's educational program is not interrupted any more than is necessary. This section covers the procedures schools would like parents to follow when their child is absent or if they need to contact their child at school. This section also informs parents about regulations concerning after school activities and shortened school days.

SCHOOL ATTENDANCE

IMPROVING ATTENDANCE IS EVERYONE'S BUSINESS

Countless studies, both within Rowland Unified School District and California, have shown that the students in high school who developed patterns of absenteeism did so while in elementary school. Parents often do not keep track of how many days their child has missed school. One to two days per month quickly mount up and, before the school year is over, a child may have missed more than an entire school month. Improving attendance is everyone's business--beginning with kindergarten and ending with high school graduation.

FACTS ABOUT SCHOOL ATTENDANCE

The information listed below is important and should be kept in mind whenever school is missed for illness, unexcused, or truancy reasons:

- The Health Department has stated that if a child misses more than 7-10 days of school per year for illness reasons, he/she is missing too much. More than 4- tardies are excessive.
- In California, required school attendance is a law until the age of 18.
- Students who attend school on a regular basis learn more.
- Student learning suffers when frequent absences or tardiness occur.
- Students with frequent absences and/or tardiness have greater difficulty passing their State required standards.
- Students not in school miss out on learning to work and play with others--skills which will aid them throughout life.
- Parents have a legal and moral responsibility to contact the school in writing or by telephone when their son or daughter is absent.
- Students who are not in school, but should be, commit up to 75% of all daylight burglaries.

ABSENCE REPORTING

Please call the teacher's voicemail if your child is absent or send a written excuse with your child on the first day back. Let the school know the extent of the illness. For prolonged stays at home or in the hospital, the school can provide special tutoring.

EXCUSED ABSENCES

The only excused absences which are valid for non-attendance are:

- Illness or quarantine
- Medical, dental, optometrical, or chiropractic treatments
- Attendance at a funeral service for an immediate family member (mother, father, grandparents, brother, sister or any relative living in the immediate household)

Students absent for the above reasons shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit earned.

UNEXCUSED ABSENCES

The following absences are unexcused:

- Family vacation (exception is an independent study contract)
- Baby-sitting
- Shopping
- Helping parents in the home
- Studying

Students absent for the above reasons may not be allowed to make up work missed. Students who are found to be truant are not allowed to make up work.

TRUANCY

Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

INDEPENDENT SCHOOL STUDY PROGRAM

Students can continue their schoolwork when they know they will be absent for an extended number of days from school (a minimum of 5 days) through the Independent School Study Program. Parents can inquire about the program in the school office. A minimum of five school days' notice is required to gather assignments and complete the necessary paperwork.

It is highly recommended that Independent Study be used in cases of emergencies only. Students miss important instruction when they are absent.

HELPING STUDENTS, PARENTS, & SCHOOLS

Because good attendance is so important, the Rowland Unified School District has established the School Attendance Review Board (SARB) to correct attendance problems.

When necessary, schools make referrals to SARB for excessive absenteeism. Referrals are generally made when:

- Excused absences exceed 10-15 days
- Unexcused absences exceed 4-6 days
- Tardies exceed 6-10 times

If SARB does not solve the problem, parents and students may be processed by the court system for violating compulsory attendance laws.

ACCIDENT, ILLNESS, AND MEDICATION AT SCHOOL

Every effort is made to provide for your child's safety and comfort at school. If your child becomes ill or suffers an injury that needs a physician's attention, the school will notify the parent or the person listed on the family card in case of emergency as soon as possible after contacting an emergency service. Trained personnel are at each school to give any first aid treatment for minor injuries.

During the school day, school personnel may assist pupils who need to take medication. The parents and the physician need to provide written authorization for prescribed or over the counter medication. Keep medication brought to school in the original prescription container and properly labeled. Obtain a form from your school office and ask your doctor to indicate the type of medication and dosage. The school office holds all medications. With, written permission by the physician and parent, and evaluation by the school nurse, an older student may be allowed to self-carry and self-administer emergency medication.

CONTACTING YOUR CHILD AT SCHOOL

If you wish to talk to your child during school, or if your child has forgotten to bring an item to school such as lunch or books, please come to the school's office. If possible, the office personnel can call your child from the classroom and avoid any classroom disruptions.

CONTACTING YOUR CHILD'S TEACHER AT SCHOOL

When class is in session, teachers are not interrupted. Parents may contact teachers by using the

- Teacher's voice mail
- Homework Hotline

Telephone numbers for teachers are distributed at the beginning of each school year.

COMBINATION CLASSES

Occasionally, schools combine two grade levels into one classroom to balance class sizes. Students in combination classes will receive the full curriculum for their individual grade level.

AFTER SCHOOL

You will receive information, sent home with your child or a telephone call, before your child is kept after school for a specific period of time. Many schools offer after school programs and require parent permission. Do not send preschool age children unless accompanied by a responsible person. Check with your principal for details.

EARLY RELEASE

When taking your child out of school before the regular dismissal time, you must go to the office to sign the early release form. The school cannot honor telephone or written requests, nor can the school release your child to your friend or neighbor. The office releases the child, so please do not go to the classroom. The school will only release students to the parents, legal guardians, or persons noted on the student's emergency card. **PLEASE KEEP EMERGENCY CARDS UPDATED WITH CURRENT HOME, WORK, AND CELL NUMBERS.**

Most elementary schools set aside one day a week as a **shortened day**. On this day students in first through sixth grades go home approximately 50 minutes earlier. Students do not lose instructional time because the missed time is scheduled into the remaining four days. **STUDENTS MUST BE PICKED UP ON TIME EVERY DAY, ESPECIALLY ON SHORTENED DAYS.**

BRINGING ITEMS FROM HOME

Many times during the year, your child may want to bring something from home to share. The teacher must know about this ahead of time to plan for its arrival. For safety purposes, keep all pets, regardless of size or nature, in an appropriate crate. The school cannot assume any responsibility for damage or loss of personal items, such as radios or jewelry, and does not permit students to bring them to school.

UNDER NO CIRCUMSTANCES ARE FIREWORKS, POCKET KNIVES, SHARPENED INSTRUMENTS, PEPPER SPRAY, LASER PENS, TASERS (SHOCK PENS), DANGEROUS OBJECTS, AND/OR WEAPONS TO BE BROUGHT TO SCHOOL. SUCH A VIOLATION IS GROUNDS FOR SUSPENSION AND EXPULSION. AS THIS RULE IS CLEARLY STATED IN THIS HANDBOOK AND IS ANNOUNCED TO STUDENTS, NO EXCEPTIONS WILL BE MADE FOR STUDENTS WHO BRING SUCH ITEMS TO SCHOOL. BB GUNS ARE CONSIDERED AN IMITATION FIREARM. (PENAL CODE 12550, 12556)

Students may possess electronic signaling devices such as cell phones or pagers, but they must be deactivated and kept out of sight. Their use on campus during the regular school day, except during an emergency affecting the school or community, is strictly prohibited. In permitting student possession of such devices, the district assumes no liability for the loss of the device or its misuse by another person.

DISCIPLINE POLICIES & PROCEDURES

This section presents a summary of the Code of Conduct and Attendance and reviews the actions that the District may take in dealing with discipline problems. The District treats every discipline case individually. The complete text of the Code of Conduct and Attendance is available at each school office.

The major functions of the public schools are two-fold:

- 1) to prepare youth for effective citizenship in a democratic society, and
- 2) to teach the basic skills of reading, mathematics, and language development, as well as other goals determined by the community through its Board of Education.

The home and school share the responsibility for developing an understanding and respect for school rules. To provide an optimum environment for effective citizenship and productive learning, the code establishes standards of behavior expected from elementary school children.

STUDENT RESPONSIBILITIES

- 1) Must behave and conform to school rules at all times, including conduct to and from school and in attendance at a school activity.
- 2) Complete assigned lessons to the best of his/her ability, including homework and assignments missed because of absence.
- 3) Attend school regularly and punctually. Remain on school grounds for the duration of the school day. Excessive excused and unexcused absences, tardies, and habitual insubordinate or disorderly conduct at school will result in parents being required to attend a School Attendance Review Team (SART) meeting and then if necessary it will be reported to the School Attendance Review Board (SARB).
- 4) Respect the rights and privileges of each person in the school. This includes respect for the property of individuals at school and in the community.
- 5) Dress appropriately and refrain from profanity or vulgarity at all times. Do not wear clothing that is distracting to others or which may not be safe for active play. Sun-protective clothing, including hats, may be worn outdoors only according to school site rules. Please refer to each school's individual dress code.

PARENT RESPONSIBILITIES

- 1) Support the school in requiring that students observe all school rules and regulations, and accept responsibility for their behavior. Schools expect parents to send students to school with consideration for health, personal cleanliness, and appropriate dress.

- 2) Maintain an active interest in the student's daily work and assigned homework, and schedule a regular study time in a suitable environment at home.
- 3) Read all communications from the school and return as requested.
- 4) Attend conferences arranged to exchange information about your child's progress.
- 5) Instill values of attendance and punctuality.
- 6) Contact the school when your child is ill and arrange for homework from missed classes.
- 7) According to the provisions of Ed Code 48900, parents/guardians may have to attend a portion of the school day if their child has been suspended.

SCHOOL PERSONNEL RESPONSIBILITIES

- 1) Be responsible for the proper conduct and control of students in classrooms and on campus as authorized by the policies and regulations of the Board of Education.
- 2) Exercise sound professional judgment to promote and maintain acceptable student behavior.
- 3) Report serious illegal acts and incidents of child abuse to the local law enforcement agency.
- 4) Maintain contact with parents concerning attendance and progress of student.
- 5) Maintain a safe and positive environment.

SCHOOL SAFETY RELATED TO GANG ACTIVITY

The Board of Education recognizes the responsibility of schools to provide a safe and orderly environment for learning and that each student has the right to attend school without fear of intimidation or bodily harm.

The Board deems the following partial list necessary to protect students' rights and to minimize the adverse effects of youth gang activity:

- 1) Cooperate with law enforcement efforts to combat gangs.
- 2) Protect students from intimidation and recruitment activities of gang members.
- 3) Notify parents regarding suspected gang involvement of their children, and provide parents with information to increase their awareness of the potential for youth gang involvement.

The Board resolves to enforce the Code of Conduct and Dress Code, administer swift and appropriate stern measures of discipline if these rules are violated, support school personnel in preventing potentially disruptive student behavior, and respond with corrective action to serious offenses under State laws and District policies.

EDUCATION CODE AND DISTRICT POLICIES

The Education Code of California (Section 48900) defines specific offenses which warrant suspension or expulsion. These include incidents such as:

- 1) Causing or attempting to cause damage to school or private property, or stealing or attempting to steal school or private property, or knowingly receiving stolen property.
 - 2) Causing, attempting to cause, or threatening to cause physical injury to another person.
 - 3) Possessing, selling, or furnishing explosives (e.g., fireworks), weapons, pepper spray, laser pens, tasers or other dangerous objects.
- NOTE: Possession of a dangerous object, including a knife or other potential weapon, drugs of any kind, or any other items prohibited by school and district rules is a serious violation of the Ed. Code. If a student accidentally brings such an item to school, he/she must turn it in to an administrator or teacher immediately.**
- 4) Engaging in habitual profanity or vulgarity.
 - 5) Unlawfully taking internally, possessing, using, selling, or otherwise furnishing any controlled substance or look-alike substance (defined in Section 11007 of the Health and Safety Code) such as alcoholic beverages or tobacco on school premises.
 - 6) Unlawfully possessing, offering or arranging to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
 - 7) Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, or administrators.
 - 8) Leaving school grounds without permission during school hours.
 - 9) Causing, attempting to cause, threatening to cause, or participating in an act of hate violence.
 - 10) Intentionally harassing, threatening, or intimidating a student or group of students. This also includes aiding or abetting the infliction or attempted infliction of physical injury to another person. This includes instigating, encouraging, pushing another student into a fight situation.

11) **Sexual Harassment:** The Board of Education has adopted the following Sexual Harassment policy:

- a. Sexual harassment of or by any employee or student shall not be tolerated. The governing board considers sexual harassment to be a major offense which can result in disciplinary action of the offending employee or suspension or expulsion of students.
- b. Pursuant to Education Code Section 212.5 and CCR 4916 sexual harassment is defined as follows:

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

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

- c. Employees
- d. Students

In addition to the reasons specified in Section 48900, Section 48900.2 specifies that a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5:

1. For purposes of this policy, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This policy shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

2. Any student who feels that he/she has been the victim of sexual harassment by students or other individuals at their school site as previously defined in this policy pursuant to the provisions of Section 212.5 or according to regulation 5-5131 shall immediately file a complaint either verbally or in written form to a teacher, counselor, administrator at the school site or to the Director of Special Projects at (626) 854-8392.
3. Any student who has knowledge of conduct by other students at the school which may constitute sexual harassment should immediately report verbally or in written form such conduct to a staff member or administrator of the school.
4. Posting and Discrimination
This policy shall be displayed in the administrative offices of the District. A copy of this policy shall be provided as part of the orientation program conducted for new students at the beginning of each semester or summer session. A copy of this policy shall be provided to each faculty member, all members of the administrative staff, and all classified employees at the beginning of each school year or at the time a new employee hired.
5. A copy of this policy shall also appear in any publication such as student handbooks or advice or rights which may be given to students, parents, or employees during the course of the school year.

UNIFORM COMPLAINT PROCEDURE

Any individual, public agency or organization may file a written complaint regarding a specific program with the Director of Special Projects on RUSD Form 802. Investigation of the written complaint including opportunities for complainant to present evidence will be completed within 60 days with an opportunity for mediation of the complaint within 15 days. The filing party will receive a written report of the investigation which will include the complainant's right to and procedures for appealing the local decision with the California Department of Education. Both Rowland Unified and the California Department of Education provide administrative remedies only. Civil law remedies may be pursued through legal agencies. A list of local mediation centers and legal assistance agencies are available from the District. Discrimination complaints must be filed within six months of the alleged occurrence or within six months of when knowledge of occurrence was first obtained.

WILLIAMS SETTLEMENT LEGISLATION

State law requires the following:

1. There should be sufficient textbooks and instructional materials. Each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe and maintained in good repair.

If you don't think these requirements are being met, you can obtain a Uniform Complaint Form at the following locations: **Any Elementary School office or the Special Projects Office at the District Office (626) 854-8392. Educational Code Section 35186(f)**

STUDENT BEHAVIOR PROHIBITED BY SCHOOL DISTRICT

In support of each child's success in school certain behaviors are deemed as disruptive or unsafe and, therefore, will not be tolerated.

Students are expected to demonstrate respect and courtesy toward other students at all times.

No student may ride skates, skateboards, scooters, motorized vehicles, or horses to and from school or on site premises. Additionally, in the interest of safety, kindergarten through third grade students should not ride bicycles to school, as recommended by the California Highway Patrol. Cheating and gambling are also strictly prohibited.

Specific behavior that is viewed or perceived to be threatening or intimidating is strictly prohibited and intervention with consequence will be prompt on the part of the school.

Intimidating behaviors include:

- 1) Verbal threats or comments that imply a wrongful use of force on another.
- 2) Facial expressions considered or interpreted by others which imply a wrongful use of force against another.
- 3) Gestures or hand signs which are interpreted as threats.
- 4) Purposeful movement of the body which implies harm to another, such as deliberately moving uncomfortably close.
- 5) Repeated comments of a derogatory nature which infringe on another student's rights to feel safe and accepted, such as teasing, ridiculing, or belittling, is considered harassment.
- 6) Threatening to obtain property from another without consent, induced by use of force or fear, is viewed as extortion.
- 7) Sexual harassment.

SUSPENSION

Suspension is a short-term exclusion, one to five continuous school days from regular classroom or school. The District imposes suspension only when other means of correction fail to bring about proper conduct; however, suspension may occur if the principal or principal's designee determines that the student's presence causes a danger to persons or property or is a threat to disrupting the instruction process. A student may be suspended up to 20 days total for the school year; or in the event of a student transfer for adjustment purposes, the number of days following such reassignment is ten.

EXPULSION

Upon recommendation by an administrative panel, the governing board may order a student expelled from the District after repeated means of correction have failed to bring about proper conduct, or due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of others.

The District will consider the welfare and best interests of all students and the school in seeking the most appropriate educational placement of students involved in a violation leading to expulsion, and shall cooperate with local law enforcement agencies when dealing with students involved with drugs and alcohol.

STUDENTS KEPT AFTER SCHOOL

The school may retain a student no more than one hour on any day for disciplinary action. The school will notify parents if their child is retained after school. Parents may need to provide transportation to students who have detention.

REPORTING CHILD ABUSE

The law requires that all District employees must report suspected child abuse to the proper authorities. These persons are not liable for either civil damages or criminal prosecution as a result of making a report, unless it is proven that they made a false report with malice (Calif. Penal Code 11161.5). The child abuse hotline number is: 1-800-540-4000.

LOITERING

Any person who loiters about any school or public place at or near where children attend or normally congregate and who remains at any school or who re-enters a school within 72 hours after being asked to leave is considered a vagrant and is punishable by a fine not exceeding \$1,000 or by imprisonment in the county jail not exceeding six months, or both (Calif. Penal Code 653g).

INSULTS AND ABUSES BY ADULTS

Any parent, guardian, or other person whose conduct interferes with a school employee who is in the course of his or her duties and materially disrupts class work or extracurricular activities is guilty of a misdemeanor which is punishable by a fine and by imprisonment in the county jail. This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills (Ed. Code 44811).

The Rowland Unified School District does not discriminate on the basis of race, color, national origin, ethnic group identification, ancestry, religion, age, marital status, gender, sex, sexual orientation, physical or mental disability, medical condition, and political belief or affiliation in admission or access to, or treatment or employment in, its programs and activities including adult and vocational education. Inquiries related to this statement should be forwarded as follows: Students – contact Title IX co-chairs- Director of Pupil Services or Director of Special Projects, (626) 965-2541; Employees – contact Assistant Superintendent of Personnel, (626) 854-8336.

ROWLAND UNIFIED SCHOOL DISTRICT

Elementary Schools

<u>School/Principal</u>	<u>Address/Phone #</u>
Blandford Elementary School Ms. JoAnn Lawrence, Principal	2601 S. Blandford Drive Rowland Heights, 91748 (626) 965-3410
Farjardo Elementary School Mrs. Elaine McCauley, Principal	18550 E. Farjardo Street Rowland Heights, 91748 (626) 965-1537
Hollingworth Elementary School Mrs. Miriam Kim, Principal Mrs. Dominique Polchow, Vice Principal	3003 E. Hollingworth Street West Covina, 91792 (909) 598-3661
Hurley Elementary School Mr. Van Windham, Principal Ms. Susan Gonzalez, Vice Principal	535 S. Dora Guzman Ave. La Puente, 91744 (626) 965-2429
Jellick Elementary School Mrs. Helene Zimmerman, Principal	1400 S. Jellick Avenue Rowland Heights, 91748 (626) 964-1275
Killian Elementary School Mrs. Susanna Halliday, Principal Mrs. Mary Jane Peterson, Vice Principal	19100 E. Killian Street Rowland Heights, 91748 (626) 965-6409
La Seda Elementary School Mrs. Gay-Lynn Carnello, Principal Mrs. Kara Heinrich, Vice Principal	341 S. La Seda Road La Puente, 91744 (626) 965-3496
Northam Elementary School Mrs. Helen Benavides, Principal Mrs. Liz Leon, Vice Principal	17800 E. Renault Street La Puente, 91744 (626) 965-2404
Oswalt Elementary School Ms. Astrid Ramirez, Principal Ms. Robin Gilligan, Vice Principal	19501 Shadow Oak Drive Walnut, 91789 (626) 810-4109

ELEMENTARY SCHOOLS

<u>School/Principal</u>	<u>Address/Phone#</u>
Rorimer Elementary School Mrs. Audrey Hicks, Principal Ms. Sarah Whitmore, Vice Principal	18750 E. Rorimer Street La Puente, 91744 (626) 965-3333
Rowland Elementary School Mrs. Sandy Johnson, Principal	2036 S. Fullerton Road Rowland Heights, 91748 (626) 964-3441
Shelyn Elementary School Mr. John Staumont, Principal	19500 E. Nacora Street Rowland Heights, 91748 (909) 444-0584
Villacorta Elementary School Mrs. Elaine Ganiko, Principal Mr. John Martinez, Vice Principal	17840 E. Villacorta Street La Puente, 91744 (626) 964-2385
Ybarra Elementary School Mrs. Annette Ramirez, Principal	1300 Brea Canyon Cut-Off Walnut, 91789 (909) 598-3744
Yorbita Elementary School Mrs. Erika Krohn, Principal Mrs. Leanne Coon, Vice Principal	520 S. Vidalia Street La Puente, 91744 (626) 964-3486