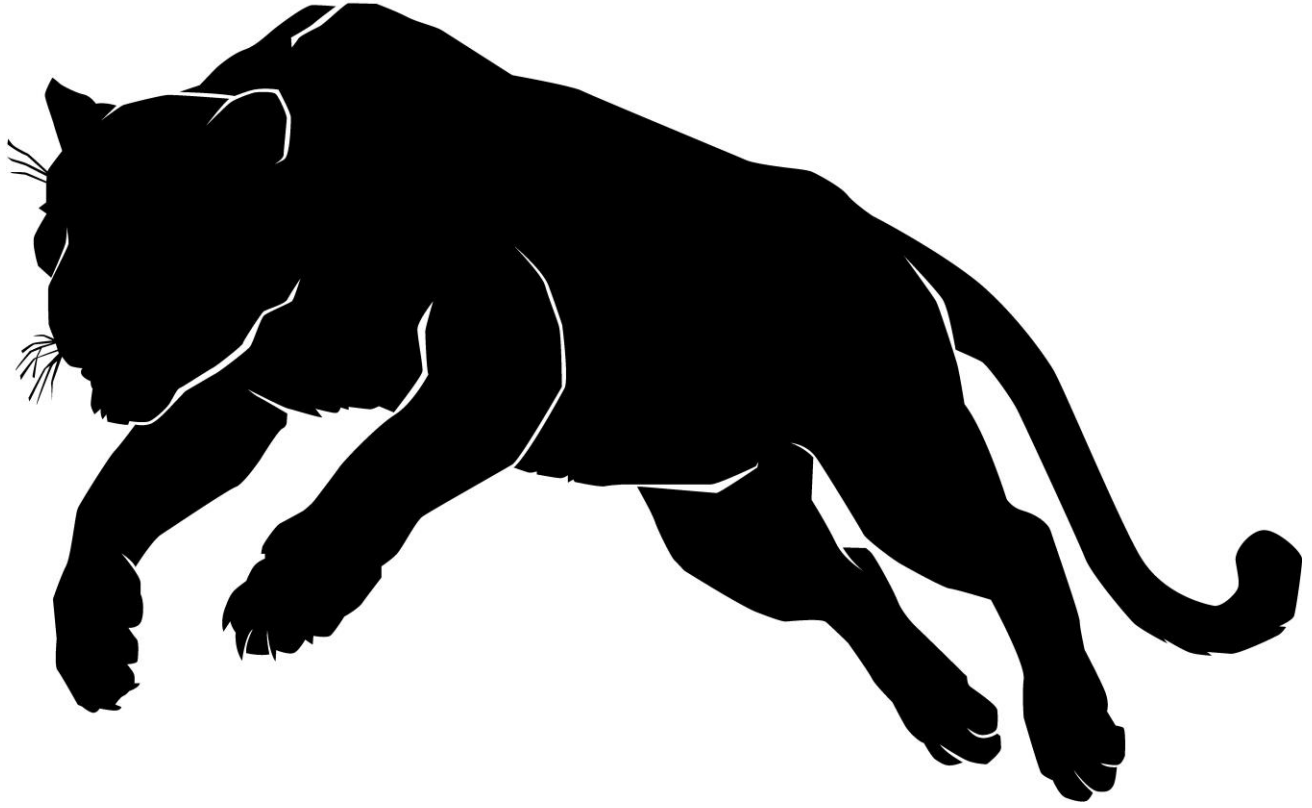


Chino Valley Unified School  
District



**LYLE S. BRIGGS**

**K-8 SCHOOL**

**STUDENT/PARENT HANDBOOK**

**2016-2017**

**Lyle S. Briggs K-8 School**  
11880 Roswell Ave.  
Chino, CA 91710

(909) 628-6497 Phone  
(909) 548-6085 Fax  
[www.chino.k12.ca.us/briggs](http://www.chino.k12.ca.us/briggs)

**Office Hours: 7:15 a.m. – 4:15 p.m.**

**ADMINISTRATION**

Principal	Debra Boeve
Assistant Principal	Monica Hyland
Assistant Principal	

**OFFICE STAFF**

Secretary	Nicole Kemp
Counseling Assistant	Yolanda Cardona
Attendance Clerk	Sylvia Meyer
Clerk Typist II	Michele Roberts
Bilingual Clerk I	Diana Orihuela

**HEALTH OFFICE**

Nurse	Jennifer Rode
Health Tech	Amreen Razzak

**LIBRARIAN**

Barbara Jerrett

**SCHOOL PSYCHOLOGIST**

Danette Bourne

**INTERVENTION COUNSELOR**

Krista Borgogno

**SCHOOL COLORS**

Navy Blue and White

## BELL SCHEDULE 2016- 2017

Regular Bell Schedules								
<u>7th &amp; 8th Grade</u>			<u>6th Grade</u>			<u>1st - 5th Grade</u>		
Homeroom	7:45	7:53	School Begins	7:45		School Begins	8:15	
Per 1	7:57	8:51	4-6 Recess	10:25	10:38	1-3 Recess	10:05	10:18
Per 2	8:55	9:49	4-6 Lunch	12:30	1:10	4-6 Recess	10:25	10:38
Nut Break	9:49	9:59	Dismissal	2:25		1-3 Lunch	11:30	12:10
Per 3	10:03	10:57				4-6 Lunch	12:30	1:10
Per 4	11:01	11:55				1-3 Recess	1:20	1:33
Lunch	11:59	12:29				Dismissal	2:55	
Per 5	12:33	1:27						
Per 6	1:31	2:25						

Minimum Day Schedules								
<u>7th &amp; 8th Grade Minimum Day</u>			<u>6th Grade Minimum Day</u>			<u>1st - 5th Grade Minimum Day</u>		
1	7:45	8:11	School Begins	7:45		School Begins	8:15	
2	8:15	8:41	Lunch 4-6	10:10		Lunch 1-3	9:40	
3	8:45	9:11	Dismissal	11:20		Lunch 4-6	10:10	
Brunch	9:15	9:50				Dismissal	11:45	
4	9:54	10:20						
5	10:24	10:50						
6	10:54	11:20						

<u>Kindergarten</u>	
<u>A.M.</u>	
School Begins	8:15
Dismissal	11:35
<u>P.M.</u>	
School Begins	11:35
Dismissal	2:55

*P.M. Kindergarten classes will be on the A.M. schedule EVERY WEDNESDAY and EVERY minimum day*  
Chino Valley Unified School District

# Lyle S. Briggs K-8 School

## **School-of-Choice Parental Agreement**

### **Parental responsibilities for having students attend Briggs as a school-of-choice include:**

- Adhering to school hours: students are on time to school each day and have a strong attendance record. All student illness must be reported to the school within five (5) days
- Observing all school discipline policies related to behavior, attendance, dress code, etc.
- Attending Back to School Nights, parent conferences, student study team meetings, student attendance review meetings, and Open House, and all other meetings related to the school or the student
- Supporting each student's responsibility to complete and return homework and maintain positive study habits in the home setting
- Modeling high moral standards, respect, courtesy, and patriotism for the school community
- Treating all staff members with respect
- Following the "chain of communication" regarding classroom concerns to start all communication with the classroom teacher
- Emphasizing with your children the importance of proper student behavior and compliance with all school rules
- Honor the Dress Code Policy at Briggs and student discipline related to dress code
- Monitoring school news via the school website, phone blast messages, and individual teacher webpages where applicable
- Joining PFA and participating in family events and fundraising
- Volunteering for service events for the school, in the classroom, or for PFA

*Briggs School is an alternative school available through the Intra-District Transfer process.*

*Transportation services are not provided by the District to students attending Briggs.*

**Renewal of a student transfer may be revoked due to noncompliance with the agreement items stated above as well as student behavior and attendance**

## **WE ARE A SAFE AND SECURE CAMPUS**

Safety is a priority at our school. When visiting Briggs during school hours, 7:45 a.m. – 2:55 p.m., please adhere to the *Penal Code Section 627.3* which requires that all visitors to a public school must check in at the office and provide the following information: Name, Address, purpose for visit and proof of identity.

Individuals listed on student emergency cards may pick up students under emergency circumstances. Parents must provide notification to the school in writing indicating consent to the release of students.

Please be prepared to show your California photo ID or your California Driver's License for proof of identity.

## IMPORTANT DATES TO REMEMBER

### First Day of School

Mon, Aug 15 for all students

### Last Day of School

Thurs, Jun 1 for Gr. K-6

Fri, Jun 2 for Gr. 7 & 8

### Grading Schedules

1st Tri Progress Reports:

Fri, Sept 30

1st Tri Report Cards:

Fri, Nov 18

2nd Tri Progress Reports:

Fri, Jan 13

2nd Tri Report Cards:

Mon, Mar 6

3rd Tri Progress Reports:

Fri, Apr 21

3rd Tri Report Cards:

Thurs, Jun 1

Gr. 7 & 8 Progress Reports and Report Cards mailed within 10 days of these dates.

### NO SCHOOL on the following dates:

Mon, Sep 5: Labor Day

Fri, Nov 11: Veterans Day

Mon-Fri, Nov 21-25:

Thanksgiving Break

Mon-Fri, Dec 19-Jan 2:

Christmas Break

Mon, Jan 16: Martin Luther

King, Jr. Day

Fri, Jan 22: No School for Grades 7 & 8 only

Mon, Feb 13: Lincoln's

Birthday

Mon, Feb 20: Washington's

Birthday

Mon-Fri, Mar 27-Mar 31:

Spring Break

Mon, May 29: Memorial Day

### Parent Conferences

*All Parent Conference Dates are Minimum Days*

Tues-Fri, Oct 4-7

Thurs-Fri, Jan 19-20

Thurs, April 13

*\*Note: Parents may request a conference during the parent conference dates.*

Thurs, June 1: last day of school for K-6 (Minimum Day)

Fri, June 2: last day of school for 7-8 (Minimum Day)

## TABLE OF CONTENTS

Attendance Policies.....	7
Early Sign Out.....	7
Tardy Policy.....	8
Truancy.....	8
Awards and Recognition.....	9
A.S.B./I.D. Cards.....	10
Books and Property.....	10
Campus Expectations.....	10
Playground Expectations.....	11
Cell Phones.....	11
Discipline Plan.....	12
Curriculum and Instruction.....	14
Academic Grading Policy Grades K-8.....	14
Academic Honesty Policy.....	15
Citizenship/Work Habits Grades.....	15
English Language Development.....	16
Gifted Program.....	16
Homework Policy.....	17
Make-Up Work.....	18
Report Cards.....	18
Required Materials.....	18
Disaster Preparedness.....	19
Dress Code.....	19
Emergency Cards.....	21
Health Services.....	21
Home/School Communication.....	22
8 <sup>th</sup> Grade Promotion.....	23
Lost and Found.....	23
Lunch/Breakfast Procedures/Prices.....	23
Parent/Teacher/Student Conferences.....	24
Parties.....	24
Problem Solving/Complaint Procedures.....	24
Short Term Independent Study.....	9
Parent Involvement Opportunities .....	25
Transportation/Traffic Safety.....	25
Drop-off/Pickup Procedures (map).....	25
Campus Map.....	27
Grounds for Suspension/Expulsion.....	28
Uniform Complaint Procedures .....	30

## **Attendance Policies**

Good attendance is essential to students' learning! Great effort should be given toward children attending school **EVERY DAY ON TIME**. Please make illness the only reason to miss school!

***Briggs is a school of choice; renewal of a student's Intra-District transfer may be revoked due to attendance issues.***

If your child is absent, it is the parents' responsibility to verify their child's absence with the office. **Parents need to verify their child's absence PRIOR to their child's return to school using ONE of the following methods:**

1. Call the Office at (909) 628-6497
2. Use the school website for Absence Reporting
3. Send a written note signed by the parent to the office with the following information:

Date	Date of absence
Student's full name and grade level	Reason for absence
Teacher name	Parent signature
4. Send a note from the doctor or have the doctor send a fax at (909) 548-6085 stating that your child has been seen on the date(s) of absence

**Students in Grades 7 or 8** returning from an absence **MUST** report to the Office before school to obtain an "admittance slip" **BEFORE** entering class. If the student enters class without the admittance slip, they may be marked tardy and may be assigned a detention. It is the student's responsibility to pick up the admittance slip from the office and arrive to class **ON TIME**. Students who arrive late to class due to picking up their admittance slip **WILL** be marked tardy.

***\*Parent verification of absence MUST be completed within five (5) school days of the student's return to school. On the sixth day, the absence becomes a truancy. Students are allotted one (1) day to make up missed work for every day of the excused absence.***

***After 10 absences for illness, the school may require a doctor's note to excuse subsequent absences***

## **Early Sign-Out Instructions**

**Students are engaged in learning activities throughout the entire school day. We highly encourage you to arrange doctor and dentist appointments for after school hours.** If your child has a doctor/dentist appointment during the day, please provide the note from the doctor/dentist office to clear your child's absence or early dismissal. If you do need to sign your child out early for any reason, you will need to come to the office and we will call your child out of their class at that time. Please be aware of the following:

1. We will not call your child out of class prior to your arrival.
2. Students will not be released during their scheduled lunchtime.
3. Students will not be released during the last 30 minutes of the school day.

Individuals listed on student emergency cards may pick up students under emergency circumstances. Parents must provide notification to the school in writing indicating consent to the release of students

## **Tardy Policy**

To maintain positive attendance, students must come to school ON TIME. Students who are tardy not only interrupt their own learning, but may be a distraction for the teacher and students who have already started that day's instruction. Tardies will accumulate during each 12-week period (each trimester) in grades 1-8. Tardies will start over with each new trimester.

If your child is 30 minutes or more late to school, they **MUST** be accompanied by an adult or have a note signed by an adult stating the date and reason for the tardy. If your child is late to school due to a doctor or dentist appointment, your child **MUST** bring a note from the medical office stating that your child was at the appointment. If you do not provide the medical note, your child **WILL** be considered tardy.

**NOTE: Three or more thirty-minute tardies are recorded as truancy**

### **Tardy Consequences**

2 <sup>nd</sup> tardy	Warning- Tardy Notification sent home
3 <sup>rd</sup> tardy	Lunch duty
4 <sup>th</sup> tardy	30 minute after school detention
5 <sup>th</sup> tardy	45 minute after school detention
6 <sup>th</sup> tardy	1 hour after school detention and parent conference
7 <sup>th</sup> tardy	Two 1 hour after school detentions
8 <sup>th</sup> tardy	Consequences determined by Administration

### **Grades 7/8: Tardies to class during each trimester:**

4 tardies to a single class- citizenship grade of "N" for that class

5 or more tardies to a single class- citizenship grade of "U" for that class

## **Truancy**

It is important to note that the State Department of Education mandates that schools follow the Attendance Laws. The state has defined **truancy** as follows:

**Education Code Section 48260 (a):** Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

The only valid reasons for excused absences are illness, medical appointments, death in the immediate family, or court appearance for the child as outlined under **Education Code Section 48205**.

Junior High students who are considered truant to individual periods during the school day are subject to disciplinary consequences.



## **Short Term Independent Study**

Short term independent Study is primarily designed for the student who will be away for a planned absence. This absence is for a minimum of five days to a maximum of twenty school days. Parent/Guardian needs to notify office (sign contract) 5 days in advance or more prior to the absence. There is work required for each school day missed. All work must be completed and returned to school the first day after exiting the I.S. program. This may involve mailing or delivering the I.S. work your student has completed to the I.S. coordinator. This is a voluntary program that takes a commitment on the part of both the parent and student. If you have any questions, you may contact an administrator at the site.

## **Awards & Recognition**

Award assemblies are held at the end of each trimester for grades K-8. Students are eligible for the following recognitions at the end of each grading period.

- **Student of the Month** – Each month teachers in grades 1-8 select a student who exemplifies the Character Theme of the Month. These students will receive certificates, and other items.
- **\*\*\*Honor Roll (7<sup>th</sup>-8<sup>th</sup> grade)**-Each trimester students with a GPA of 3.0 or better will receive a certificate at our Awards Assembly. At the end of the year, they will receive recognition if they have been Honor Roll all year. Students may not have any “D” or “F” grades and may not have more than 1 “N” or a “U” in citizenship.
  - At the end of the year, for 8<sup>th</sup> grade students, this eligibility is determined by their 3<sup>rd</sup> Trimester, 6 week progress report. 7<sup>th</sup> grade students will be recognized at the first assembly of the following school year.
- **Panther Pride Recognition (1<sup>st</sup>-6<sup>th</sup> grade)**  
Two student recognitions are possible for students in 1st-6<sup>th</sup> grade:
  - Demonstrating Exceptional Growth – Students who are progressing towards proficiency in all core areas.
  - Roaring with Excellence - Students who demonstrate consistency in proficiency or exceeds proficiency in all core areas.
- **Panther Pride Recognition (Kindergarten)**  
Six students from each Kindergarten class will be recognized, at the end of each trimester, for exceptional progress/growth in the following:
  - Academics (2)
  - Behavior/Overall Citizenship (2)
  - Social-Emotional Growth (2)
- **Perfect Attendance** – This award will be given at the end of the year. To earn this award, students must not have any absences or tardies. Junior High students cannot have any full-day or period absences and cannot have any tardies.

### **President’s Award for Educational Excellence (8<sup>th</sup> grade only)**

This award is presented at the Promotion Ceremony. The purpose of this National Award is to recognize academic success. To be eligible for this award an 8<sup>th</sup> grade student must meet the following criteria:

Gold Award

- 3.50 GPA for each of the 3 trimesters in grade 7 and the 1<sup>st</sup> and 2<sup>nd</sup> trimesters in grade 8

- All academic grades “C” or better
- All citizenship marks “O” or S” only

#### Silver Award

- 3.33 GPA for each of the 3 trimesters in grade 7 and the 1<sup>st</sup> and 2<sup>nd</sup> trimesters in grade 8
- All academic grades “C” or better
- All citizenship marks “O” or S” only

### **ASB/I.D. Cards (6<sup>TH</sup>-8<sup>TH</sup> GRADE)**

It is the student’s responsibility to keep their A.S.B. card in a safe place and to have it available to show at school functions. These cards are also needed to check out books in the library. Lost A.S.B. cards may be replaced for \$5.00.

### **Books & Property**

Books, equipment, and materials are loaned to students by the school district. Students are required to keep books in good condition. If schoolbooks, equipment or materials are lost or damaged beyond normal wear, the student will be held financially responsible and restitution will be required. To keep books in good condition, books should be covered with non-adhesive book covers at all times. Failure by 8<sup>th</sup> grade students to return textbooks may result in disqualification from the 8<sup>th</sup> Grade Promotion Ceremony.

### **Campus Expectations**

Our campus rules are put into place to ensure a positive learning environment for our students. Anything or any actions that takes away from the learning environment is not allowed. Students are responsible for knowing and following all rules at Briggs.

1. Students should not arrive at school before 7:15 a.m. and should be picked up no later than 3:15 p.m. each regular school day. On minimum days, students should be picked up no later than 12:15 p.m. Students are to remain in the area of the covered tables in the morning until teacher supervision of the blacktop area begins.
2. Students must remain in designated areas at all times. They may not loiter in the halls, bike rack, or restrooms. They may not be in classrooms, library, computer lab, or MPR without the direct supervision of a teacher or staff member. All students must eat lunch and snacks in their designated areas only.
3. Students must have permission from their teacher when leaving the classroom to go to the restroom, office, nurse, library, or other approved destination.
4. Students may not chew gum while on campus. Students chewing gum may be issued a detention or assigned campus beautification.
5. Students may not sell any items on campus during school hours.
6. Students must conduct themselves in a safe and appropriate manner. Students must keep their hands and feet to themselves. Students may not pretend fight, wrestle, tackle, play “keep away”, or engage in unsafe play.

7. Students shall refrain from hugging, hand holding, and displays of overt affection.
8. Students may not bring toys or non-school related items onto campus without permission from Administration or the classroom Teacher. This includes, but is not limited to: laser pens, permanent markers, various electronic devices, etc. ***The school is NOT responsible for locating, repairing, or replacing any personal property.***
9. Flowers, balloons, birthday items, etc. are not allowed at school during the school day.
10. Students may only run in designated play areas. Students are informed about where the designated play areas are located for their grade level.
11. At the end of the school day all 6<sup>th</sup>, 7<sup>th</sup>, and, 8<sup>th</sup> grade students who are waiting for a younger sibling/family member must remain in the covered table area where there is supervision. Additionally, students are not allowed to congregate under the tree area in front of our school during drop-off or pick-up.
12. Parents/family members are to refrain from double parking or parking across the street and calling your student into the street to meet you.
13. Students must use appropriate, respectful language at all times with all adults and fellow students on campus. Name calling, teasing, or using any language which is derogatory toward a specific gender, ethnicity, culture, or sexual orientation is NOT allowed.

***Behavior identified as Harassment or Bullying will not be tolerated and will be dealt with swiftly and with progressively severe consequences per Ed Code.***

### **Playground Expectations**

1. Students should not take any personal belongings onto the playground including backpacks, textbooks, etc. before school. They are to be dropped off at the classroom hanging rack.
2. 1<sup>st</sup> – 5<sup>th</sup> grade students on the playground must “freeze” when the 8:12 am bell rings. When the teacher on duty blows the whistle, students are to WALK to their designated area. Getting drinks, going to the restroom, or continuing to play after the bell is NOT allowed.
3. Students must play in a safe manner (see **General Rules** on the previous page).
4. Contact sports such as tackle football and nationball/dodgeball are not allowed.
5. Students may play on the designated playground and school equipment ONLY with supervision from the Campus Supervisor or Teacher. Any sports equipment that goes over the fence or on the roof is to be reported to the nearest Campus Supervisor or Teacher.
6. If students have any issues with another student, they are to report the incident to the nearest Noon-Grounds Supervisor at the time of the occurrence.

7. Students may not bring toys or sports equipment from home unless it is being donated to the classroom. The donated equipment must be tagged with the room number, and any student in the class will have the opportunity to use the equipment.
8. Running is prohibited in the hallways that lead out to the blacktop at any time; teachers will walk their students to the blacktop at recess time.
9. Kicking balls on the blacktop is prohibited unless it is a PR game being supervised by a teacher.

## **Cell Phones/Electronic Devices**

We recognize the right of parents to provide their child a cell phone. However, when your child brings a cell phone or other electronic devices on campus, he/she must adhere to the following policies:

1. Cell phones and other electronic devices must be turned OFF and kept in the students backpack. They may NOT keep them in their pockets or have them visible during school hours.
2. Students suffering from an illness during the school day must go through the nurse's office for medical attention. Students are not permitted to contact parents via cell phone prior to notifying the health office of an illness. Students who circumvent the health office to contact a parent risk disciplinary action.
3. Cell phones and other electronic devices may NOT cause a disruption to the educational program or school activity. A disturbance caused by such devices will result in confiscation and disciplinary action.

**First offense:** cell phone/electronic device is confiscated and may be picked up by the student after school the day of the offense.

**Second offense:** cell phone/electronic device is confiscated and may be picked up by the parent after school the day of the offense. Student is issued a 1-hour detention

**Third offense:** cell phone/electronic device is confiscated and may be picked up by the parent two weeks from date confiscated. Student is issued two 1-hour detentions

**Fourth offense:** cell phone/electronic device is confiscated and may be picked up by the parent one month from date confiscated. Student will receive a 1-day suspension

*The school is NOT responsible for locating, repairing, or replacing any electronic devices.*

## **Discipline Plan**

The discipline policy of Briggs is designed to ensure that each student has the opportunity to learn in a safe and secure environment. Our aim is to develop responsibility, citizenship, leadership, and respect for others. The school-wide progressive discipline policy emphasizes positive campus behaviors and eliminates those behaviors that are unsafe and/or disruptive. To achieve these goals, it is an expectation that all students know and follow the Campus Rules as presented on pages 9 & 10 of this handbook. Please take time to review these rules.

Students who consistently follow these rules will be rewarded on an individual and school-wide basis. Verbal praise, Panther Perks, Student of the Month, and Panther Paws are some examples of the ways students may be recognized for showing their Panther Pride.

In the classroom, each teacher will develop their own progressive discipline plan which may include (but are not limited to) the following consequences for inappropriate behaviors: warnings, name on board, parent notification, loss of recess or special activities (such as picture person and fieldtrip) privileges, time away from class, lunch duty, teacher detention, and/or teacher class suspension.

More serious and/or repeat infractions will result in the student receiving an Office Referral. An Administrator will investigate the incident, research the student's discipline record, and then determine the consequence that is appropriate for the rule violation. In most cases, a progressive discipline plan will be followed. However, there are instances when an Administrator will move directly to a higher step on the hierarchy due to the seriousness of the offense. Violations of Education Code 48900s will result in increased disciplinary action including, but not limited to, suspension, and/or recommendation of expulsion.

**Communicate** - Students will be spoken to regarding the incident and given an opportunity to explain. Administrator will reinforce the expected behavior and emphasize making positive choices and/or changing student behaviors.

**Lunch Duty** – Students assigned a lunch duty will report to the Noon Ground Supervisor, eat their lunch and then assist in campus beautification of the lunch area or playground.

**Campus Beautification** – Students will report to the Administrator and be given an assignment to beautify the school such as: collecting debris, cleaning tables, removing staples, scraping gum, etc.

**Benched in Office** – Students will report to the office and be excluded from recess, class activities, and/or field trips.

**Lunch Detention** – Students will eat their lunch in the office or designated room away from peers.

**After School Detention** – Written Parent Notification will be sent home indicating the date when the child is to report for detention. The date of the detention will always be at least 24 hours after the Written Parent Notification is sent home to allow for parents to arrange for transportation. On the day of detention, the student is to report to the detention room and check in. All detentions will be served after school on THURSDAYS and *will NOT be reassigned to recess, lunch or before school.* Failure to serve a detention will result in further disciplinary action.

**Saturday Work/Study Program (SWSP)** - Students may be placed on SWSP for failure to serve their assigned detention(s), excessive tardies, and/or committing an act for which he/she would normally be suspended. On the designated Saturday, the student will be expected to arrive at school promptly at 8:00 a.m., and report to the supervising teacher. Students will be in attendance for a total of four hours under the supervision of certificated staff. Students do campus beautification and class work they obtain from the classroom teacher. Parents will be given at least 48 hours notice of the consequence of SWSP.

**On Campus/Class Suspension** – Students will spend the entire day (or class period) in an alternative education setting on campus. A good faith effort will be made to make contact with the parent/guardian to discuss reasons for on campus/class suspension.

**Off Campus Suspension** – Students may not come to school during their off campus suspension. The school has the right to suspend a student for up to five days for violation of Ed. Code 48900s. In all cases of suspension, a good faith effort will be made to make contact with the parent/guardian to discuss the reasons for suspension and potential consequences for additional violations.

**Expulsion** - The school has the right to recommend to the Superintendent that a student be expelled from CVUSD. If a student is recommended for expulsion, both the student and his/her parent/guardian will be formally notified. Part of the notification process will include detailed instructions regarding the due process procedure.

**Law Enforcement Involvement** - Some school behavior violations are also against the law, and they are no less a crime when committed on a school campus. Students may be arrested for breaking the law at school or at a school function according to the Penal Code.

Students receiving multiple Written Parent Notifications and/or Office Referrals may receive lowered Citizenship and/or Work Habits grade on the student’s report card. Citizenship and/or Work Habits grade may affect the student’s eligibility for Briggs’ awards and recognitions and eligibility for special activities, fieldtrips, and participation in athletics.

Substitute teachers are required to enforce all school rules. Any student’s willful violation of a rule in a classroom taught by a substitute may double the typical penalty assigned by the teacher or administration.

**Curriculum & Instruction**

The curriculum is consistent with Chino Valley Unified School District materials and follows the Common Core State Standard. Special emphasis is placed on student achievement within a well-balanced educational program. Parent conferences and/or Student Team Excellence Program (STEP) will be scheduled to meet with the parents of students performing below expected academic standards in order to develop an academic assistance plan.

**Academic Grading Policy -AR 5121(a)**

Grades for achievement shall be reported each grading period as follows:

Kindergarten:

Course Content and District Writing Prompts

O	Outstanding	4	Advanced 90-100%
S	Satisfactory	3	Proficient 80-89%
N	Needs Improvement	2	Basic 70-79%
U	Unsatisfactory	1	Below Basic/Far Below Basic 0-69%

Grades 1 and 2:

Course Content and District Writing Prompts

O	Outstanding 90-100%	5	Advanced 90-100%
S+	Satisfactory 80-89%	4	Proficient 80-89%
S	Satisfactory 74-79%	3	Basic 70-79%

S-	Satisfactory 70-73%	2	Below Basic 60-69%
N	Needs Improvement 60-69%	1	Far Below Basic 0-59%
U	Unsatisfactory 0-59%		

**Grades 3 through 6:**

Course Content and District Writing Prompts

A	Advanced 90-100%	5	Advanced 90-100%
B	Proficient 80-89%	4	Proficient 80-89%
C	Basic 70-79%	3	Basic 70-79%
D	Below Basic 60-69%	2	Below Basic 60-69%
F	Far Below Basic 0-59%	1	Far Below Basic 0-59%
O	Outstanding	N	Needs Improvement
S	Satisfactory	U	Unsatisfactory

**Grades 7 through 12:**

Course Content

Work Habits/Effort/Behavior

A	Advanced 90-100%	O	Outstanding
B	Proficient 80-89%	S	Satisfactory
C	Basic 70-79%	N	Needs Improvement
D	Below Basic 60-69%	U	Unsatisfactory
F	Far Below Basic 0-59%		

For grades 6 – 8: Per district policy, a GPA of 2.0 or greater is required to participate in extracurricular activities. This includes athletics, dances, and promotion activities. The most recent reported school-issued grade of progress will determine GPA every 6 weeks.

**Academic Honesty Policy**

Cheating, which includes: using notes or textbook when not allowed, copying someone else’s work, allowing someone else to copy your work, taking credit/handing in someone else’s work- including, but not limited to on-line resources and other reference materials- (plagiarism), etc. will result in a grade of zero for the assignment, a 1- hour after school detention (for Gr. 3-5) or two 1-hour after school detentions (for Gr. 6-8) and an “N” in citizenship for that class/subject during which the infraction occurs. A second offense will result in a “U” in citizenship for that class/subject and further disciplinary actions.

**Citizenship/Work Habits Grades**

A student with Outstanding (O) citizenship/work habits meets all the standards of satisfactory citizenship/work habits and...

- Works independently
- Is a positive role model
- Helps others
- Solves problems
- ALWAYS follows school/class rules
- ALWAYS is prepared for class
- ALWAYS on task
- Actively participates in class
- Completes ALL assignments

- Gives ALL assignments very best effort
- Exceeds quality of work expectations

A student with SATISFACTORY (S) citizenship/work habits...

- Respects others
- Has a positive attitude
- Pays attention
- Is cooperative
- Is on time
- Dresses appropriately
- Regularly follows school rules
- Is prepared for class
- Willingly participates in class
- Is consistently on task
- Follows directions
- Is organized
- Completes assignments on time
- Meets quality of work expectations
- Observes school academic honesty policy

A student who needs to IMPROVE (N) citizenship/work habits will display one or more of the following...

- Talks excessively
- Is disrespectful to others
- Is uncooperative
- Uses inappropriate language
- Has a poor attitude
- Displays disruptive behavior
- Has 4 or more tardies to class
- Is off task
- Dresses inappropriately
- Receives discipline referrals
- Is in violation of school academic honesty policy
- Is occasionally unprepared for class
- Is disorganized
- Is missing numerous assignments
- Often turns in assignments late
- Avoids class participation
- Quality of work is occasionally below expectations

A student with UNSATISFACTORY (U) citizenship/work habits will display one or more of the following...

- Is defiant to school authority
- Intimidates others
- Has 5 or more tardies to class
- Is consistently disruptive
- Fails to follow class rules
- Consistently violates school rules
- Commits a suspendable act
- Is consistently unprepared
- Quality of work is unacceptable
- Rarely participates in class
- Is in violation of school academic honesty policy, second offense

## **English Language Development**

Students who are not yet proficient in English, due to their second language, are placed with teachers who have special training in providing language experiences that will help these students learn English. Our goal is to have English Learners become proficient in English as quickly as possible.

## **Gifted Program (GATE)**

The Chino Valley Unified School District is committed to educational programs that recognize and serve students' diverse needs and talents. The purpose of our Gifted and Talented Education Program (GATE) is to provide a stimulating environment with opportunities for capable students to achieve their highest potential. GATE identified students in grades 2-6 are placed in a GATE cluster class at that grade level. All GATE students are expected to master the State Curriculum Standards,



but the curriculum will be differentiated to provide challenging activities. 7<sup>th</sup> and 8<sup>th</sup> grade GATE students will be placed in GATE/Honors classes for Language Arts and Social Studies. All teachers are required to provide enriching activities for these students.

Parents may request GATE screening by calling the office and talking to the GATE coordinator. However, please be aware there will be an established deadline for a GATE screening at which point additional requests will be delayed until the following school year. Recently, CVUSD has adopted a policy in which all 2<sup>nd</sup> grade students participate in a universal GATE screening to identify qualified participants.

## **Homework Policy**

Homework has a definite place in the Briggs School educational program. It is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and to complete assigned projects.

It is imperative that parents support the teacher's efforts. Parents should encourage systematic study, show interest in assignments, commend satisfactory performance, and provide the proper conditions for home study. Consistency is essential! Parents should check assignments each night for accuracy, neatness and completeness. This will ensure good study habits.

Homework will affect both the academic and the effort sections of the report card grades. Each teacher establishes the amount of credit a student is to receive for homework completion. It is the student's responsibility to keep an accurate record of assignments, have the necessary materials, follow study techniques outlined by the teacher, apply and practice skills learned in class, strive for the best quality of work of which he/she is capable, and to complete and return assignments on time.

The amounts of time listed below represent the total daily AVERAGE for homework which will be assigned Monday through Thursday nights as directed by District Board Policy AR 6154 (a & b):

1 <sup>st</sup> Grade	10-20 minutes/day
2 <sup>nd</sup> Grade	20-30 minutes/day
3 <sup>rd</sup> Grade	30-45 minutes/day
4 <sup>th</sup> -8 <sup>th</sup> Grade	60-90 minutes/day

An additional 15-20 minutes (for Grades 1-6) or 30 minutes or more (for Grades 7 & 8) of reading is required in addition to regularly assigned homework.

Any homework brought in after the beginning of the school day will be regarded as LATE and will be placed in the teacher's mailbox. If a student is tardy, the homework must be turned in when the student enters the class, or the assignment is considered late. Teachers will not accept late homework or assignments for full credit unless the student had an excused absence.

Students are expected to:

- Insert homework assignments in folders/planner daily.
- Turn in completed class work and homework on time.
- Complete all assignments neatly and as accurately as possible.
- Take all books, assignments notes, and personal belongings with them when leaving the classroom at the end of the day.

- Come to school prepared with all needed materials and/or supplies (i.e. Homework, paper, pencil, binder, etc.)

Missing/incomplete homework assignments for students in **Grades 7 & 8** will be recorded as lowered points in their grade calculations.

Students in **Grades 1-6** who fails to turn in a completed/acceptable homework assignment during any grading period may receive the following consequences:

- **1<sup>st</sup> & 2<sup>nd</sup> incident** - Teacher will counsel and warn the student. Written Parent Notification will be sent home for a signature for each incident. Please review homework completion expectations with your child. Student's homework grade "S".
- **3<sup>rd</sup> incident** – Written Parent Notification sent home for a signature and possible parent conference/Student Study Team meeting to determine appropriate academic interventions for the student. Student may receive disciplinary consequences.
- **4<sup>th</sup> incident** - Written Parent Notification sent home. Previously discussed interventions will continue. Student's homework grade lowered to "N" and student may receive disciplinary consequences.
- **5<sup>th</sup> or more incidents** - Written Parent Notification sent home. Previously discussed interventions will continue. Student's homework grade lowered to "U" and student may receive disciplinary consequences.

## **Make-Up Work**

For each day of absence, students will have one day to make up the work assigned during the student's absence. In case of prolonged absence, the teacher may choose to create individual make-up work contracts including alternative assignments, tests, and due dates. All make-up work must be completed in a timely manner. This does not apply to long-term projects with a specific due date.

Make-up work may be requested from the office only when your child has been absent for three or more consecutive days. If you call the office by 9:00 a.m. on the third day of absence to request work, the teacher(s) will make every effort to have the work in the office by the end of the school day for pick-up.

Please do not send siblings or other students to the classroom unexpectedly to ask for missed work. ALL homework requests must be made through the office.

## **Report Cards**

**Grades K-6:** parents are informed of student's progress via trimester report cards. Copies of these report cards are placed in each student's cumulative file and are sent home with the student if the parent release form has been signed giving the child permission to bring it home. Parents must return the signed envelope to indicate the report card was received.

**Grades 7 & 8:** parents are informed of student progress via a six-week progress report and a trimester report card. The trimester grade is recorded in the student's permanent record file, and will be the final grade earned from the course. Both the progress report and the end of trimester report card will be mailed to the student's home address.

In addition, 7<sup>th</sup> and 8<sup>th</sup> grade parents may have access to their student's progress and grades via various online platforms. Contact your student's teacher for information regarding your personal password procedures. If you do not have Internet access, please contact the teacher or school administrator.

### **Required Materials**

Each grade level has different requirements; please refer to your child's teacher for a list of supplies.

### **Disaster Preparedness**

The Chino Valley Unified School District Disaster Plan outlines procedures that will be used to protect your child if a disaster occurs during school hours. The school district and/or the site will conduct drills at various times with school personnel in addition to drills performed in conjunction with local law enforcement agencies. In the event of a natural disaster or civil disruption, the principal shall retain students at the building when:

- The District office specifically advises the principal not to release students.
- The reports generated over the radio on the Emergency Broadcast System indicate, in the principal's analysis, that it is unsafe to release children.
- It is apparent to an ordinary, reasonably prudent person using common sense that due to fallen electrical wires, uprooted trees, damaged streets, broken gas lines or water mains, or any other damage that would impede the ability of an average adult to safely traverse a route home, it is unsafe to leave the building.

In the event it becomes necessary to retain students, all efforts will be made to provide for and maintain a safe environment pending release of students to their parent or persons listed on the emergency card.

### **Dress Code**

California law requires a dress code to be established in each school. It is the intent at Briggs that students be dressed and groomed in a manner that will reflect personal pride, modesty, and attention to personal hygiene and cleanliness. In addition, school dress should be suitable and comfortable for normal school activities, conducive for learning, and must not be disruptive to the educational process. Student dress/grooming which disrupts or threatens to disrupt the instructional process, or which creates an unnecessary or unreasonable risk of injury or harm to any student, is prohibited.

Students must be wearing appropriate clothes upon arrival to campus and until they are off campus. Students at school-related activities must be within all dress code regulations.

***PARENTS CONTROL WHAT STUDENTS WEAR TO SCHOOL; THEREFORE, PARENTS ARE THE PRIMARY ENFORCER OF THE DRESS CODE. IN CASE OF QUESTIONABLE DRESS, THE SITE ADMINISTRATOR WILL MAKE THE FINAL DECISION IF THE CLOTHING IN QUESTION VIOLATES THE DRESS CODE.***

**Effective for the 2015-2016 school year, the dress code expectations for all students includes the following:**

**Monday:** Students may wear their class college t-shirt, or any t-shirt directly related to a college or branch of the military.

**Tuesday-Thursday:** All students must wear a shirt/top with a collar.

**Friday:** School Spirit Wear (Briggs, 100 Mile, AVID, Track & Field, etc.)

Students may wear a college or military t-shirt on Friday in lieu of Briggs spirit wear. Students who are not participating by wearing a college/military t-shirt on Monday/Friday or a school spirit shirt on Fridays will follow the dress code expectations for Tuesday-Thursday requiring a collared shirt.

**Clothing:**

- No tattered/torn clothing
- No oversized, saggy pants/shorts; they must be worn at the waist without alteration
- No athletic type clothing such as sweatpants, nylon running pants, bike shorts, swim trunks, etc. unless participating in an after-school athletic event. Jr. High PE clothes may only be worn during PE.
- Shorts, Skirts, and Dresses must be at least fingertip length when your hand is extended down your leg.
- Leggings/jeggings may only be worn as tights under a dress/skirt that is fingertip length.
- No slits in skirts/dresses can be shorter than the fingertip length.
- Shirts/Tops/Blouses must have sleeves even if you wear it under a sweater, sweatshirt, shrug, etc. AND must NOT fall off shoulders. No spaghetti straps or tank tops.
- Shirts/Tops/Blouses/Dresses must not expose back, midriff, or chest
- No visible undergarments. No sheer clothing.
- No tight, form-fitting clothing
- No clothing containing suggestive or double meanings, emblems, printing, lettering or pictures pertaining to drugs, alcohol, profanity, weapons, violence or other inappropriate screen prints
- Plain white T-shirts must have pocket; plain white T-shirts without pockets are considered an undergarment and may NOT be worn

**Shoes:**

- Backless/strapless shoes and sandals may NOT be worn in grade K-6
- No platform/wedge shoes over 2 inches high
- Jelly-type plastic shoes, beach-type shoes, and flip-flops/rubber shoes are NOT permitted
- Slippers/dance shoes are NOT permitted
- Tennis shoes with wheels are NOT permitted

**Miscellaneous/Accessories:**

- No large dangling/hoop earrings, “spike” earrings, or facial piercings
- Sun protective sunglasses & hats may be worn outdoors only, and must be removed when entering any building. Hats must be worn with the peak facing forward and removed indoors.
- Hooded sweatshirts must be worn with the hood down against the back
- No knit hats/caps/beanies
- Exaggerated or distracting hair styles such as: colored and/or streaked-dye (such as blue, orange, green, pink, etc.) and mohawk/long spiked hair is NOT permitted.

- No make-up allowed in grade K-6
- No exaggerated or distracting make-up in Grades 7 & 8
- Accessories deemed dangerous or harmful are not allowed; this includes but is not limited to spiked studded belts/bracelets, chains of any type, etc.

**Dress Code Violation Consequences: Parents must bring in appropriate clothing AND:**

- |                             |   |
|-----------------------------|---|
| • 1 <sup>st</sup> violation | warning   |
| • 2 <sup>nd</sup> violation | parent notification/loss of recess/lunch recess   |
| • 3 <sup>rd</sup> violation | 30-min after school detention   |
| • 4 <sup>th</sup> violation | 1-hour after school detention   |
| • 5 <sup>th</sup> violation | 1-hour after school detention   |
| • 6 <sup>th</sup> violation | 1-day in-house suspension and possible exclusion from extra-curricular or promotion activities. |

If a question arises, the administration will have the final approval. Dress code will be revisited annually and as necessary.

**Emergency Cards**

Each child must have a current emergency card on file at school. Please list at least two (2) local persons (at least 18 years of age) who may act for parents when a parent or guardian cannot be reached for an illness or emergency, and may provide transportation. Be sure that the emergency card includes current home and work phone numbers as well as *cell phone numbers and an email address*. Both parents must sign the emergency card. If you change jobs or emergency contacts, be sure to send us the new information so we can keep the emergency information current. Children will not be released during normal school hours to anyone without a parent signed authorization. (The parent must send a signed note or a signed fax stating who will be picking up the child).

Emergency card information is used for quick reference if your child is ill or injured at school. This information is not used to change or update addresses. You must come into the office and fill out a change of address form and bring in two current utility bills for proof of residency.

**Health Services**

A **School Nurse** is on our campus on a rotational basis. She is a registered nurse with an advanced degree in nursing, and holds a Health Services Credential issued by the state. Her duties include: evaluating the health needs of students, and planning appropriate actions; screening students for vision, hearing, orthopedic, and dental problems; counseling parents and students on special health concerns; coordinating communicable disease control programs; serving on Special Education evaluation teams; acting as resource for health information and referrals; teaching health education.

A **Health Technician** is on campus five days each week, for five hours a day. Her duties include: administering first aid and approved medications; contacting parents when students are ill; maintaining health records and emergency cards; notifying parents of State mandated health requirements (immunizations, physical exams, etc.); assisting in communicable disease control; consulting or contacting the nurse when needed.

If your child wakes up with any of the following symptoms: fever, vomiting, and/or diarrhea, please keep them home from school. Students need to be free from fever (temperature above 100 degrees), vomiting, and diarrhea for at least 24 hours before returning to school. When students are not in class, they miss valuable instructional time. However, if a student is too ill to remain in class,

he/she should ask the teacher for a referral to the Health Office, and parents will be contacted to come to school. Parents have five (5) days to contact the school to excuse a student due to illness.

*Students who are feeling under the weather during the school day may ask for a pass to see the nurse from their teacher or come to the nurse's office during recess or lunch. However, students are prohibited from contacting parents via phone, text message, etc., to notify parents directly of an illness. Once in the health office, the health tech or nurse will contact parents when appropriate. Students who contact parents independently will be subject to disciplinary consequences for violating the school cell phone policy.*

## **Medication**

**Medications** (including aspirin, Motrin, Tylenol, cough medicine or drops, stomachache remedy, ear/eye drops, medicated chap stick) **MAY NOT be brought to school** unless the health office has received written and signed instructions from your doctor. A medication administration form must be on file in the health office, signed by the doctor and the parent before a medication may be given at school. Forms can be obtained from our office before your doctor visit. Medications that need to be administered while students are on a field trip will have the same requirements as those given at school. Any medication authorized to be given at school must be received in the original, labeled container. The label must have the student's name and the medication orders the doctor wrote on the Medication Administration Form.

## **Communicable Diseases**

The school should be notified if your child has a communicable disease. Some guidelines regarding return to school after a communicable disease include:

**Chicken Pox** - Return to school about a week after the rash first appears. All pox eruptions must be crusted, but not gone from the body. Incubation period is 14-21 days. An individual from the health office or an office staff member must check the child before returning to class.

**Influenza and Colds** - Return to school if fever-free for 24 hours, and there are no severe respiratory symptoms. Students with constant or severe coughing, sneezing, and runny noses should be kept at home to rest.

**Impetigo** - Return to school if under treatment and lesions are covered with Band-Aids. Child must be cleared by the School Nurse or have a note from the doctor.

**Head Lice** - Return to school after treatment with lice shampoo (RID, NIX, Clear, A-200, etc.; Kwell is not recommended by the Health Department) and all nits (eggs) removed from hair. Health Office must check the child's head before going to class. Please come with your child to have his/her head checked. Parents should check family members' heads carefully.

**Ringworm** - Return to school if under treatment and lesions are covered and are healing well. Child must be cleared by the School Nurse, or have a note from the doctor.

**Pinkeye** - Return to school after symptoms have disappeared and/or after treatment with prescription eye drops for 24 hours.

## **Home/School Communication**

For ecological and budgetary benefits, home/school communication has become paperless through the school website (<http://www.chino.k12.ca.us/briggs>). The website will have the most current information regarding PFA, school-wide, and classroom specific events and activities that will be occurring on our campus. It also has an on-line absence reporting feature, school lunch menus, bell schedule, handbook, and calendar. All families are expected to utilize our website as it is accessible wherever there is Internet availability (home, school library, public library, worksite, etc.).

If you have any questions that cannot be answered by accessing the website, please contact the school office.

Only in cases of serious need/emergency will students be allowed to use the school phone as such practice interferes with conducting school business in the office. Students are responsible for remembering homework, class materials, lunches or lunch money, etc., and will NOT be allowed to call parents to bring these items. Please do not call the office and ask that a message be given to your child unless it is an extreme emergency. Late items will not be delivered to classrooms.

Please DO NOT try to “catch” the teacher after school as teachers may have pre-arranged appointments, duties or meetings to attend. If you need to speak to your child’s teacher, call or email the teacher to arrange a convenient time.

### **8<sup>th</sup> Grade Promotion**

Our 8<sup>th</sup> grade students participate in several end-of-the-year activities including a promotion ceremony in June. Students must meet the following criteria in order to be eligible (per Board Policy) to participate in the promotion ceremony and other 8<sup>th</sup> grade activities at the end of the year.

- 2.0 G.P.A.
- No more than two “U” in citizenship
- No excessive discipline problems. Frequent discipline infractions may result in disqualification from Promotion Ceremony or related activities. Site administration will determine eligibility for the Promotion Ceremony or related activities in light of any disciplinary consequences.

### **Lost & Found**

Please mark your child’s clothing. The school is not responsible for personal items brought to school. Lost items such as coats, sweaters, and lunch pails are located on clothes racks inside the MPR entrance; small items will be kept in the office. Please check for lost items throughout the school year. Unclaimed articles will be sent to various charities approximately every six (6) weeks.

### **Lunch & Breakfast Procedures**

Students may not leave the school campus during lunch. We request that parents not bring “fast food” type lunches to school to be delivered to their child as hot lunches are available for purchase from our school cafeteria. Also, free and reduced lunches are available to those who meet income requirements. Required forms can be obtained from the office. Students are responsible for paying for their cafeteria lunch before school begins in the morning or at first recess, in the school office. Please be sure your child has a lunch or lunch money when he/she leaves home in the morning. Late lunches will not be delivered to the classrooms but will be put into the “late lunchbox” in the office. Students are responsible for checking with the noon ground supervisors to see if their late lunches have been brought in. Parents may not sit at the lunch tables with students during lunch time.

#### **BREAKFAST PRICES:**

**ELEMENTARY – BREAKFAST: \$1.00 / LUNCH: \$2.50**

**JUNIOR HIGH – BREAKFAST: \$1.25 / LUNCH: \$2.75**

## **Eating Area Rules**

- All students must sit while eating (minimum of 15 minutes before moving to playground).
- Pick up all trash around you, and when leaving the lunch area, deposit trash in cans.
- Students are instructed to raise their hand and wait until the Noon-Grounds supervisors dismiss them from the covered tables.
- 1<sup>st</sup>-6<sup>th</sup> grade classes walk to the lunch area with their teacher.
- Do not leave your lunch unattended at the tables.
- Stay in one place; do not move from seat to seat.
- All students must sit facing the table with feet underneath.
- Talk quietly to students at your table only.
- Use proper table manners.
- Students may not sit on the outside perimeter of the tabled area.

The noon ground supervisors are responsible for maintaining order during the lunch period. They are to be treated with respect and their instructions and directions are to be followed. This is both at the lunch tables and on the field area.

Failure to follow these lunch procedures may result in school disciplinary consequences.

## **Parent/Teacher Conferences**

Parent, Teacher, Student Conferences may be requested and scheduled based on teacher availability. At these conferences, a problem or issue is identified and possible solutions discussed. Pending the outcome of the Parent/Teacher Conference, a Student Study Team (SST/STEP) meeting may be scheduled to implement a support plan for the student to promote academic and/or behavioral success.

## **Parties**

Class parties at school are limited to four: Fall, Winter, Valentine's, and End-of-Year. Food for parties MUST comply with the district's Wellness policy available on the district website. Parties will be limited to an hour.

School policy prohibits birthday parties or bringing in treats for birthdays at school. Invitations or flyers to private parties may **NOT** be distributed at school.

## **Problem Solving/Complaint Procedures**

We suggest parents take these steps to resolve school related problems:

- Get the facts; discuss them with your child.
- Communicate with your child's teacher via phone or email.
- Meet with the teacher to create a plan to resolve the problem.
- Give the plan a chance to succeed.
- Call, write or email an administrator to seek a resolution if the plan did not succeed.

Concerns may be shared in writing with a teacher or an administrator at any time. We will contact you promptly and will try to resolve the concern as quickly as possible.



## **Parent Involvement Opportunities**

**School Site Council (SSC)** meetings are held during the year. Elections are held in the spring for members who serve two-year terms. The SSC is responsible for curriculum, budget decisions, and current school issues within the School Improvement Program.

**English Learner Advisory Committee (ELAC)** The purpose of ELAC is to advise the principal and site staff on programs and services for English learners.

**Parent Faculty Association (PFA)** is actively involved at Briggs. PFA meetings are held the third Thursday of each month at 1:15 a.m. The PFA members serve the school by sponsoring activities, volunteering time, and providing financial support to the school. Refer to Parent Organizer or school website for information.

**School Smarts Parent Academy** is a program conducted during the Fall in which parents are presented with information to encourage involvement in the school community and take an active role in their student's education.

## **Transportation/Traffic Safety**

Parents are responsible for providing transportation to and from school as in accordance to school hours. School buses or other District vehicles will transport field trips/other activities away from school. District policy states students traveling to a field trip/sports activity destination on a school bus must also return back to school on the school bus.

## **Drop Off/Pick-up Procedures**

### **Drop-off Procedures (A.M.)**

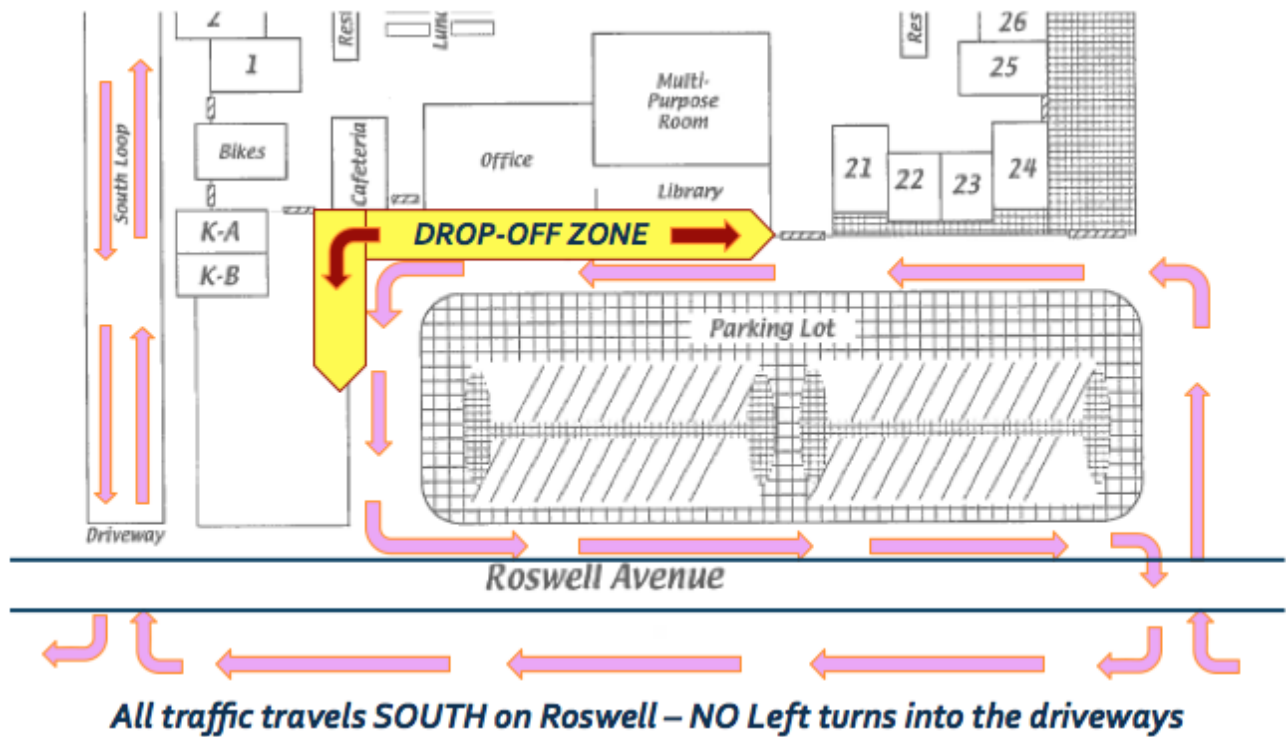
- The campus will be open at 7:15 a.m. daily
- All student drop-off will take place in the NORTH LOOP
- The outside lane of the NORTH LOOP is intended for continuous traffic flow with the designated drop-off area within the YELLOW curb
- Parents may also drop students off curbside along Roswell. Students dropped off on the eastern side of Roswell must use the designated crosswalk.
- If you plan on walking your student up to the school, you must first park your vehicle:
- AM & PM Kinder Drop-off is in the NORTH LOOP
- All vehicles exiting the NORTH LOOP will turn "right" onto Roswell to head southbound

THERE WILL BE NO UNATTENDED VEHICLES STOPPED IN THE OUTSIDE LANE OF THE NORTH LOOP

### Pickup Procedures (P.M.)

All Kinder Pickup is done in the SOUTH loop

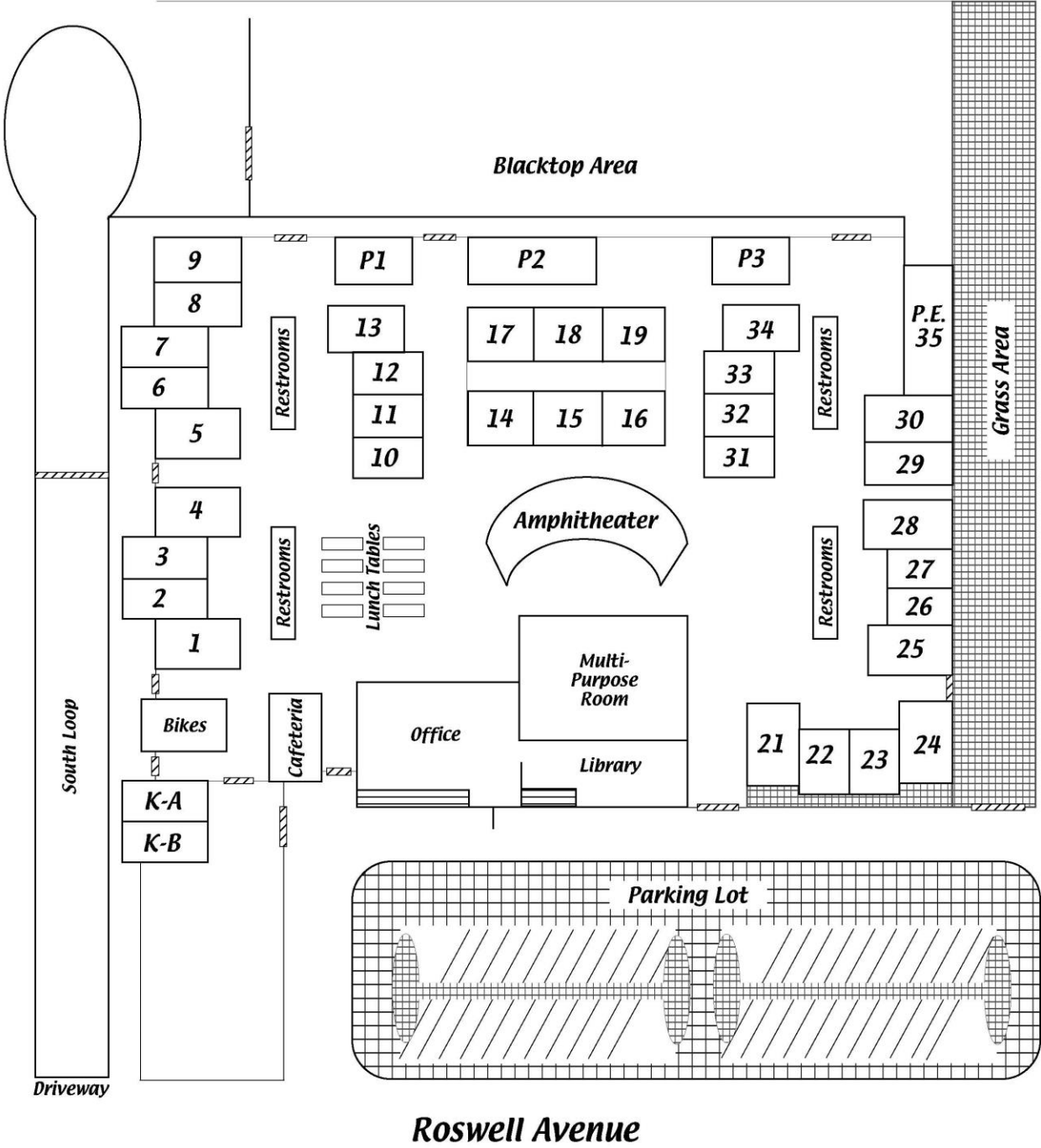
- Vehicles entering the SOUTH loop must display the Kindergarten “hanger” provided by Briggs.
- Students who are not picked up within 10 minutes of dismissal will be escorted to the office. Once students are in the office, parents must come in to the office to check-out their student.
- Grades 1-8 are to be picked up in the NORTH LOOP
- With some exceptions, agency vanpools (YMCA, Rainbow Canyon, City of Chino, etc.) will be parked at the end of the SOUTH LOOP for student pickup.
- Vehicles exiting the SOUTH LOOP will turn “right” onto Roswell to head southbound



Thank you for role modeling and reinforcing the importance of following all school rules and procedures.

# Lyle S. Briggs Fundamental School

11880 Roswell Avenue, Chino  
(909) 628-6497



I. Cause for Discipline Education Code 48900 A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive: (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense. (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object. (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind. (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. (e) Committed or attempted to commit robbery or extortion. (f) Caused or attempted to cause damage to school property or private property. (g) Stolen or attempted to steal school property or private property. (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (i) Committed an obscene act or engaged in habitual profanity or vulgarity. (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia. (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) A pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled In kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. (l) Knowingly received stolen school property or private property. (m) Possessed an imitation firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (n) Committed or attempted to commit a sexual assault or committed a sexual battery. (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (q) Engaged in, or attempted to engage in, hazing. (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings: (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property. (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health. (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance. (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school. (2) (A) "Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following: (i) A message, text, sound, or image. (ii) A post on a social network Internet Web site including, but not limited to: (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1). (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated. (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. Chino Valley Unified School District Student Support Services (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet. (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs. (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds. (3) During the lunch period whether on or off the campus. (2) While going to or coming from school. (4) During, or while going to or coming from, a school sponsored activity. (t) A pupil who aids or abets, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a). (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. 48900.2

Committed sexual harassment as defined in Section 212.5. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence. 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. Education Code 48900.7 Made terroristic threats against school officials or school property, or both. (applies to all grade levels) (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. Education Code 48915 A-1 Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct. (a) Causing serious physical injury to another person, except in self-defense. (b) Possession of any knife or other dangerous object of no reasonable use to the pupil. (c) Unlawful possession of any controlled substance, except for one of the following: I. The first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis. II. The possession of prescription medication or over the counter medication for use by the pupil, prescribed for the pupil, by a physician. (d) Robbery or extortion. (e) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee. An assault is an unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another. A battery is any willful and unlawful use of force or violence upon the person of another. (b) Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following: (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct. (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others. (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds: (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory, but it is an offense for which suspension, or expulsion may be imposed. (2) Brandishing a knife at another person. (3) Unlawfully selling a controlled substance. (4) Committing or attempting to commit a sexual assault or committing sexual battery as defined in subdivision (n) of Section 48900. (5) Possession of an explosive. (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study. (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following: (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct. (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others. II. Behavior on School Buses Because school bus passengers' behavior can directly affect their safety and the safety of others, riders shall follow the instructions and directions of the bus driver at all times (AR 5131.1). In the case of a severe violation or repeated offense, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year. Rev. 4/24/15

## UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes the District's responsibility to comply with applicable state and federal laws and regulations governing educational programs. The District shall investigate any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, and shall seek to resolve those complaints in accordance with the District's uniform complaint procedures.

The District shall use the uniform complaint procedures to address any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in District programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used to address any complaints alleging the District's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

This complaint procedure will be disseminated to all employees, in written form, and a signed certification by the site/department administrator will be obtained. This procedure is being provided as part of the parent/pupil information packet distributed annually to parents/guardians at the beginning of the first semester of each school year. Additionally, the procedure will be posted at a prominent place at each school site and at the district office and will become a part of every employee and pupil handbook.

Complaint forms are available at each school site and district office.

### Compliance Officers

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

Wayne M. Joseph  
Superintendent  
(909) 628-1201 ext. 1100

Grace Park, Ed.D. (Compliance Officer)  
Assistant Superintendent, Human Resources  
(909) 628-1201 ext. 1111

**Chino Valley Unified School District**  
5130 Riverside Drive • Chino, CA 91710  
(909) 628-1201

At the direction of the compliance officer additional district administrators will assist in investigations within their area of expertise.

The compliance officer or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

### Notifications

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

### Filing of Complaint

A complaint concerning unlawful discrimination may be filed only 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 shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

### Response

Unless extended by written agreement with the complainant, the compliance officer or designee shall prepare and send to the Superintendent and the complainant a written report of the district's investigation and decision (findings) within 60 days of the district's receipt of the complaint (5 CCR 4631).

### Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant shall 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 locally filed complaint and a copy of the district's decision. (5 CCR 4632)

### 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. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE 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.