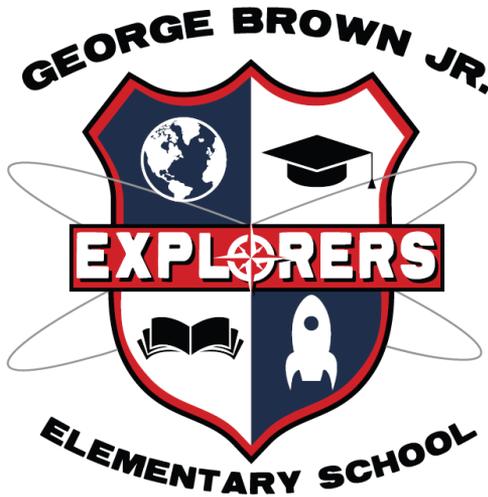


San Bernardino City Unified School District



**K - 6th  
PARENT / STUDENT HANDBOOK**

**Modified Traditional School Year  
2016 - 2017**

[www.sbcusd.com/brown](http://www.sbcusd.com/brown)

2525 N. G Street  
San Bernardino, CA 92405

(909) 881-5010

Principal ..... Maria Martinez  
Vice Principal..... VACANT  
Secretary.....Janette Ortiz

# **School Hours**

## **Grades K - 6**

**Regular Schedule** - Tuesdays, Wednesdays, Thursdays and Fridays  
*8:50 a.m. – 3:30 p.m.*

**Minimum Day Schedule** - Mondays  
*8:50 a.m. – 1:00 p.m.*

**Office Hours**  
*8:00 a.m. – 4:30 p.m.*

## **San Bernardino City Unified School District Board of Education**

777 North F Street  
San Bernardino, CA 92410  
(909) 381-1100

### **Board of Education Members**

Dr. Margaret Hill, President  
Mrs. Abigail Medina, Vice President  
Dr. Barbara Flores  
Mr. Michael J. Gallo  
Mrs. Gwendolyn Rodgers  
Mr. Danny Tillman  
Dr. Scott Wyatt

**The community may access the San Bernardino City Unified School District Board of Education Policies online.**

[www.sbcusd.com](http://www.sbcusd.com)  
Click on School Board  
Click on Board Policies  
Follow the directions on the Gamut Online link

## **Table of Contents**

### **I. Principal's Letter**

### **II. Brown 2016 - 2017 Calendar**

### **III. Attendance**

- a. Expectations
- b. Clearing Absences
- c. Early Release from School
- d. Tardies
- e. Excused Absences / Tardies
- f. Unexcused Absences / Tardies
- g. Hospitalization (California Education Code 48208)
- h. Compulsory Law (California Education Code 48260)
- i. Compulsory Law (California Education Code 48293a)
- j. Truant Pupils-Definition (California Education Code 48260)
- k. Truant Pupils-Parent Notification (California Education Code 48260.5)
- l. Attendance Awards- Requirements for Perfect Attendance Award

### **IV. Health Services**

- a. Health Services
- b. Illness at School
- c. Administration of Medication
- d. Over the Counter Medications
- e. Insurance
- f. Peanut Policy
- g. Child Abuse
- h. Pesticides (California Education Code 17612)
- i. Required Immunizations (California Education Code 49403)
- j. Physical Examinations (California Education Code 49451)
- k. Dental Examination (California Education Code 49452.8)
- l. Tobacco Free Schools (Board Policy 5131)
- m. Drug and Alcohol Free Schools (Board Policy 5131.6)

### **V. Instructional Program**

- a. Programs
- b. Homework
- c. Keeping Students After School
- d. Progress Reports / Report Cards
- e. Academic Awards
- f. Contacting Your Child During School Hours
- g. Electronic Signaling Devices (Board Policy 5131.6 - including cell phones)
- h. Classroom Parties
- i. Technology

## **VI. Nutrition Services**

- a. Breakfast and Lunch
- b. Snacks
- c. District Wellness Policy (California Education Code 35182.5)

## **VII. Parent Information**

- a. Parent / School Communication
- b. Brown Parent Involvement Opportunities
- c. District Parent Involvement Opportunities
- d. School Visitation
- e. Viewing Student Records
- f. Lost and Found

## **VIII. Safety**

- a. Safety to and from School
- b. Parent Drop-off/ Pick Up
- c. Early Morning Drop Off
- d. End of the Day Dismissal
- e. Bicycles, Scooters, Skateboards, and Skates
- f. Animals
- g. Emergency Contact Information
- h. Emergency Release Information
- i. Emergency Drills
- j. Bus Transportation
- k. Behavior Expectations
- l. Imitation Fire Arms
- m. Suspension or Expulsion
- n. Grounds for Suspension (California Education Code 48900)
- o. Expulsion
- p. Vandalism
- q. Brown Dress Code and Footwear
- r. Nondiscriminatory Harassment Policy (Board Policy 5145.3)
- s. Sexual Harassment (Board Policy 4219.11)

## **IX. Other Required Statements of Ed Code and District Policy**

- a. Comprehensive School Safety Plan: Annual Notice
- b. Duty Concerning Conduct of Pupil
- c. Laser Pointers
- d. Assaults on Employees, Reporting
- e. Notification of Parent or Guardian; Retention of Object by School Personnel; Release
- f. Notification of Privacy Rights of Parents and Students
- g. Your Rights – Due Process
- h. Court Orders
- i. Uniform Complaint Procedures

# ***GEORGE BROWN JR. ELEMENTARY SCHOOL***

Maria Martinez, Principal  
2525 N. G Street  
San Bernardino, California 92405  
Phone: (909) 881-5010  
Fax: (909) 881-5064

August 1, 2016

Dear Parents / Guardians,

On behalf of the staff at George Brown Jr. Elementary School, I am happy to welcome you to the 2016 - 2017 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential.

We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to college

Please consider joining our school volunteer program as our students can greatly benefit from your involvement and contributions to the school's program and its operations. We seek volunteers to help us with the following activities:

- 1) Teacher-led instructional support, usually in the classroom
- 2) Reading with children who need extra help
- 3) School-wide events
- 4) Student recognition events
- 5) Outreach and recruitment of parent and community volunteers

You will find in this handbook an explanation of our school's procedures and expectations. Please read and review these together with your child. If you have any questions about any procedures or expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

The wonderful George Brown Jr. Elementary staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Sincerely,

Maria Martinez  
Principal

# Brown Calendar for the 2016 - 2017 School Year

## Modified Traditional

8/1/16.....	First Day of School
9/5/16.....	No School Labor Day (observed)
10/20/16 – 10/28/16.....	Minimum Days Parent / Teacher Conferences
11/11/16.....	No School Veterans' Day
11/21/16 – 11/25/16.....	No School Thanksgiving Recess
12/19/16 – 1/6/17.....	No School Winter Recess
1/16/17.....	No School Dr. Martin Luther King Jr. Day
2/13/17.....	No School Abraham Lincoln's Birthday (observed)
2/20/17.....	No School George Washington's Birthday (observed)
2/21/17 – 3/1/17.....	Minimum Days Parent / Teacher Conferences
3/20/17 – 3/31/17.....	No School Spring Recess
4/3/17 – 5/19/17 .....	SBAC Testing
5/25/17 – 6/1/17.....	Minimum Days (End of Year)
5/29/17.....	No School Memorial Day
6/1/17.....	Last Day of School

# Attendance

## Expectations

Regular and prompt attendance is expected of all Brown Elementary School students. Learning is valued as an on-going process that requires the daily interaction of children with their peers and teachers. Student absences affect the learning process. While a student may make up the work missed, he or she can never duplicate the learning experience lost by that day's absence.

## Clearing Absences

Due to time constraints for Attendance reports, parents and guardians have only five (5) school days after an absence occurs to clear an absence either by telephone to the school office attendance clerk, sending a note with the student to school, or e-mailing to [BrownAttendance@sbcusd.com](mailto:BrownAttendance@sbcusd.com). After the fifth day, the entry will not be allowed into the computer and the absence will be unexcused.

## Early Release from School

Doctor / dental appointments are encouraged to be in the afternoon, and if possible, after the first 100 days of school. Language Arts is our priority and usually takes place in the morning. Students must be signed out in the office before leaving the campus. Students will only be released to their parents or someone 18 or older authorized by their parents. If the student returns to school before the end of the school day, the student must be signed in at the office by the parent / parent designee before going to class. Please be prepared to show Identification when removing a student.

## Tardies

Students who come to school late **MUST REPORT** to the office before being admitted to the classroom. The office staff will give them a pass admitting them to class and change the attendance report to reflect the late arrival.

## Excused Absences / Tardies

Absences / Tardies are excused with verification for the following reasons:

- Illness
- Quarantine
- Medical, dental or eye appointment
- Court appearance
- Observation of holidays or religious ceremony
- Funeral services of a member of his or her immediate family (maximum of 3 days for out-of-state funerals only)

**An excused absence is still an absence even if it is excused.**

### **Unexcused Absences / Tardies**

Unexcused absences are all absences not listed above. Parents must furnish the school with a written or oral excuse for each student absence. If absences become excessive due to illness, the school may request verification from a recognized medical practitioner.

Continued irregular attendance is a violation of Education Code and may be cause for a referral to the School Attendance Review Team (SART), the District Attendance Review Board (SARB) E.C. 48263, and/or the San Bernardino County District Attorney. Families who receive Cal WORKs Cash aid and have children with unexcused and/or irregular attendance problems will be reported to the County Department of Transitional Assistance.

### **Hospitalization**

(California Education Code 48208)

It is the responsibility of the parent or guardian of a student with a disability / hospitalization to notify the school the student attends.

### **Compulsory Law**

(California Education Code 48260)

Compulsory law mandates that children between the ages of 6 to 18 must attend school. This code also classifies a student as a truant if the student is absent three (3) full days or tardy by more than thirty (30) minutes without a valid excuse during the school year.

### **Compulsory Law**

(California Education Code 48293a)

Compulsory law states that any parent/guardian having control or charge of any student who fails to comply with compulsory attendance, unless excused or exempted, is guilty of an infraction. Parents found to be in violation of the attendance laws can be fined up to \$500 for absences without a valid excuse.

### **Truant Pupils – Definition**

(California Education Code 48260)

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. (Amended Stats. 1969, Ch. 992.)

## **Truant Pupils – Parent Notification**

**(California Education Code 48260.5)**

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian by first class mail or other reasonable means, of the following:

- (1) That the pupil is truant.
- (2) That the parent or guardian is obligated to compel the attendance of the pupil at school.
- (3) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 commencing with Section 48290 of Chapter 2 Part 27.

The District also shall inform parents or guardians of the following of the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. (Added Stats. 1983, Ch. 498.)

**Please call the school office at (909) 881-5010 on the day of the absence or send a note to explain the absence. State law requires us to have communication from the home for each absence.**

## **Attendance Awards**

### **(Requirements for Perfect Attendance Award)**

The students must be enrolled at Brown since the first day of school. Students must be present and on time every day (No unexcused tardies / early dismissals). Students may have only 5 excused tardies / early dismissals for the entire year. These must be due to doctors / dental appointments. To be considered excused, parents must present a doctor's excuse / note stating that the child went to the medical appointment.

## **Health Services**

### **Health Services**

Brown staff members will provide service to children who become ill, administering first aid, administering authorized medications, assisting with health screenings, and maintaining local, state, and federal health requirements and records. Major health screenings (vision, hearing, etc.) are performed by a District registered nurse.

### **Illness at School**

The health office is not equipped to take care of sick and injured students for a length of time. When a child becomes ill at school, parents will be contacted. Parents are responsible for their children and must pick them up or have someone designated on the emergency card do so.

Please make sure that the school has the correct phone numbers for home, work, cell, and/or a nearby friend or relative who is listed on the emergency card to ensure pick-up of your child if necessary. Parent designee must be 18 years or older.

### **Administration of Medication**

Medication that is prescribed for a student by a physician that must be taken during the school day may be supervised by the District Registered Nurse or a designated staff member. This service will be provided only upon receiving detailed written instructions from the physician and written parent consent. These written documents must be submitted at the beginning of each year.

### **Over the Counter Medications**

Students are not allowed to self-administer any medications, including over-the-counter medications such as aspirin, cough drops, etc. Please make sure that your child does not bring any of these medications to school.

### **Insurance** (California Education Code 49472)

Student accident insurance handled by a private carrier is available. These forms are sent home to parents early in the school year.

### **Peanut Policy**

Brown is very concerned with the students in our care who have severe nut allergies. We are aware that this can be a life-threatening allergy. Each classroom is given a list of all children who have allergies. **We are not a nut-free school.** Our policy is as follows:

- No nuts or nut products are allowed in any snack provided.
- If you are providing snacks for your child's classroom, please check the package as many items are processed on machinery that has been used for nut products.
- Homemade snacks may not be brought as we cannot guarantee that they will be nut free.
- Peanut products (such as peanut butter) are allowed at lunch time. Children eating peanut items will be seated at the opposite end of the lunch area from those with nut allergies.

### **What can parents do to help?**

- Check all snacks that you provide to ensure it was not processed on machinery used for nut products.
- Talk to your child about their special diet and not to share food with others.

- If your child is allergy free, help them to understand what being allergic means.
- If your child brings peanut products to school, discuss not sharing as well as keeping it away from children who are allergic.
- Remind your child to wash their hands after handling nut products.

### **Child Abuse**

All school personnel are mandated reporters and are required by law to report all suspected cases of child abuse to the appropriate agencies.

### **Pesticides** (California Education Code 17612)

Pesticides are used on a very limited basis, but are still necessary to keep schools infestation free. Herbicides may be used to control weeds. Applications are done after school to avoid contact with staff and students. If you wish information on application dates, please contact the school principal. Information on pesticides and herbicides may be found at the Department of Pesticide Regulation's website: <http://www.cdpr.ca.gov>.

### **Required Immunizations** (California Education Code 49403)

California Health and Safety Code **requires that prior to first entrance**, pupils must be fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella, chickenpox and hepatitis B in the manner and with immunizing agents approved by the State Department of Health Services. Parents may request exemptions from immunization requirements for personal and/or medical reasons. Such exemptions must be appropriately recorded on the California School Immunization Record. (California Administrative Code, Title 17, pt. 1, Articles 1-5). The San Bernardino City Unified School District fully cooperates with the local health office in the prevention and control of communicable diseases in school-age children.

### **Physical Examinations** (California Education Code 49451)

California State legislation requires a health checkup of all students before entering first grade (AB 2068).

### **Dental Examination** (California Education Code 49452.8)

To make sure your child is ready for school, California State legislation requires that your child have an oral health assessment (dental check-up) by May 31 in either kindergarten or first grade, whichever is his or her first year in public school. Assessments that have happened within the 12 months before your 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.

### **Tobacco Free Schools** (Board Policy 5131.3)

The Board of Education recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The Board prohibits the use of tobacco products at any time in District-owned or leased buildings, on District property and in District vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

### **Drug and Alcohol Free Schools** (Board Policy 5131.6)

The Board of Education believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious social and legal consequences. The Board desires to keep District schools free of alcohol and other drugs in order to help prevent violence, promote school safety, and create a well-disciplined environment conducive to learning.

## **Instructional Program**

### **Programs**

Student data shows positive progress towards bringing all students at Brown School to proficiency level or above. The following academic programs promote and support this progress:

- Good instructional practices focusing on California Standards, using District-adopted curriculum in all areas
- Physical education
- Accelerated Reader for all students
- Library use
- Access to technology
- Instrumental music for students in grades 4, 5, and 6
- Mainstream classrooms for English Language Learners
- Dual Language
- Gifted and Talented Education (GATE)
- Limited counseling services
- Intensive Instruction
- Response to Intervention / Multi-Tiered Support Systems
- Special Education assessment and services for identified students

If you wish to receive more information about these programs, please speak to a teacher or administrator.

## **Homework** (Board Policy 6154)

Homework is part of Brown Elementary School's education program. The San Bernardino City Unified School District has adopted a homework policy.

Homework is an important part of each child's educational progress. It is vital in that it gives students the opportunity for additional practice and learning at home, for the development of responsibility, study habits, independent time management, and personal accountability. It is important that cooperation exists between the home and school if the student is to benefit.

Listed below are some helpful hints:

### **The parent needs to...**

- Set a time and place for homework to be completed
- Become acquainted with the homework requirements of your child
- Assist your child by clarifying directions but not by completing their assignments
- In the event of emergency circumstances that prevents the child from completing the homework, please write the teacher a note
- Discuss with the teacher, on the following day, if the student has any problem areas or concerns
- Take a positive attitude towards homework

### **The student needs to...**

- Take a positive attitude towards homework
- Understand what the homework assignments are and how to do them
- Take the materials needed to complete the assignments home
- Give an honest effort on all assignments
- Complete and return homework on time
- Assume responsibility for making up missed homework assignments

### **The teacher will...**

- Assign appropriate homework related directly to classroom instruction
- Clearly explain and review homework so students can understand and complete the assignment with little or no assistance
- Base assignments on resources that are or can be reasonably available to students
- Provide practice on concepts previously taught by the teacher
- Provide success-oriented outcomes
- Provide feedback to students
- Communicate expectations to parents and students
- Give periodic reports to parents

### **Assignments**

Times are established by the site according to Administrative Regulation 6154.

- Students in grades K - 2 will be required to spend approximately 30 minutes each day on homework. In addition, the student is to read 20 minutes every night.
- Students in grades 3 - 6 are required to spend approximately 60 minutes on homework each day. In addition, the student is to read 30 minutes every night.
- Students may also be required to complete special projects in history, writing, science, and other educational activities.

### **Missed Work**

- Students will be given the opportunity to make up missed work and to receive credit. Students who are absent from school for any reason may receive full credit for assignments that are completed within a reasonable time.
- Students who do not complete and return their homework are not fulfilling the requirements of their grade level and their grade may be affected as a result.

### **Keeping Students After School**

A teacher may request that a child remain after school for extra help or for disciplinary reasons. The teacher / administrator will communicate with the parent / guardian prior to detaining a child. No bus transportation will be provided.

### **Progress Reports / Report Cards**

- Teachers may give Progress Reports on a weekly, biweekly, and / or monthly basis.
- Report cards are formally issued three times a year, at parent conferences and on the last day of school.
- We encourage our parents to contact their child's teacher on a regular basis regarding their child's progress. Our teachers are more than happy to share information and techniques that will help your child at home.

### **Academic Awards**

Awards assemblies for grades K - 6 are scheduled at the end of the trimester. Parents are welcome and encouraged to attend and celebrate their child's achievement. The Student Recognition Program is to recognize students for their academic efforts and positive behavior. Students from each class are selected to receive various awards.

A student may be recognized in one or more of the following areas:

- Outstanding Citizen: This award is given to the student who exemplifies the characteristics of a good citizen for the entire trimester.
- Outstanding Subject-Area Award: This award is given to the students who have continually shown outstanding progress in an academic area such as: reading, writing, math, science, Accelerated Reader, READ 180, and / or social studies.
- Most Improved in Citizenship or Academics: This award is given to the students who have shown outstanding improvement in their behavior or academics throughout the quarter.
- Scholastic Achievement Award: This award is given to students who have received in each reporting period at least 15 G's (with no W or U) in the academic areas of language arts, math, science, and social studies for the entire quarter.
- Outstanding Reader from Accelerated Reader: This award is given per trimester per reporting period: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place certifications per class.
- Other awards appropriate to the grade-level and teacher discretion.

### **Contacting Your Child During School Hours**

On occasion it may be necessary for you to contact your child during instructional time. Please limit these calls to emergencies only. Please call the office and leave a message for the child. The office staff and the teacher will attempt to relay the information to your child. If you need to speak to the teacher, please follow the same procedure and the teacher will respond outside of instructional time. The office staff will not interrupt classroom instruction to relay messages. **After 3:15 p.m. the office gets very busy with phone calls. Any messages for your child after 3:15 p.m. cannot be guaranteed to reach your child.**

### **Electronic Signaling Devices - Cell Phones**

(Board Policy 5131)

No school shall permit the use of any unauthorized electronic signaling device that operates through the transmission or receipt of radio waves, except for the restrictive use of cellular phones as described below:

- Students are permitted to possess cellular phones for use before school and after the instructional day.
- Students must keep their cellular phones with the power off and out of sight during the instructional day.

- The District and its employees will not be responsible for lost, damaged, or stolen cellular phones.
- School administrators and staff members may confiscate cellular phones from students when in use during the instructional day.
- Students are prohibited from using cellular phones at school as recording devices and/or cameras.

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

### **Classroom Parties**

Classrooms celebrate with two parties a year in grades K-5 (winter break and end of year). The 6th grade celebrates their promotion to middle school with a party at the end of the year. Please keep in mind that the law prohibits parent-donated food items from being homemade. All food items must be prepackaged and purchased from a licensed store. Also, please keep in mind that we are encouraging students to eat healthy, and provide food items that will assist in this task. If parents/guardian(s) want to bring a special treat for a student's birthday, parent shall provide the teacher with a 48 hour notice prior to the event and the parent must bring it to the office. Students will enjoy it at the last 5 minutes of school. Parents/ guardian(s) must contact the teacher 2 days prior to receive approval.

### **Technology**

Students have access to computers in the classrooms, library and in addition they also will have access to an iPad in the classroom. The District has a strong policy addressing tampering with electronic services. In addition, all of Brown's computers connect to the internet. In order to ensure appropriate use of the computers, parents are required to sign/return a Student Technology Acceptable Use Agreement. Inappropriate use of technology may incur strong consequences.

# Nutrition Services

## Breakfast and Lunch

Brown provides two meals a day. Beginning this 2016-2017 school year, our school will participate in the Community Eligibility Provision (CEP) program, which allows schools in high poverty areas to serve free school meals to all students. Students will no longer be charged for meals. All approved CEP school sites must continue to fill out a meal new application form or income survey. Meal applications will be replaced with income surveys every 4 years. This is required to ensure continued LCFF, Title I and E-Rate funding for our school site. Starting August 1, 2016, the meal applications and income surveys will be sent home the first day of school or will be available in the office. Only one application per household is required. Students need to submit them by September 2, 2016. Applications will continue to be processed by Nutrition Services.

- Federal law does not allow parents or siblings to share food with the enrolled student
- Students may not share food with each other
- Students may not take food from the cafeteria
- Federal law does not allow people from the neighborhood to come on campus to buy lunch

**Breakfast is served from 8:15 to 8:45 a.m.**  
**Breakfast will not be served after 8:40 a.m.**

## Snacks

If you would like to send a healthy snack with your child, he / she may eat it during their first recess. Snacks brought from home are to be eaten in the cafeteria or outside benches. Please send nutritious snacks with your child like fruit, raisins, crackers, fruit juice, carrots, celery, etc. Chips are permitted in single serving size during lunchtime only; please do not let students bring HOT CHEETOS. No candy or soda is allowed. NO GUM.

## District Wellness Policy (California Education Code 35182.5)

Only healthy snacks and beverages may be distributed at school. Please keep this in mind.

# Parent Information

## **Parent / School Communication**

Brown Elementary School's goal is to send all communications in a timely manner. We appreciate your support in making sure you check your child's backpack on a regular basis. The District, school, and teachers rely upon the students to hand-carry messages home. Please stress with your child the importance of being a reliable messenger. Make it a practice to ask each day if a message was sent home. Have a special place at home for school notes and papers.

If you wish to talk to a teacher:

- Please call when the class is NOT in session
- Leave your phone number and a message so the teacher can return your call
- Send a note with your child so the teacher can arrange an appointment
- Email your child's teacher (email address available on the school's website at [sbcusd.com](http://sbcusd.com) then select Brown under the "Schools" listing)

## **In-Touch Automatic Telephone System**

All notices of school events and parent meetings will be announced via recorded telephone message through use of the District's automatic telephone system, as well as student absence/tardy notifications. Please contact our school office at (909) 881-5010 to ensure we have the correct telephone number on our computer for your home or cell.

## **Marquee**

The staff at Brown maintains a school marquee sign located at the front of the school facing the parking lot listing dates and times of important events.

## **Bulletin Board**

The staff at Brown maintains a bulletin board located in the school office. Current information (newsletters, flyers, menus, parent group information, and calendars, etc.) is posted in both English and Spanish.

## **Parent Conferences**

Brown Elementary School schedules Parent Conferences twice a year. This allows communication between the parent/guardian and teacher on the academic and behavioral progress of the student. The invitation to Parent Conferences is sent home with the student. It is important that you, as a parent/guardian, respond as soon as possible. This allows the teacher to schedule all of the students. It is also important that you attend the scheduled conference. Rescheduling is difficult with the number of students each teacher must service.

### **Monthly Calendar**

Brown publishes a monthly calendar which is sent home with students and is also available for review on our school's website ([www.sbcusd.com](http://www.sbcusd.com) then select Brown under the Schools listing). This communication will bring you up to date on recent notable events and inform you of upcoming activities.

### **School Accountability Report Card (SARC)**

This document is updated annually in April of each year. It is current with the last year of published STAR scores. You may see a copy of this document in the office or online [[www.sbcusd.com](http://www.sbcusd.com), click on School Accountability Report Card (SARC), click on Brown, choose the most recent SARC.]

### **Brown Parent Involvement Opportunities**

Parent involvement is an important factor in your child's success. We encourage parents to participate at Brown and become active partners in the education of your child.

The following committees provide opportunities for parent participation:

#### **School Site Council (SSC)**

School Site Council is a State-mandated advisory group consisting of parents/guardian(s), and certificated and classified staff members. Monthly or bimonthly meetings are held to discuss areas of school strengths and growth needs. Members review and approve the school plan and categorical budget based on needs. Members on this council are elected. All meetings are open to all parents/guardian(s). We encourage all parents/guardian(s) to attend and receive information regarding school business.

#### **English Language Learners Advisory Committee (ELAC)**

This is an advisory group that consists of parents/guardian(s) and staff members who meet to discuss the planning and implementation of the English Language Learner Programs. The committee advises the principal and staff on the development of school needs for bilingual students.

#### **Parent Teacher Organization (PTO)**

Membership drive is conducted throughout the year to accept funds as well as fund raising activities to collect funds for student activities (such as assemblies, field trips, and trophies, etc.).

## **Parent Volunteers**

Volunteering can be experienced in many ways, in the classroom, in the library, in the cafeteria, assisting teachers with cutting and pasting activities, etc. Parent volunteers are always welcome. The process for volunteering includes the following:

- Proof of a negative TB skin test is required
- Completion of a School Volunteer Application (available in the school office)
- Clearance from the District Police Department

You will be required to sign in and out every time you volunteer. Please sign in/out at the office. For insurance reasons, parents may not bring siblings or younger children during their volunteer time.

## **District Parent / Guardian(s) Involvement Opportunities**

- District Advisory Committee (DAC)
- District English Learners Advisory Committee (DELAC)
- District African-American Advisory Council (DAAAC)
- African American Parent Advisory Council (AAPAC)
- Board of Education Meetings (first and third Tuesday of each month at the District office)

## **School Visitation**

All visitors to the Brown campus are required to sign in / out at the office. After signing in, you will receive a visitor's pass. You must also sign out when the visit is completed. All visitors must wear their visitor's nametag in a visible place. This procedure eliminates unauthorized adults on campus and maintains student safety.

- All visitors must wear shirts (appropriate clothing) and shoes while on campus
- Parents / guardian(s) are always welcome to visit the school or their child's classroom
- Long classroom visitation must be pre-arranged with the teacher and / or the principal before arriving at the school

Teaching time is limited and must be used to the best advantage of all students. If you need to discuss information with the teacher, please make arrangements to meet with him/her outside of instructional time.

## **Viewing Student Records**

Cumulative records (cums) are kept for each student. Parents have the right to inspect, review, and challenge the contents of these records. If you wish to view your child's records, please make an appointment with an administrator.

## **Lost and Found**

Many valuable articles of clothing remain unclaimed each year. Proper identification on coats and other articles of clothing will help to assure the return of lost articles. The school is not responsible for lost or damaged personal items. The Lost and Found items are kept on a rack across from the office. All unclaimed items are donated on the last day of school to a charitable organization.

# **Safety**

## **Safety to and from School**

Both the school and parents share the responsibility of training children to go directly to and from school. It is important to know what time your child is expected to be home. Be sure to discuss with your child the safest route to and from school, as well as where to go in an emergency between home and school. Children should carry identification with them at all times. Because of safety issues, kindergarten students are not allowed to walk home alone. Arrangements must be made for your child at dismissal time.

## **Teach your child to:**

CROSS the street at the corner or in a crosswalk between the yellow lines.

WATCH for cars before crossing a street and cross only when it is safe.

STAY ALERT while crossing a street. Drivers can make a mistake.

WALK on the side of the road facing oncoming traffic if there is no sidewalk

FOLLOW the safest route to school. Go with your child the first few days and point out the hazards.

TRAVEL in pairs or groups, never alone.

USE safe areas for playing. Stress the importance of NOT playing in the street.

RESPECT the property and pets of people on the way to and from school.

AVOID strangers and NEVER get into a car with someone that he/she doesn't have permission to go with.

If your child is threatened or harmed on the way to or from school, call the District Police at (909) 388-6130 and notify the school. Parents/ guardian(s) MUST send a note or call the office if the child is to change his/her regular walking routine. For instance, if the child is not supposed to walk home as he normally would and is to wait for you to pick up, or be picked up by someone else, we must have a note or a parent phone call. A student without a parent note or phone call will be sent home according to the previous, regularly established routine.

## **Parent Drop-off / Pick Up**

Please help us create a safe environment for our children during drop off and pick up by following these traffic rules listed:

1. Drive no more than 5 mph through the parking lot.
2. Do NOT pick up or drop off children in between vehicles.
3. Pick up and drop off in designated areas.
4. If you do not see your child at dismissal, please loop through the parking lot again.
5. Absolutely at no time shall you double park and leave your car unattended.
6. Absolutely at no time shall you block traffic in the parking lot or in front of the school.
7. Do not use handicap parking spaces as a waiting point.
8. Do NOT park in the bus zone while buses are waiting to pick up students. Please wait till cones are removed from the zone to pick up or drop off students.
9. 26<sup>th</sup> street is a narrow street, please DO NOT park for any reason in front of the bus zone. This street tends to be most congested during dismissal please keep in mind that school police will issue citations if you park in this area.

## **Early Morning Drop-off**

- Students are expected to be at school on time every day
- Students are NOT to arrive earlier than 8:25 a.m. since there is no adult supervision at that time. Upon entering the school grounds at or after 8:25 a.m., all students are to go to the cafeteria for breakfast.
- Those students not eating breakfast may arrive on campus at 8:30 a.m.
- Students arriving to school and/or dropped off before 8:30 a.m., unless it is for prearranged, parent-permitted intensive instruction, will be held at the cafeteria until they go to breakfast.
- Parents/guardian(s) will be contacted concerning early arrivals.
- At 8:45 a.m. the bell will ring, at which time students are expected to line up and be ready to enter the classroom.
- Instruction begins at 8:50 a.m.

***Students who arrive before 8:50 a.m. should go directly to the classroom. Students who arrive after 8:50 a.m. must check into the office and obtain a tardy pass before going to class.***

## **End of the Day Dismissal**

- At the end of the day, teachers will walk children to the front or back of the school. Parents may pick up their students there. Please make arrangements with your child on a pick-up location.
- Students are to walk directly home or remain with their teacher until a parent or guardian picks them up. Students are to walk on the sidewalk and cross the street at the designated lines.
- Parents please, **DO NOT HONK YOUR HORN AND ASK STUDENTS TO CROSS THE STREET/PARKING LOT THROUGH TRAFFIC.** The safety of our students is our utmost priority! Please follow the traffic rules and do not jaywalk.
- Students who are not picked up on time prior to 3:45 p.m. will be taken to the office.
- Parents who come in late **MUST** come in to the office and sign the student out.
- If the school does not have a correct phone number to contact parents/guardians, and/or parents/guardians have not responded to contact attempts, District Police must be notified of an unattended student. School office hours are 8:00 a.m. - 4:30 p.m.

## **Bicycles, Scooters, Skateboards, and Skates**

Skateboards, scooters, roller blades, or shoes with wheels are not allowed on school campus. Students who come to school with shoes that have wheels will be asked to remove the wheels or call parents for another set of shoes.

- Students in grades 3 to 6 must have completed a permission slip from parents to ride a bicycle to school. Although a bicycle rack is available at the school, security of bicycles is the responsibility of the parent/guardian(s) and student.
- For better security, the bicycle must be licensed before being brought to school and have a lock. Brown is not responsible for theft or vandalism of bicycles on campus.
- Students are not to ride bicycles on the school grounds or around the parking lot. Students must wear a helmet while riding a bicycle.

***Students who do not obey safety rules will lose the privilege of riding a bicycle to school.***

## **Animals**

- Animals may not be brought on campus without the permission of the administration.
- Animals that stray onto campus will be turned over to the City Animal Department.

## **Emergency Contact Information**

- Please be sure school records for your child are kept up-to-date, including name, address, home, or work telephone numbers of people you authorize to be contacted when you are not available. Emergency contacts must be 18 years or older. Be sure to complete a student's removal/emergency data card.
- Please notify the school immediately when you have a change of address, new home or work phone number, or when any health or other information regarding your child changes.
- Photo identification is required of anyone, including parents, who pick up a child.

## **Emergency Release Information**

- In the event of an emergency, such as an earthquake, please be assured that the staff has taken precautions and have been trained to minimize the injuries or confusion that may exist.
- Students will be moved to a safe assembly area.
- Parents arriving to pick up students will report to a check-in area.
- Parents will not be allowed in the Emergency Assembly area.
- A staff member will take a name request from the parent and send for the student.

## **Emergency Drills**

Brown has emergency drills throughout the year. Safety, order, and control are the primary purpose of emergency drills. Speed in emptying the building, while desirable, is not the object and is secondary to the maintenance of proper order.

## **Bus Transportation**

- Eligibility for transportation by bus is established by the District by calling (909) 388-6125.
- Neighborhood students who reside within the boundaries of the attendance District (assigned Home School) are not provided transportation.
- All bus riders must wear bus tags to and from school.

- Students are expected to follow the bus rules and safety regulations.
- Students will lose their bus privilege after 3 bus referrals.
- Please refer to the rules and regulations sent to you from the Transportation Department.
- If a student is not to take the bus on a particular day, the office must be notified, preferably that morning, if possible.

### **Positive Behavior Supports (PBS)**

Brown Elementary School has adopted a positive school-wide discipline program called Positive Behavior Supports (PBS) to support the behavioral success of all students. Implementation of Positive Behavior Supports (PBS) uses a broad range of strategies for achieving improved growth in social and learning outcomes while averting problematic behavior. Your child will be receiving social skills instruction on a daily basis, and universal expectations will be taught and posted throughout the school. PBS involves commitment from the entire school community to teach, enforce, and acknowledge student behaviors. At all times, staff, visitors, and students are expected to follow our three school-wide rules:

### **Be Safe – Be Responsible – Be Respectful**

### **Rewards / Awards**

The following are some examples of the Reward / Award system at Brown Elementary School.

1. Verbal praise and compliments
2. Classroom privileges / rewards and celebrations
3. Special points and/or tickets given by staff for following expected behavior
4. Awards assemblies to recognize student achievement for attendance, academics and behavior

### **Consequences**

One or more of the following disciplinary actions may be taken by any school employee, including teachers, administrators, or support staff, who see a child not demonstrating the PBS Expectations for Safe, Responsible, and Respectful behavior.

1. Warning, counseling, and/ or conference with the student
2. Loss of classroom privileges
3. Parent contact, note, or phone call
4. Parent conference with the teacher
5. Parent requested to attend class with the student

6. Low level referral to parent from the teacher
7. High level office referral to the principal
8. Teacher suspension from classroom
9. Suspension as prescribed in the SBCUSD Progressive Discipline Matrix
10. Expulsion as prescribed in the SBCUSD Progressive Discipline Matrix

**Parents are expected to take responsibility where their child's behavior is concerned.**

## **16 Positive Behavior Support (PBS) Classroom Survival Skills**

### **Getting the Teacher's Attention**

Look at the teacher  
 Raise your hand and stay calm  
 Wait until the teacher says your name  
 Ask your question

### **Accepting Criticism / Consequence**

Look at the person  
 Say "Okay" and stay calm

### **Accepting "No" for an Answer**

Look at the person  
 Say "Okay" and stay calm  
 If you disagree, ask later

### **Working with Others**

Identify the task to be completed  
 Assign tasks to each person  
 Discuss ideas in a calm, quiet voice  
 and let everyone share their ideas  
 Work on task until completed

### **Asking Permission**

Look at the person  
 Use a calm and pleasant voice  
 Say, "May I..."  
 Accept the answer calmly

### **Disagreeing Appropriately**

Look at the person  
 Use a pleasant voice  
 Say "I understand how you feel"  
 Tell why you feel differently  
 Give a reason  
 Listen to the other person

### **Following Instructions**

Look at the person and say "Okay"  
 Do what you have been asked right  
 away and check back

### **Giving Criticism**

Look at the person  
 Stay calm and use a pleasant voice  
 Say something positive or "I understand"  
 Describe exactly what you are criticizing.  
 Tell why this is a problem. Listen to the  
 person / be polite

### **Listening**

Look at the person who is talking  
 Wait until the other person is done  
 before you speak  
 Show you heard the person by  
 nodding your head, saying "OK,"  
 "That's interesting," etc.

### **Using Appropriate Voice Tone**

Identify the appropriate voice tone for  
 the situation  
 Change your voice to match  
 Watch / listen for visual / verbal cues  
 and adjust your voice

### **Asking for Help**

Look at the person  
 Ask the person if they have time to  
 help you  
 Clearly explain the kind of help you  
 need  
 Thank the person for helping you

### **Making an Apology**

Look at the person  
 Use a serious, sincere voice  
 Say "I'm sorry for..." or "I want to  
 apologize for..."  
 Explain how you plan to do better in  
 the future  
 Say, "Thanks for listening"

### **Mind Your Own Business (MYOB)**

Focus on your assignment or task  
 Ignore all conversations, gestures and  
 distractions that are someone else's  
 business  
 Keep working quietly until you  
 receive further instructions

### **Resisting Peer Pressure**

Look at the person and use a calm voice  
 Say clearly you do not want to participate  
 Suggest something else to do  
 If necessary, continue to say, "No"  
 Leave the situation

### **Staying on Task**

Look at your task or assignment  
Think about the steps needed to complete the task  
Focus all of your attention on the task  
Stop working only when instructed  
Ignore distractions and interruptions

Keep your arms and legs still  
Avoid begging, whining, or teeth sucking  
Engage in the activity when directed by an adult to do so  
Thank the person who gives you a turn

### **Waiting Your Turn**

Sit or stand quietly

### **Behavior Expectations & Discipline**

Under each rule there are expectations for each area of the school. Behavior expectations are established and posted for each of these rules for the following times and places:

playground	hallway	restroom	office	cafeteria
classroom	bus	assembly	library	PE

When you're visiting our school, please check out our PBS posters displayed throughout our campus. Each poster defines how students are expected to behave relative to a location in our school. If you arrive early enough, you'll hear our PBS behavior lesson being announced over the PA system. After the announcement, teachers are expected to reinforce the lesson through review and role-plays. By working together, we will be able to build a safe and orderly campus where everyone feels welcome.

### **Imitation Fire Arms**

A BB device can be considered an imitation firearm. Some cap guns look real. The Penal Codes (code 12550, 12556) make it a criminal offense to openly display or expose any imitation firearm in a public place, including school.

### **Suspension or Expulsion**

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by the school officials. The action taken will be according to Board policies and State law.

### **Suspension**

The student is informed that he/she is subject to a suspension 5 (five) days or less. The student is also informed of the due process procedure. The student's parent(s) or legal guardian(s) is notified by telephone that the student is subject to a suspension. Notification to the parent(s) or legal guardian(s) shall include clear instructions regarding due process procedure. The above also applies to a teacher suspension. Brown adheres to the Progressive Discipline Matrix established by the San Bernardino Unified School District Board of Education.

## Grounds for Suspension: E. C. 48900

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Willfully used force or violence upon the person of another, except in self-defense
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object
- Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance
- Unlawfully offered, arranged, or negotiated to sell any controlled substance
- Committed or attempted to commit robbery or extortion
- Caused or attempted to cause damage to school or private property
- Stole or attempted to steal school or private property
- Possessed or used tobacco or any products containing tobacco  
This section does not prohibit prescribed medications
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school, or other school personnel engaged in the performance of their duties
- Knowingly received stolen school or private property
- Possession of an imitation firearm. Imitation means substantially similar so as to lead a reasonable person to conclude that the firearm is real.
- Committed or attempted to commit sexual assault
- Harassed, threatened, or intimidated a witness
- Sexual Harassment
- Hate Violence
- Intentionally engaged in harassment, threats, or intimidation against a pupil, groups of pupils, or staff
- Made terrorist threats against school officials or school property or both
- Unlawfully arranged to sell the drug Soma
- Aided or abetted the infliction or attempted infliction of physical injury
- Engaged in or attempted to engage in hazing
- Engaged in Cyber Bullying

## **Expulsion**

The student is also informed that he/she is subject to expulsion. The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian(s) is notified by telephone and letter that the student is subject to expulsion. Notification to the parent(s) or legal guardian(s) will include clear instructions regarding the due process procedures. The School District superintendent will recommend to the Board of Education that the student be expelled. The due process is immediately initiated. The expulsion does not become effective until the due process has been completed.

## **Conference**

A school official will meet with the student and try to reach an agreement regarding how the student will behave.

## **Meeting**

A meeting is held with the student and one or more school officials and may include/require parent/guardian(s) participation.

## **Records of Expulsions and Suspensions**

E. C. 48900.8 – All offenses set forth in E. C. 48900 (a-r), 48900.2, 48900.3, 48900.4, and 48900.7 shall be properly identified in all appropriate records of the pupil.

## **Notification of Law Enforcement**

E. C. 48902 – (a) The principal of a school or the principal's designee shall, prior to the suspension or expulsion of any pupil notify the appropriate law enforcement authorities of the county or city in which the school is situated, of any acts of the student which may be in violation of Section 245 of the Penal Code. (Deadly Weapon-Assault) (b) The principal of a school or the principal's designee shall, within one school day after suspension or expulsion of any pupil notify the appropriate law enforcement authority of the county or the school district in which the school is situated of any acts of the students which may violate subdivision (c) or (d) of Section 48900 of the Education Code. (Possession, use or sale of alcohol or drugs)

## **Vandalism**

The Board of Education considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any District-owned real or personal property, including the writing of graffiti (BP 5131.5) Any District student who commits an act of vandalism shall be subject to disciplinary action by the District and also may be prosecuted through other legal means. If reparation of damages is not made, the District also may withhold the student's grades, diploma and/or transcripts in accordance with law. (BP 3515.4 - Recovery for Property Loss or Damage)

## **Brown Dress Code and Footwear**

Brown Elementary faculty and staff believe that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. If a student comes to school without the proper attire, a parent/guardian(s) contact will be made to bring proper attire to school.

### **All students must follow the school dress code:**

- No oversized shorts or pants
- No clothing that promotes hate, intolerance, profanity, violence, drugs, or alcohol or sexual themes
- No visible undergarments
- No Raiders or Kings sports clothing, hanging wallet chains, hanging belts, pocket chains, "doo-rags," bandanas, or gang-related attire
- No body rings or unsafe jewelry or accessories (dangling earrings become a hazard on the playground)
- No clothing that is too tight or revealing
- No tank-top type, "muscle" shirts (with large arm holes)
- No thongs, strapless sandals, flip flops, or open-toed shoes
- No short-shorts (shorts must extend to end of fingers when arm is down at side)
- No spaghetti straps, crop tops, or bare midriff
- No revealing necklines
- Hats are to be worn appropriately and never indoors
- Jackets with hoods can be worn and the hood can be worn on campus. However, the hood cannot be worn in class. E. C. 35183.5 (sun rule)
- All clothing must be clean, with no tears, and appropriate for school
- No age-inappropriate make-up/hair color or style that will disrupt classroom instruction
- If a student comes to the classroom with a Dress Code violation, parents /guardian(s) will be contacted to bring proper attire

## **District Policy No. 5220 on Improper Dress for Students**

A student may not remain at school dressed in a manner in which his/her clothing or lack of clothing (1) creates a safety hazard of said student or for other students at school, and /or (2) when the dress constitutes serious and unnecessary distractions to the learning process or tends to disrupt campus order. The principal at each school or the principal's designee shall be charged with making the determination if clothing apparel constitutes a threat to safety or campus order, or is unduly distracting, therefore disrupting the education process.

## **Resolution Relating to Gang Colors/Distinctive Dress**

Whereas street gangs operating throughout Southern California have be associated with a number of instances of violence and illegal activities; and

Whereas many students and their parents fear that the presence of such gangs on a school campus may cause violence endangering students who may or may not be a member of such gangs; and

Whereas jackets, bandanas, caps, and other signs and insignia of gang membership disrupts campus order by engendering fear and posing a potential for violence in the form of inter-gang warfare;

Therefore be it resolved that the Board of Education and Brown School finds the wearing of gang signs, insignia, and distinctive modes of dress to be on its face a violation of its Policy on Improper Dress for students and hereby instructs and directs such gang identification be prohibited on any and all campuses of the District.

## **Nondiscriminatory Harassment Policy Relating to Students: BP 5145.3**

**Purpose:** To prevent discriminatory harassment in the educational environment

### **Statement of Policy**

The San Bernardino City Unified School District is committed to providing all students a learning environment that is free of discrimination in accordance with applicable state and federal laws. This nondiscriminatory learning environment is for the benefit of all district students and all students are expected to fully comply with this policy. Additionally, non-district students who have contact with any of the district's students are expected to conduct themselves in accordance with this policy in any district school or district school-sponsored activity. Absolutely no one is authorized to engage in conduct prohibited by this policy.

In keeping with this commitment to a nondiscriminatory learning environment, the district maintains a strict policy prohibiting sexual harassment, discrimination or harassment based on race, ethnic group identification, color, actual or perceived sex, sexual orientation, gender, religion, national origin, ancestry, physical, or mental disability, age, 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 accordance with applicable state and federal laws. This policy prohibits all forms of discriminatory harassment through any means including nonverbal, verbal (including derogatory comments, slurs, propositions, teasing, jokes, or taunts), physical (including gestures, touching, obstructing, or otherwise interfering with a person's movement) or visual (including leering, cartoons, drawings, magazines, notes, letters or posters).

This policy prohibits all conduct by which any student because of actual or perceived sex, age, race, ethnic group identification, religion, color, national origin, ancestry, physical disability, mental disability, actual or perceived sex, sexual orientation, gender or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics is subject to unwelcome, hostile, offensive, intimidating, oppressive or otherwise interfering harassment in an educational setting. Moreover, students will not be excluded on the basis of the aforementioned protected bases from participation in or access to any educational program, guidance and counseling programs, testing procedures, curricular or extracurricular, including all sports and other activities; denied the benefits of participation, or subjected to harassment or other forms of discrimination in such programs.

Gender means sex and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 – Married / Pregnant / Parenting Students)

(cf. 6164.6 - Identification and Education under Section 504)

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another students' ability to participate in or benefit from school services, activities or privileges.

(cf. 5145.2 Freedom of Speech/Expression)

(cf. 5145.7 - Sexual Harassment)

## **Sexual Harassment**

All of the foregoing applies to complaints of sexual harassment. For the purpose of clarification, prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual, physical conduct of a sexual nature where such conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or creating an intimidating, hostile, or offensive educational environment; where submission to such conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress; where submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual; where submission to, or rejection of, such 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 district and its school sites.

### **Examples of Prohibited Behavior:**

- Exposing genitals
- Shouting obscenities
- Mooning
- Streaking
- Leaving obscene messages on school computers
- Whistling at other students and/or school employees
- Threatening rape
- Intentionally pressing or rubbing oneself sexually around another person
- Teasing other students and/or school employees about their sexual activity or body
- Unwanted deliberate hugging, kissing, touching, patting, pinching, grabbing, leaning over, or cornering a student or school employee.
- Flipping up skirts
- Pulling down someone's pants, shorts or skirts
- Bras, pants, shorts or skirts snapping
- Continual staring at a person's body
- Sexual or dirty jokes
- Actual or attempted rape or sexual assault
- Unwanted pressure for sexual favors or dates
- Making sexual gestures with hands or through body movement
- Unwanted letters or materials of a sexual nature
- Kissing sounds, howling, and smacking lips
- Looking a person up and down
- Sexual rumors
- Comments about the body
- Violating personal space
- Pornographic pictures, posters, drawings or stories

- Offensive displays of sex-related objects
- Offensive graffiti of sexual nature, racial nature or of any discriminatory basis
- Holding a person against his or her will
- Bullying
- Text messages that are inappropriate or sexual in nature.

### **Enforcement**

Disciplinary action up to and including expulsion will be promptly taken against any student if it becomes known to the district and proven by school officials that such student has engaged in conduct prohibited by this policy.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process)

(Students with Disabilities)

### **No Retaliation**

No student, employee, or other individuals will be retaliated against, in any manner, for reporting conduct which he or she believes to be a violation of this policy, for participating in an investigation of a possible violation of this policy, or for using the district's Uniform Complaint Procedure.

### **Complaints**

Students who have been subjected to discriminatory harassment have an obligation to immediately report the incident or incidents to their principal or designee or the district's Affirmative Action Director, who is also the district's Title IX Coordinator. The complaint will be processed in accordance with the district's Uniform Complaint Policy and Procedure. It is encouraged and recommended that students use the district's Uniform Complaint Procedure; however, they may seek recourse by pursuing available remedies outside the district. The district's Affirmative Action Office will have available the specific rule and procedures for reporting charges of sexual harassment and for pursuing available remedies.

### **Notifications**

Pursuant to Educational Code 231.5, a copy of this policy will be displayed in a prominent location in the main administrative building at each school site of the district or other areas where notices regarding the district's rules, regulations, procedures and standards of conduct are posted. Also, this policy will be a part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable. At the beginning of each school year, the district's sexual harassment policy will be

included in the notifications that are sent to parents/guardians and will be disseminated to each staff member annually, at the beginning of the first quarter or semester of the school year, or at the time a new employee is hired. This policy will also appear in any school or district publication that sets forth the school's or districts comprehensive rules, regulations, procedures and standards of conduct.

Any teacher, counselor, or district employee who receives a sexual harassment incident report from any student or adult in the educational setting and/or if the alleged incident occurred on district property or school site, or at a district or school-related or sponsored activity, must report this information to the site administrator. Site administrators are required to submit a report to the Affirmative Action Office in order for the Affirmative Action Office to maintain a record of complaints.

**Policy SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

Adopted: October 17, 2007 San Bernardino, California

Revised: June 17, 2008

**Statements of Ed Code and District Policy**

**Comprehensive School Safety Plan: Annual Notice**

E. C. 45294.6, E. C. 32286/32288/32288(c)– Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1st, every year thereafter. Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Section 33126 and 35256. In addition, schools shall invite, in writing, specified persons and entities of their right to review Safe School Plans per this code. Each school district is required to annually notify the State Department of Education by October 5th of any school that has not complied with the development of a Comprehensive School Safety Plan.

**Duty Concerning Conduct of Pupil**

E. C. 44807– Every teacher in public school shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

**Laser Pointers**

Penal Code 417.27 - Prohibits possession of a laser pointer by any student on any elementary or secondary school premise, unless possession is for valid instruction. Further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

### **Assaults on Employees, Reporting**

E. C. 44014 – (a) Whenever any employee of a school district or of the office of a county superintendent of schools is attacked, assaulted, or menaced by any pupil, it shall be the duty of such employee, and the duty of any person under whose direction or supervision such employee is employed in the public school system who has knowledge of such incident, to promptly report the same to the appropriate law enforcement authorities of the county or city in which the same occurred. Failure to make such report shall be a misdemeanor punishable by a fine of not more than two hundred dollars (\$200).

### **Notification of Parent or Guardian; Retention of Object by School Personnel; Release**

E. C. 49332 – The parent or guardian of a pupil from whom an injurious object has been taken pursuant to this section may be notified by school personnel of the taking. School personnel may retain protective possession of any injurious object taken pursuant to this section until the risk of its use as a weapon has dissipated, unless prior to dissipation of the risk, the parent or guardian requests that the school personnel retain the object in which case, the school personnel shall retain the object until the parent or guardian or another adult with the written consent of the parent or guardian appears personally to take possession of the injurious object from the school personnel.

### **Notification of Privacy Rights of Parents and Students**

E. C. 49063/49069/49070/49073 – Federal and states laws grant certain rights of privacy and rights of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to:

- (1) Parents of students age 17 and younger,
- (2) Parents of students age 18 and older if the student is a dependent for tax purposes,
- (3) Students age 16 and older, or students who are enrolled in an institution of post-secondary instruction (called “eligible students”).

Parents, or an eligible student, may review individual records by making a request to the principal. The principal will see that explanations and interpretations are provided if requested. Information which is alleged to be inaccurate, or inappropriate, may be removed upon request. In addition, parents or eligible students may receive a copy of any information retained; persons responsible for records, directory information, and access by other persons, review, and to the challenge of records are available through the principal in each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer the parent (or eligible student) may review, receive a copy (at a reasonable fee), and/or challenge the records. If you believe the District is not in compliance with federal regulations regarding privacy, you may file a complaint with the United

States Secretary of Health, Education and Welfare. This district is participating with the California School Information Services (CSIS) Program in the electronic transfer of student data for state reporting to the California Department of Education and to districts and/or public postsecondary institutions to which the student is transferring or applying for admission. All data maintained by the CSIS program is in compliance with federal and state privacy and confidentiality requirements. Student information is encoded such that no personally identifiable information is retained by CSIS. The benefits of participation to the student and parent are that student records can be transferred much more promptly, and that information about student assessment and academic placement will be available at the time of transfer. Schools and districts will benefit from the streamlining and reduction of required state reporting. Parents have the right to inspect student information maintained by the CSIS program. Contact Data Systems in Technology and Information Services to initiate this procedure (760-416-6150 Option 1). The District also makes student directory information available in accordance with state and federal laws.

### **Your Rights – Due Process**

When certain rule violations occur, all students are entitled to due process. This means that there are definite procedures designated to protect the rights of the individual that school officials must follow when disciplinary action becomes necessary. There are also procedures which students must follow when they do not agree with the actions of the school. When a student becomes involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given a detailed description of the due process procedures. This summary is only to acquaint students and parents that such procedures exist.

### **Court Orders**

E. C. 49077 – Information concerning a student shall be furnished in compliance with a court order. The school district shall make a reasonable effort to notify the parent and the pupil in advance of such compliance if lawfully possible within the requirements of the judicial order. (Amended Stats. 1077, Ch. 36.)

### **Uniform Complaint Policy**

San Bernardino City USD | AR 1312.3 Community Relations

### **Uniform Complaint Procedures**

### **Compliance Officers**

The Board of Education designates the following compliance officer(s) to receive and investigate complaints and to ensure district compliance with law:

Affirmative Action Director and / or Designee  
777 North F Street  
San Bernardino, CA 92410

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures in accordance with the procedures set out in 5 CCR 4600-4687 and in accordance with the policies and procedures of the Board.

**Definitions**

Complainant means any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination in programs, services, and activities.

Complaint means a written and signed statement on the appropriate form, alleging a violation of a federal or state law or regulation governing the programs listed in the 5 CCR 4610(b) discrimination, or a violation, misinterpretation, or misapplication of a Board adopted rule, regulation, or policy by the district. If the complainant is unable to put the complaint in writing, due to conditions such as illiteracy or a disability, the Affirmative Action Office will assist the complainant in the filing of the complaint.

Days mean calendar days unless designated otherwise.

District means the San Bernardino City Unified School District.

Principal / Site Administrator means the district administrator most directly responsible for the action or omission giving rise to the complaint.

Superintendent means the Superintendent of the San Bernardino City Unified School District.

Programs and activities include the following: Federal Consolidated Categorical Aid Programs, State Consolidated Aid Programs, Special Education, unlawful discrimination, No Child Left Behind Act of 2001: Title I (Basic Program), Title II (Teacher Quality and Technology) Title III (Limited-English Proficient), Title IV (Safe and Drug Free Schools), Title V (Innovative Strategies); Federal Programs: Adult Education, Career/Technical Education, Child Development, Indian Education, Nutrition Services, Special Education; State Consolidated Categorical Aid Programs: Economic Impact Aid (State Compensatory Education), Economic Impact Aid (Economic Impact Aid-Limited English Proficient), Miller-Unruh Special Reading Program, Peer Assistance and Review, School Improvement Program, School Safety and Violence Prevention, Tenth Grade Counseling, Tobacco Use Prevention Education.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee. (cf. 9124 - Attorney)

### **Notifications**

The District's Communications Office and the District's Affirmative Action Office will meet the notification requirements of the 5 CCR 4622, by annually notifying in writing, as applicable, the District's students, employees, parents/guardians of the pupils, the District advisory committee, appropriate private school officials or representatives, school advisory committees, and other interested parties of the District's complaint procedures. The notice shall be in English and when 15 percent or more of the pupils of the District speak a primary language other than English, the notice will also be in that primary language of the recipient of the notice in addition to English. The Affirmative Action Office shall make available copies of the District's uniform complaint procedures free of charge.

The notice shall include the following:

1. The Affirmative Action Director or designee as the person responsible for processing the complaints.
2. Time lines for filing a discrimination complaint that do not exceed six months from the date the alleged incident occurred or six months from the date the complainant first obtains knowledge of the facts of the alleged violation.
3. The right to contact the Affirmative Action Office for information about available local civil law remedies under state or federal discrimination laws or other laws, if applicable.
4. Appeal and review procedures, including the right of appeal to the State Department of Education within 15 days after the district's determination.
5. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the time line. Sexual harassment complaints will be investigated promptly.
6. The investigation of the complaint will be conducted in a manner that protects the confidentiality of the parties and the facts, as appropriate.
7. The determination on the merits of the complaint will be put in writing and issued to the complainant.
8. The District prohibits retaliation in any form for the filing of a complaint the reporting of instances of discrimination (including the reporting of sexual harassment) or for the participation in any part of the complaint process.

9. If the allegations include being a victim of discrimination, the complainant may not seek civil remedies until at least 60 days have elapsed from the filing of an appeal to the State Department of Education, pursuant to Section 262.3 of the General Education Code provisions.

### **Procedures**

The following procedures shall be used to address all complaints, including those which allege that the District has violated federal or state laws or regulations governing educational programs. This includes allegations of unlawful discrimination regarding actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632 and 4633.

### **Step 1: Filing of Complaint**

#### **Informal Level**

1. Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630)
2. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
3. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.

#### **Formal Level**

Complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. The complaint shall be presented to the compliance officer(s) who shall maintain a log of complaints received.

The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, or by one who believes an individual or any specific class of individuals has been subjected to discrimination prohibited by this part.

## **Step 2: Investigation of Complaint**

The complainant will have the right to present complaints in accordance with these procedures with or without representation. The complainant has a right to representation in any part of the complaint procedure, so long as there is no material disruption, interference, or interruption of the process by the individual's representative.

1. Complainants are protected from retaliation and the identity of the complainant alleging discrimination will remain confidential as appropriate.
2. An investigation of a discrimination complaint will be conducted in a manner that protects confidentiality of the parties and the facts, except to the extent necessary to carry out the investigation or proceedings on a case-by-case basis as appropriate.
3. The complainant or the complainant's representative, or both, will be given an opportunity to present information or evidence relevant to the complaint.
4. Complaints alleging sexual harassing conduct will be investigated immediately upon receipt of a verbal and/or written complaint. If evidence is found to substantiate any allegation of sexual harassing conduct, appropriate corrective action will be taken.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations. Refusal by the respondent to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

## **Step 3: Response**

Within 60 days of receiving the complaint, the Affirmative Action Office shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #4 below. (5 CCR 4631) The 60 day time line can be extended with written permission from the complainant.

## **Step 4: Final Written Decision**

The report of the district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The report of the Affirmative Action Offices decision shall be written in English, in the primary language of the complainant whenever feasible and required by law, or in the mode of communication of the recipient of the notice.

The report that is sent to the parents / guardians / complainant must be written in the primary language where 15 percent or more of a schools enrolled student speak a single primary language other than English. The district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The report will include the following:

1. The findings of fact based on the evidence gathered and disposition of the complaint, including corrective actions if any are warranted. Details of the corrective actions will be revealed to the extent allowable without infringing on the privacy rights of the individual student or employee. The report will not give information on the specific nature of the disciplinary action, if taken.
2. The rationale for such a disposition
3. The conclusion(s) of law
4. Notice of the complainant's right to appeal the district's decision to within 15 days to the California Department of Education and procedures to be followed for initiating such an appeal. (5 CCR 4631)

#### **Appeals to the California Department of Education**

1. If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652)
2. When appealing to the California Department of Education, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the complaint filed with the District and a copy of the district's decision.
3. Upon notification by the California Department of Education that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the California Department of Education: (5CCR 4633)
  - a. A copy of the original complaint
  - b. A copy of the decision.
  - c. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision.
  - d. A copy of the investigation file, including but not limited to all notes, interviews and documents submitted by the parties and gathered by the investigator.

- e. A report of any action taken to resolve the complaint.
  - f. A copy of the districts complaint procedures.
  - g. Other relevant information requested by the California Department of Education.
4. Complaints that have issues that include, but not limited to allegations of child abuse, health and safety complaints related to a child development program, employment discrimination and allegations of fraud are not under the jurisdiction of the California Department of Education.

If a complaint is erroneously filed with the California Department of Education without first being filed with and investigated by the District the California Department of Education may immediately forward the complaint to the District for processing, unless extraordinary circumstances exist necessitating direct intervention as described in 5CCR S 4650. Upon receipt of the complaint from the California Department of Education, the district will investigate and respond to the complaint following the District's Uniform Complaint Procedures.

### **Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

The Affirmative Action Office will provide information available on local civil remedies, and the timeline for seeking legal administrative remedies in discrimination complaints.

Regulation SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
Approved: October 16, 2007 San Bernardino, California  
Revised: June 9, 2008

**IMPORTANT:**  
**PARENT / GUARDIAN**  
**PLEASE REVIEW SIGNATURE PAGE**  
**ACTION NEEDED**  
**(NEXT PAGE)**

## Tear Out Parent Signature / Return Sheet

“I have read and discussed with my child the topics included in the 2016 - 2017 Brown Elementary School Parent / Student handbook.”

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_

Grade \_\_\_\_ Teacher \_\_\_\_\_ Date \_\_\_\_\_

In addition to the Parent / Student handbook, please complete, sign and return the enclosed required district forms:

- \_\_\_\_\_ Student Emergency Data Card (in case of school emergency and student medical emergency)
- \_\_\_\_\_ General Release
- \_\_\_\_\_ Student Survey Participation Response
- \_\_\_\_\_ Student Internet Agreement
- \_\_\_\_\_ Brown Library Agreement
- \_\_\_\_\_ Student Accident Insurance letter
- \_\_\_\_\_ Meal ***Application***/ Income Survey
- \_\_\_\_\_ Questionnaire: Student / Family Address

We appreciate your time in going over each item with your child and returning these important *forms* and *signature page* back to the school for our records.

**Have a great 2016 - 2017 school year!**