Doña Merced Elementary School

Parent/Student Handbook

2026 – 2027

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Dear Doña Merced Families,

Welcome to the 2026–2027 school year! It is with great excitement and gratitude that I introduce myself as the new Principal of Doña Merced Elementary School.

Returning to Doña Merced is truly a full-circle moment for me. I proudly served this incredible community for 24 years as a classroom teacher and Intervention Coordinator, and all three of my sons attended Doña Merced. After 27 years serving students, families, and staff throughout Central School District in a variety of educational leadership roles, I am honored to return to the school that has always held a special place in my heart.

At Doña Merced, we are committed to providing a safe, supportive, and engaging learning environment where every student can grow academically, socially, and emotionally. I believe strong partnerships between home and school are essential to student success, and I look forward to working alongside our dedicated staff and wonderful families throughout the year.

Our Jaguar Expectations are:

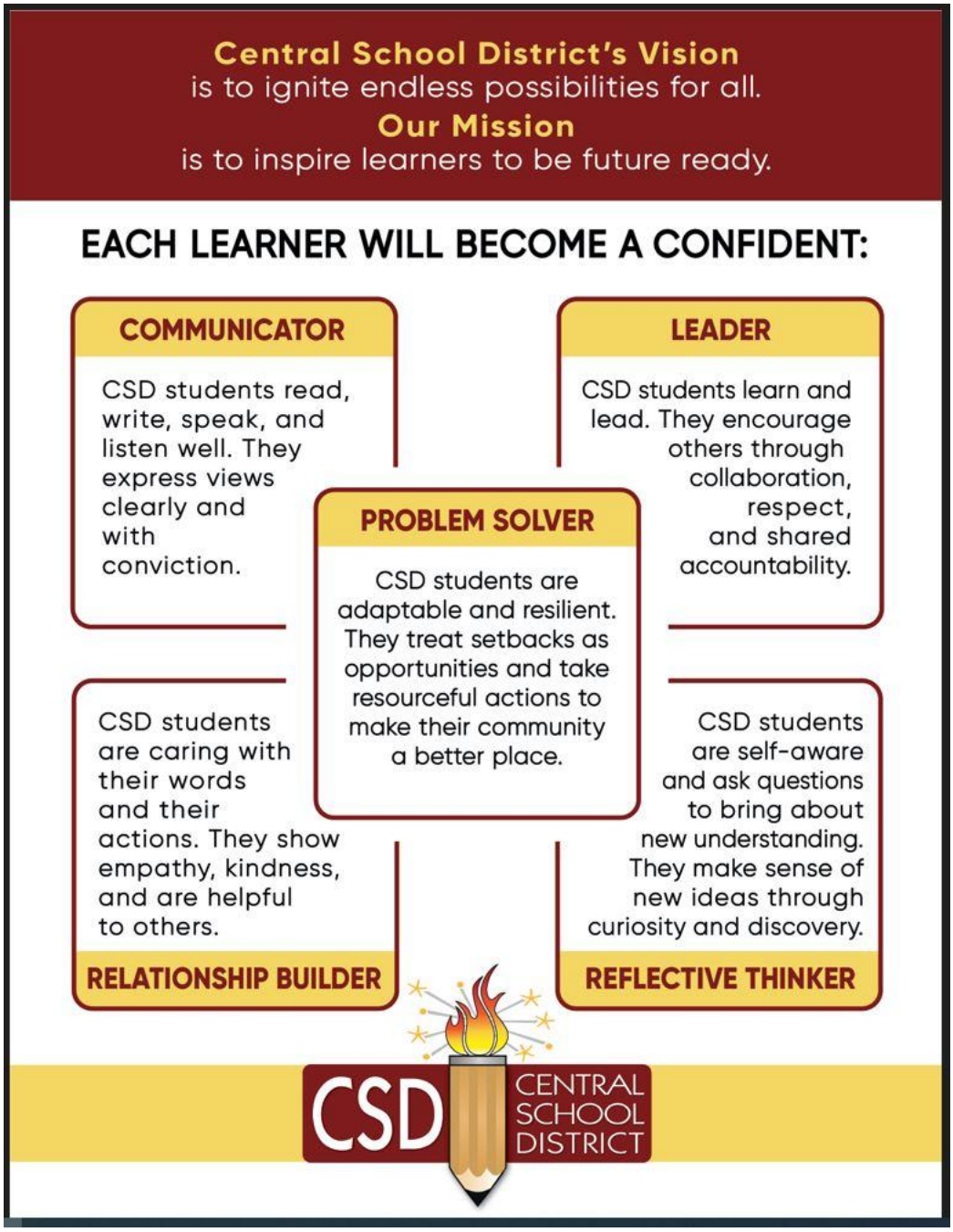
- We are Responsible
- We are Respectful
- We are Safe

Thank you for reviewing this handbook and for entrusting us with your children. I am excited to partner with you as we make this a year filled with learning, growth, and success.

Warmly,

Andi López
Principal
Doña Merced Elementary School
PAWS UP! 🐾

CENTRAL SCHOOL DISTRICT: Preparing Students to be Future Ready



ESSENTIAL PROCEDURAL INFORMATION

ATTENDANCE PROCEDURES

California Education Code (EC) 48200 requires all school-aged students to attend school daily. Student success is directly related to school attendance. IF STUDENTS MISS SCHOOL, WE MISS THEM! Education Code categorizes absences as excused or unexcused. For a complete list of absences as defined by the state of California, see Appendix A.

Absence Reporting

- We ask that Parents/Guardians report or clear your child's absence on the day they are absent. Beginning at 9:15 am, calls and messages will go out to remind parents to clear their child's absences. Parents may call the office or send a message via Parent Square. An answering machine is also available before and after school hours for leaving a message to report/clear absences.

Arrival/Drop off

- To ensure the safety of our students, parents, and staff, please adhere to the following arrival guidelines:
  - Only students in the Kid Central Program may arrive before 8 am.
  - 8:00–8:25 am – Come join us for free breakfast. All students welcome!
  - 8:25 am – Line up in the designated area.
  - 8:30 am – Instruction Begins
- Note: Tardy bell rings at 8:30 am. Students not in class will be considered tardy and will be marked tardy. Students who arrive at school after the gates have closed at 8:30 am must enter through the office and receive a tardy slip.

Dismissal

- Students are expected to be picked up or leave campus in a timely manner after the dismissal bell rings. Students staying after school for afterschool care must report to the designated area promptly after being dismissed from class. No loitering is allowed.

- Students who are staying at school after the dismissal bell for tutoring, clubs, or after school events must be in the designated area supervised by a staff member. At the completion of the afterschool activity, the student must be picked up by parents or walk home with permission within 10 minutes of the activity ending.

Early Pick up/Check Out

- For the safety of our students, we will only release students to parents/guardians, or those adults listed as an emergency contact, with proper ID. Students will be sent to the office for release through the front office after the approved adult has signed-out them out. Families with custody restrictions should provide the office with an up-to-date copy of all court orders. Our school will follow current court orders on file and does not settle disputes between parents/guardians.

Truancy, Excessive Absences, and Excessive Tardies

- Students who are found to be truant as defined by EC 48260 (Appendix A), are absent more than 10% of the year with excused or unexcused absences, or are tardy more than 10% of the year, shall be subject to review by the District and may result in the revocation of an intra or interdistrict transfer. This review may include the district's School Attendance Review Team (SART), District Attendance Review Team (DART), and/or School Attendance Review Board (SARB) process. See Appendix B for more information regarding SART, DART, and SARB.
- Central School District sends 3 types of attendance letters in order to keep families informed about their child's attendance.
  - **Truancy** letters are sent when students are truant after 3, 6, and 9 occasions.
  - **Excessive Absences** letters are sent after 5 and 10 excused absences.

        - **Chronic Absenteeism** letters are sent after a student has been absent 9 times for any reason.
    - Families are encouraged to reach out to school administrators, teachers, counselors, health clerks, and nurses to discuss ways that we can support your child's attendance.

BEHAVIOR EXPECTATIONS

Bullying & Harassment

- Central School District prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of a person's disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or association with a person or groups with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a District school.

  Bullying is unwanted, aggressive behavior that is repeated over time between two or more students who have a real or perceived power imbalance. The pervasive behaviors may be physical or verbal, including communication made in writing, texts, or social media posts.

  Report it – any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus.

  Investigation – the principal or designee shall promptly investigate all complaints of bullying or sexual harassment. Appropriate actions will be taken by the principal or designee to include progressive discipline (Ed Code 48900.5), positive behavior interventions and support (PBIS), and/or Suspension (Ed Code 48900). Additional support from the Director of Student and Family Engagement may be utilized.

  Transfer Request – a child who has been reported as the victim of a violent offense or bullying as defined by state law is entitled to transfer to another school within or outside the district, under EC 46600(b). Placement at a requested school is contingent upon space availability and transportation is the responsibility of the parent/guardian. Transfer requests can be obtained at the district office.

Code of Conduct

- Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation. See Appendix C for school behavior expectations matrix.

Conflict Resolution

- If a parent is concerned about the academic or emotional well-being of a child, the parent is encouraged to email, call, or meet with the teacher to discuss concerns before bringing it to the attention of the administrative team. Most concerns are resolved after being brought to the attention of the teacher. If concerns are not resolved upon meeting with the teacher, parents/guardians are encouraged to contact the administrator.

Dress Code

- We recognize that parents have the responsibility for ensuring that students are dressed for school in garments and styles that promote learning, ensure safety, and display personal pride. We appreciate and need your support in helping your child select and wear clothing that is consistent with district guidelines for student attire.
- Clothing that does not promote safety:

        - Clothing or shoes that do not allow students to participate safely in physical education or play.
        - Clothing, jewelry, or other accessories that create a safety hazard to the wearer or to others.
    - Clothing that is not appropriate for school include:
        - Styles that promote substance abuse.
        - Styles that promote gang activity.
        - Clothing that promotes violent behavior.
        - Styles that show undergarments, expose the stomach, or are overly revealing.
        - Clothing that is sexually suggestive or includes sexual innuendos.
    - Students must wear closed-toe shoes with a secure heel strap.

Mobile Communication Devices

- Students may bring cell phones, smart watches, and other mobile communication devices to school. These devices shall be turned off and stored in a backpack, purse, or other place where it is not visible during school hours, before and after school childcare, and before and after school activities on campus. After the dismissal bell rings, students may use their mobile communication device to make calls to confirm pick up and other necessary arrangements. Cell phones, smart watches, or other mobile communication devices shall not be used in a manner which infringes on the privacy rights of any other person, including, but not limited to recording, videotaping, posting, or engaging in online harassment/bullying.

- If a mobile communication device is observed by a staff member, the student may be disciplined, and the staff member may confiscate the mobile communication device. Confiscated devices will be stored and returned to the student's parent/guardian. When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with Board Policy/Administrative Regulation (BP/AR) 5145.12.

- For purposes of this policy, mobile communication devices also include any wearable or concealed technology capable of recording, transmitting, or capturing audio, video, or images, including but not limited to AI-enabled glasses, smart glasses, body-worn cameras, or similar devices. Such devices are strictly prohibited and may not be used or worn during school hours, before or after school, or during school activities. These items will be immediately confiscated by staff and returned to the student's parent.

- Neither the school nor district are responsible for lost, stolen or damaged mobile communication devices.

Positive Behavior Interventions and Supports

- All schools in Central School District use PBIS, an evidence-based framework, to support behavior, academics, social-emotional growth, and mental health. It promotes a safe, positive environment through clear expectations, strong relationships, and proactive strategies (see Appendix G). PBIS is an ongoing commitment, not a one-time program. With tiered supports, we meet diverse student needs and recognize those who follow expectations. When implemented effectively, PBIS improves behavior, builds social-emotional skills, and supports academic success while reducing exclusionary discipline.

Progressive Discipline

- California Education Code 48900.5 requires schools to utilize other means of correction to bring about proper conduct prior to utilizing suspension. Other means of correction include, but are not limited to: a conference between school personnel, student, and student's parents/guardians; referrals to and support from school counselor, psychologist, or other

support service personnel; referral for a comprehensive psychosocial or psychoeducational assessment; enrollment in a program to teach prosocial behavior or anger management; PBIS approach with tiered interventions that occur during the school day on campus; and/or after school programs.

Suspension

- Suspension is the removal of a student from ongoing instruction for safety and adjustment purposes. Reasons for suspension are set forth in EC 48900. See Appendix D.

GENERAL INFORMATION

Bikes, Skateboards, and Scooters

- Students are permitted to ride bicycles, skateboards, and scooters to school. Items must be parked and locked in the bike rack as soon as the student arrives on campus. The school is not responsible for the theft of parts or damage to items while parked in the bike rack. Bicycles, skateboards, and scooters must be walked on and off campus. **State law requires all riders to wear helmets.** Items will be taken and held in the school office for parent retrieval if the student rides on campus, including parking lots, or fails to wear a helmet.

Childcare/Extended Learning Opportunity Program (ELOP)

- Kid Central. A fee-based before school childcare program for all students. Kid Central is open Monday-Friday from 6:30am to start of the school day. Space is limited.

- ELOP. Free grant-funded after school childcare program, for all students as determined by the California Department of Education. ELOP is open Monday – Friday after school until 6:00pm.

Civility Policy

- Students, parents/guardians, and community members shall not communicate or behave in a manner that causes disruption; hinders the orderly conduct of district operations, the educational program, or any other district program or activity; or creates an unsafe learning or working environment (Board Policy 1313). Disruptive, violent, or threatening behavior in accordance with law may result in restriction from campus for parents/guardians and community members.

Counseling Services

- Central School District employs full-time counselors at each school. Counselors work with our students for short-term or immediate issues that may affect a child's ability to be successful at school. Students may see a Counselor in response to an immediate concern, but must have a signed permission slip to see the counselor on a regular basis. Referrals can be submitted by parents, teachers, or administration. Counselors may refer parents and students to our district mental health clinician or community resources when additional support is needed. If you have any questions about our counseling programs or would like to make a referral, please call the school office and ask to speak with the counselor.

Data Confirmation

- Each parent/guardian listed in Aeries will be given access to the Aeries Parent Portal. Upon registration, parents/guardians will receive a set-up email from Aeries. Each year, parents/guardians must complete data confirmation for each student attending a school within the district. During data confirmation, families may update contact information and review/approve school and district documents. Attendance information may also be viewed in the Aeries Parent Portal.

Emergency Contacts and Court Documents

- It is the responsibility of the parent/guardian to keep up-to-date emergency contact information, including phone numbers, in Aeries. You may change or update contact information through the Aeries Parent Portal any time. If necessary, it is also the parent/guardian's responsibility to provide the school office manager with the most current court documents, such as custody or restraining orders.

Inclement Weather

- Central School District follows a “feels like” temperature when protecting students during extreme weather conditions. Protocols for inclement weather, partial inclement weather, and regular schedule have been established for heat, cold, and rain (see Appendix H). Communicate with your Principal if you have questions or clarifications.

Lost and Found

- Items such as clothing articles and lunch boxes will be held by the school for retrieval by the student or family member. Please note, unclaimed items are donated to charity multiple times per year. Valuables, such as glasses or money, are turned into the office. Parents/guardians are encouraged to label all personal items (jackets, hats, lunch boxes, etc.) with a student’s first and last name so that items can be returned directly to the student.

Office Item Drop Off

- Office staff will place delivered items in teacher mailboxes. Lunches that are dropped off will be taken to the lunch cart at 11am for students to collect. It will be the child's responsibility to check with the office at lunch time if they forgot their lunch. Outside "fast food" or food delivery services are not permitted. If outside food is delivered by a delivery service or by parents/guardians, the food will be held in the office and the student will be required to eat the food in the office during lunch time.

ParentSquare Communication

- The district and schools use ParentSquare to keep families informed and connected. It’s a secure platform for receiving updates, contacting staff, and accessing report cards.
- You’ll receive a monthly newsletter from the Superintendent with districtwide news and a weekly message from your principal with school updates, events, and opportunities. Many teachers also use ParentSquare to share classroom information like homework and field trips.
- Download the ParentSquare app from the Apple or Google Play store.(see Appendix E).

Parking

- The east parking lot near the solar panels is dedicated for visitors and parents. Please do not use the kindergarten bus circle, fire lanes, or designated staff parking spaces to park. In order to use our handicap parking, you must have the proper placard displayed. Please note there are no left turns into our parking lot during specified hours per the city. Please also be mindful of our neighboring homes and do not block driveways. Drive slowly and safely while on campus.

Personal Property

- Students assume the responsibility for loss or damage to their personal property, such as cell phone, clothing, equipment, books, or instruments. The school attempts to protect all personal property, but is not responsible for them. Money and articles of real or sentimental value should not be brought to school. No potentially dangerous objects shall be brought on campus. No toys or trading cards, or recess equipment of any kind are allowed on campus unless otherwise specified by your child’s teacher (i.e. share day).

Restrooms

- Students are expected to do their part to keep the restrooms and hallways clean, orderly, and free of litter, defacement, and graffiti. If it is necessary for students to use the restroom during class or lunch time, they must have permission from a staff member and refrain from creating a disturbance. Food, cell phone use, and loitering are not allowed in restrooms or hallways. Students should report to a teacher or office if they see any concerns. Misuse of student restrooms and/or excessive time out of class will result in administrative action and progressive discipline.

Students Experiencing Homelessness

- The McKinney-Vento Homeless Assistance Act is federal legislation that ensures the educational rights and protections of children and youth experiencing homelessness. For additional support and resources, please contact the Director of Family and Student engagement at 909-980-3930.

Technology

- Students are expected to follow the rules regarding technology and internet use. Technology and the internet are to be used in support of research and educational objectives consistent with the educational objectives of Central School District. Equipment and internet access are provided for educational purposes and may only be used after parents have provided permission to access district technology. Students will not:
    - Attempt to gain unauthorized access to websites or emails beyond those permitted.
    - Post personal contact information about themselves or other people.
    - Modify hardware or software, change system settings, change file names, download software, or delete files not specifically authorized by a staff member.
    - Infringe on the privacy rights of any other person, including, but not limited to recording, videotaping, or posting on social media sites or online using obscene, vulgar, rude, threatening, disrespectful language or personal attacks including those that are prejudicial or discriminatory.

- Students are expected to be responsible for the care and usage of their district issued laptops. Should the device break, the device will be repaired and assessed for damage. Excessive or deliberate damage to a laptop may result in repair fees and/or the loss of laptop privileges.

Visitors

- Visitors to the classroom or instructional spaces must have permission to be on campus. A valid state-issued identification is required to be on campus. Photos of your ID will not be accepted. Visitors must show identification and will be screened with our visitor management system, LobbyGuard. Refusal to be screened will result in denial of access to the school campus. A badge will be issued. Visitors have permission to be in the designated area only and must not visit other classrooms and/or areas without proper approval. The badge must be worn the entire duration of the visit.

- Visitors are required follow all school rules and rules of civility while on school grounds. Before departing, visitors must check out through the office.

Volunteers

- If you are interested in volunteering, please contact your child's teacher or school office for information about volunteer opportunities. All volunteers must have made prior arrangements and be expected by school staff. All volunteers must present their valid ID and scan through the LobbyGuard system before entering campus. Volunteers must wear their badge while on campus and present their badge to the office upon exiting. Volunteers must always work under the direct supervision of a staff member while on campus and must follow all school rules and directives of school staff. Volunteers must stay in the designated area.

- Due to safety and liability concerns, Volunteers may not bring children with them while volunteering.

HEALTH

Food Services

- Breakfast and lunch are available free to all students each day. Students are issued a pin number to access their account. Parents should notify the health clerk or school nurse if their child has a food allergy. Students are responsible for disposing of their trash and keeping the campus clean. Disruptive or unsafe behavior during mealtimes may result in the student eating in an alternate location.

- Meals eaten at school must be from the school cafeteria or prepared at home and brought to school with the student in a packed lunch bag or lunch box at arrival time. For packed lunches, we encourage parents to provide nutritious meals that align with the district's commitment to a healthy school environment. If a student forgets their lunch, parents/guardians may bring their lunch to the office. It will be the responsibility of the student to check for forgotten lunches. Be sure to label the lunch with the student's name and teacher. The district does not permit outside food from fast-food or restaurant establishments, delivery services, or other outside sources. If outside food is delivered by a food delivery services or by parent/guardian, the food will be held in the office and the student will be required to eat the food in the office during lunch time.

- Healthy Celebrations Policy – For special occasions, like birthdays or celebrations, we welcome non-edible items in the classroom such as goody bags with pencils, books, or small toys. These thoughtful alternatives promote a fun and inclusive atmosphere while supporting the district's goal of maintaining a healthy food environment. Please contact your child's teacher to make arrangements prior to the event. Items not cleared with the teacher will not be distributed.

Health Office

- Students are responsible for notifying a teacher, proctor, or other staff member immediately if an injury occurs. A student who feels ill or wishes to discuss a health problem with the school nurse or health clerk should ask for permission/pass to go to the nurse's office from the teacher or proctor. Emergencies do not require a pass. In cases of a serious injury/illness, parents are contacted by the school nurse or health clerk. Parents are requested to notify the school nurse and/or health clerk about serious health concerns or doctor's orders that may affect a student's ability to play or participate in school activities.

Medication

- All medications taken at school, including over-the-counter medications, must be prescribed by a doctor. The school is required to have a written statement from the prescribing doctor and a written authorization form from the parent/guardian before a student may take medication at school. These documents must be renewed whenever the prescription changes and at the beginning of each school year. Medication must be provided in the container in which it was prescribed and/or purchased and must be clearly labeled with the student's name. Medications are stored in the health office. Students may not transport medication to and from school or carry it with them while they are on campus. However, under certain circumstances, inhalers and EpiPens may be carried with the student when arranged with the school nurse.

INSTRUCTIONAL INFORMATION

Academic Honesty

- This policy is designated to promote the academic and ethical education of students. The information outlined is intended to provide students with guidelines to encourage positive citizenship, academic judgement, and develop integrity.

- Examples of dishonesty include but are not limited to:
  - Using artificial intelligence (AI), copying words, phrases or sentences from any source- including classmate's papers, notes, projects, lab notes, essays, computer resources and worksheets, without proper credit given.
  - Using any type of aid to assist during tests beyond what is allowed by the teacher (cheat sheets, text messages, wandering eyes, talking, falsifying scores, etc.).
  - Sharing test or quiz information between classes, at recess, or at lunch.

Books

- Students are responsible for textbooks issued during the year. These books and those checked out of the library are the property of the school district. All books and workbooks are the responsibility of the student and if lost or damaged, we may request that the student purchase a replacement or pay for the value of the lost item. Students are required to return the same textbooks they were checked out at the beginning of the year.

Extra-curricular Activities and Clubs

- Students may participate in available extra-curricular activities or clubs. School attendance on the day of any school activity is required to attend. As with any school activity, students may not leave campus and return to the activity, and they may not leave without parent permission. Transportation arrangements must be made in advance. Students not picked up in a timely manner after an activity may lose the privilege of attending future activities.

Homework and Responsibility

- Homework is assigned to help reinforce student learning. Homework will be assigned by teachers and may vary from grade to grade. Contact your child's teacher with questions regarding specific assignments. Students are expected to turn in all assignments on time. Students will not be allowed back to the classroom to retrieve homework or items. Teachers will give reminders to students to check for all homework and items before exiting the classroom. If something is left in the classroom, it will need to be retrieved the next day. Please do not ask office staff to allow students to go back to the classroom as they have been asked to enforce this policy as well. Please do not drop off forgotten homework in the office. Instead, have your student take it to class the following school day. Whenever possible, students who have been absent should contact a classmate for missed assignments or visit their Aeries account. Parents may request homework assignments by contacting the teacher. Please allow 24 hours for all homework requests.

Honor Roll

- Recognition of academic achievement is recognized by being on the Honor Roll or Principal's Honor Roll in 3rd – 5th grade. Your child's teacher will inform you of the criteria to achieve this recognition.

Independent Study

- Independent study is available to students who are unable to attend school due to unusual circumstances. Independent study allows students to remain current with their studies and enables the school to collect ADA. A 3-day notice and approval from the principal or designee is required to set up an Independent Study contract. Contracts are not given for less than 3 consecutive school days. A maximum of 14 days of Independent Study can be assigned per school year. Please contact the attendance office for more information.

Library

- When the library is open for students to use for a quiet place to study, read a book, or do research. Library guidelines include:
  - No food or beverages allowed.
  - Quiet voices only.
  - A pass is required to go to the library during the school day.

Physical Education

- Students receive physical education from their classroom teacher and district Itinerant Elementary PE teachers. Parents, please ensure proper shoes and clothing are worn to allow your child to fully participate in PE. Your child's teacher will let you know what day(s) your child will have PE.

Report Cards/Parent Conferences

- During each trimester parents should expect the following:
  - Progress reports in timely increments from your child's teacher.
  - Report cards at the end of the 1st, 2nd, and 3rd trimesters will be sent through ParentSquare (see Appendix F). If you need further assistance opening/retrieving your child's report card on ParentSquare or you need a printed paper copy, contact your child's school office.
- Parent conferences will be held in September and February each year. All students will receive a Fall conference, while only students who are showing academic concerns will receive a Spring conference. Parents should contact the school if they have any questions. Parents may also contact the teacher(s), counselor, or principal for a phone or personal conference.

Teacher Requests

- The school does not accept teacher requests. In the spring, a parent may fill out a "Placement Needs Survey" to share information regarding their child's learning styles to aid the school in making decisions regarding class placement. Students are carefully placed in each class, creating a balanced classroom for all students.

Social-Emotional Learning

- We recognize the importance of nurturing our students' social-emotional development alongside their academic growth. To achieve this, we proudly implement the evidence-based Second Step Social-Emotional Learning Curriculum. Second Step equips our students with essential skills to thrive both in and beyond the classroom. Through age-appropriate lessons and engaging activities, students learn vital aspects of emotional regulation, empath, problem-solving, and building positive relationships. By integrating Second Step into our curriculum, we are committed to fostering a caring and inclusive school environment where each child's emotional well-being is prioritized, and they are empowered with the tools to navigate life's challenges with confidence and resilience.

SAFETY

Animals and/or Pets

- Animals and/or pets are not allowed on campus, unless they are a service animal or part of a prearranged educational activity. Parents/guardians are asked to not bring animals and/or pets on campus while visiting, dropping off, or picking up students.

Closed Campus

- Our school is a closed campus. During school hours, all students, parents/guardians, and community members must come and leave through the office. Students cannot leave the grounds at any time during the school day except in the company of a parent/guardian or

authorized adult. Parent/Guardian or authorized adult must present ID and be listed as an emergency contact in Aeries. Parents/guardians must sign out their child in the office. If arriving late, parents/guardians must sign in their child in the office.

Emergency Preparedness and Disaster Drills

- The safety and wellbeing of students is our primary concern in the event of an emergency. Parents are advised that the district has plans and preparations in place for major emergency situations. Our school personnel are trained, and drills are held regularly to make certain that students and staff understand emergency procedures. During drills, parents may be asked to wait to enter campus to pick up or drop off their child until the drill has concluded.

  In the event of an emergency, your child should be instructed to obey the directions of school personnel. If walking or riding a bicycle, skateboard, or scooter, they should be told to continue toward their destination (to or from school) when an emergency develops.

  We ask for your cooperation in any emergency. Please do not telephone or come to the school. Telephone lines will be needed for emergency communications. Streets should be as open as possible for emergency vehicles. An automated phone message, email, and/or text will be sent out immediately after the situation is assessed and information is available. Once it is safe to do so, your child will be released to parents/guardians as quickly as possible. The school will retain your child until you are able to reach them or until it is determined safe for your child to walk or ride home. Students will not be released to anyone other than parents/guardians or individuals listed as an emergency contact. It is essential to keep your student's emergency contact information current in Aeries. Keep the school informed of your child's special needs.

Loitering

- To keep students safe after school, all students will need to be supervised by a staff member while on school grounds. All students not picked up by within 10 minutes of dismissal will be prompted to contact their parent/guardian and relocated to an area where they can be properly supervised.

Reasonable Search and Seizure

- School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, cellular phones, or other electronic communication devices (BP 5145.12).

See Something, Say Something

- We rely on our students, staff, and community to ensure a safe learning environment for all. Please immediately report any safety concerns, including someone being a threat to themselves or others, to a trusted adult. Students can directly report to a teacher, counselor, or other staff member. Students can also come to the office and request to complete an incident report. If there is an urgent mental health concern outside of school hours, contact 911 or the National Suicide Prevention Lifeline at 988. Parents and students may also report using the district's "See Something, Say Something" link on the website.

Unauthorized Items

- For the safety and well-being of our school community, the following items are strictly prohibited on campus: skate shoes, chains, spiked jewelry of any kind, squirt guns, balloons or water balloons, firecrackers or other explosives, spinners, aerosol spray cans of any type, any replica of a weapon, electronic games, toys and games of any kind, laser pens or pointers, and Sharpie or permanent markers. Additionally, any other items not

listed which may be used to disrupt school activities or damage school property are not allowed. Items of this nature will be confiscated and may be returned to the student's parent/guardian, and appropriate disciplinary action taken. The school will assume no responsibility for confiscated items. By adhering to this policy, we create a safe and focused learning environment for all students and staff. Your cooperation in upholding these guidelines is vital in ensuring a positive and harmonious school experience for everyone.

Appendix A

Education Code 48205 Excused Absences

A pupil shall be excused from school when the absence is:

1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health
2) Due to quarantine under the direction of a county or city health officer
3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered
4) For the purposes of attending the funeral services or grieving the death of either a member of the pupil's immediate family or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
5) For justifiable personal resons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observation of a holiday or ceremony of the pupil's religion, attendance at a religious retreat
6) For the purpose of spending time with a member of the pupil's immediate family who is an active dtuy member of th euniformed services, ad defined in Section 49701. Absences granted pursuant to this shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
7) For th epurpose of attending the pupil's naturalization ceremony to become a United States citizen
8) For the purpose of a middle school pupil engaging in a civic or political event, provided that the pupil notifies the school ahead of the absence. The absence is required to be excused for only one schoolday-long absence per school year. Additional excused absences may be permitted at the discretion of a school administrator.
9) For the purposes to access services from a victim services organization or agency, to access grief support services, to participate in safety planning or take other actions to increase the safety of the pupil or immediate family member, as long as the absence is not more than three days per incident.

Education Code 48260 Truant

A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the schoolday without a valid excuse on three occasions in one school year, or a combination thereof, shall be classified as truant and shall be reported to the attendance supervisor or to the superitnedent of the school district.

Appendix B

School Attendance Review Team (SART): A SART meeting is scheduled when a student has been unable to maintain satisfactory attendance. A SART meeting may be scheduled for students with truancies or excessive excused absences. Parents/guardians will receive an attendance notification letter prior to a SART meeting being scheduled. A SART Agreement is written and signed at the conclusion of the meeting. The SART Agreement outlines plans for improving the student's attendance and is in effect for 1 calendar year.

Goal: To identify attendance barriers and to implement supports to help improve the student's attendance.
Attendees: School Counselors, Administrator, Parent/Guardian, Student
Location: School

District Attendance Review Team (DART): A DART meeting is scheduled when a student's attendance remains unsatisfactory even though a SART Agreement is in place. A DART Agreement is written and signed at the conclusion of the meeting. The DART Agreement outlines plans for improving the student's attendance and is in effect for 6 months.

Goal: To further analyze attendance barriers and to provide additional school, district, county, or community resources to help improve the student's attendance.
Attendees: District and School Staff, Parent/Guardian, Student
Location: Central School District Office

School Attendance Review Board (SARB): A SARB meeting is scheduled when a student's attendance remains unsatisfactory even though a SART or DART Agreement is in place.
A SARB Agreement is written and signed at the conclusion of the meeting. The SARB Agreement outlines plans for improving the student's attendance and is in effect until the child turns 18 or graduates from high school.

Goal: A multi-district committee will identify attendance barriers and recommend additional school, district, county, or community resources to help improve the student's attendance.
Attendees: District and School Staff, District Representatives (surrounding districts), Deputy District Attorney, School Resource Officer, Parent/Guardian, Student
Location: San Bernardino County Courthouse (Rancho Cucamonga)

Appendix C

POSITIVE BEHAVIOR SUPPORT AND PROGRESSIVE DISCIPLINE

Doña Merced's staff believes in positive reinforcement over negative reaction. This philosophy usually produces the desired achievement and affective attitude from our students. Our teachers have classroom behavior systems in place to maximize learning and minimize behavior issues that get in the way of academic achievement.

When positive strategies are not effective, we utilize a progressive discipline plan that combines intervention with disciplinary action. Verbal warnings will be given for classroom violations. Repeated violations may result in a colored ticket or oops note to be signed and returned to the teacher. Citations may be issued for continuing or more serious infractions with a needed parent signature or parent phone call or meeting. Students will be guided to think through their choices and take responsibility for their actions. Consequences increase with each incident and could include apologies, reflection sheet, detention, attending a behavior class to work on self-regulation and calming strategies, problem solving and conflict resolution, a behavior contract, and possible suspension, depending on the circumstance. The goal of this system is to teach students and change problematic behavior so that students can be academically, socially, and emotionally successful.

Appendix D

Ed Code 48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district 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, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2, 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) Stole 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, as defined in Section 11014.5 of the Health and Safety Code.
(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) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts 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. As used in this section, “imitation firearm” means a replica of a 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 as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes 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
(2) (A) “Electronic act” means the creation or 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, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an internet website 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.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(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, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a 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 a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, 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.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

Appendix E

Parent Square Set-up:

1. Download the ParentSquare app from the Apple or Google Play store.

2. After enrolling a student, parents/guardians will receive an email invitation and/or text with a link to activate their Parent Square account. Click on the link to activate the account.

3. Parents/guardians will then need to register their account in order to be able to interact and send messages within the app. When logging in to the app for the first time, it will prompt the user to enter their email. Users must enter the same email that is listed in the CSD student data system.

4. Users can set notification settings within the app. You can customize your notification settings in the app—choose whether messages are sent to your email or through the app, and decide whether you want to receive them immediately or at a specific time each day..

5. For more information, go to https://parentsquare.zendesk.com/hc/en-us/articles/203414049-Getting-Started .

6. For FAQs, go to https://parentsquare.zendesk.com/hc/en-us/articles/7282258673293-FAQs-for-Parents-Guardians .

Apple Store

Google Play Store

Appendix F

📲 On the Mobile App:

1. Open the **ParentSquare** app and log in.
2. Tap **"Home"** at the **top of the screen**.
3. Tap **"Communications."**
4. Select **"Alerts and Notices."**
5. Tap **"Documents."**
6. Find and tap the **report card** or **transcript** to view or download.

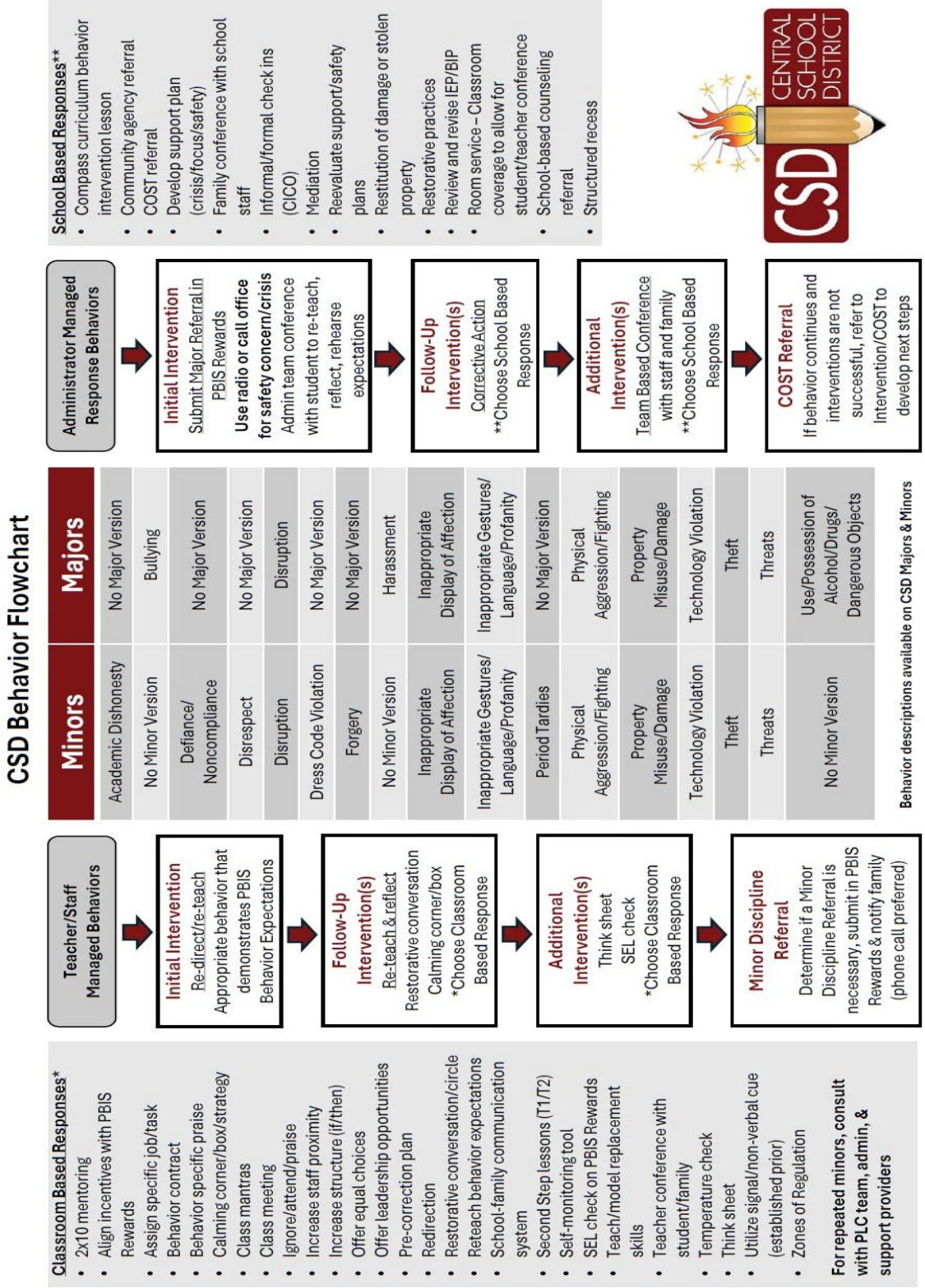
💻 On a Computer (Web Browser):

1. Go to **www.parentsquare.com** and log in.
2. Click on the **"Home"** tab at the top.
3. Select **"Communications."**
4. Click on **"Alerts and Notices."**
5. Then click **"Documents."**
6. Find your child's **report card** or **transcript** and click to open or download it.

❓ Need Help?

7. If you're having trouble accessing ParentSquare or locating your student's documents, please contact the school office or visit the **ParentSquare Help Center**.
8. If you need further assistance, please contact your school office or the **District Technology Department** at **909-484-5301**.
9. Thank you for staying connected with us!

Appendix G


CSD Behavior Flowchart
Classroom Based Responses*
2x10 mentoring
Align incentives with PBIS Rewards
Assign specific job/task
Behavior contract
Behavior specific praise
Calming corner/box/strategy
Class mantras
Class meeting
Ignore/attend/praise
Increase staff proximity
Increase structure (if/then)
Offer equal choices
Offer leadership opportunities
Pre-correction plan
Redirection
Restorative conversation/circle
Reteach behavior expectations
School-family communication system
Second Step lessons (T1/T2)
Self-monitoring tool
SEL check on PBIS Rewards
Teach/model replacement skills
Teacher conference with student/family
Temperature check
Think sheet
Utilize signal/non-verbal cue (established prior)
Zones of Regulation
For repeated minors, consult with PLC team, admin, & support providers
Teacher/Staff Managed Behaviors
Initial Intervention
Re-direct/re-teach Appropriate behavior that demonstrates PBIS Behavior Expectations
Follow-Up Intervention(s)
Re-teach & reflect
Restorative conversation
Calming corner/box
*Choose Classroom Based Response
Additional Intervention(s)
Think sheet
SEL check
*Choose Classroom Based Response
Minor Discipline Referral
Determine if a Minor Discipline Referral is necessary, submit in PBIS Rewards & notify family (phone call preferred)
Minors
Academic Dishonesty
No Minor Version
Defiance/ Noncompliance
Disrespect
Disruption
Dress Code Violation
Forgery
No Minor Version
Inappropriate Display of Affection
Inappropriate Gestures/ Language/Profanity
Period Tardies
Physical Aggression/Fighting
Property Misuse/Damage
Technology Violation
Theft
Threats
No Minor Version
Majors
No Major Version
Bullying
No Major Version
No Major Version
Disruption
No Major Version
No Major Version
Harassment
Inappropriate Display of Affection
Inappropriate Gestures/ Language/Profanity
No Major Version
Physical Aggression/Fighting
Property Misuse/Damage
Technology Violation
Theft
Threats
Use/Possession of Alcohol/Drugs/ Dangerous Objects
Behavior descriptions available on CSD Majors & Minors
Administrator Managed Response Behaviors
Initial Intervention
Submit Major Referral in PBIS Rewards
Use radio or call office for safety concern/crisis
Admin team conference with student to re-teach, reflect, rehearse expectations
Follow-Up Intervention(s)
Corrective Action
**Choose School Based Response
Additional Intervention(s)
Team Based Conference with staff and family
**Choose School Based Response
COST Referral
If behavior continues and interventions are not successful, refer to Intervention/COST to develop next steps
School Based Responses**
Compass curriculum behavior intervention lesson
Community agency referral
COST referral
Develop support plan (crisis/focus/safety)
Family conference with school staff
Informal/formal check ins (CICO)
Mediation
Reevaluate support/safety plans
Restitution of damage or stolen property
Restorative practices
Review and revise IEP/BIP
Room service – Classroom coverage to allow for student/teacher conference
School-based counseling referral
Structured recess
CSD
CENTRAL SCHOOL DISTRICT

Appendix H

CSD Inclement Weather Guidelines

(Use "feels like" temperature)

Heat Guidelines	Cold Guidelines
Inclement Weather Protocol 96 degrees and higher	Inclement Weather Protocol 35 degrees or lower
Partial Inclement Weather Protocol 90 – 95 degrees	Partial Inclement Weather Protocol 36 – 40 degrees
Regular Schedule 89 degrees or less	Regular Schedule 41 degrees or higher

Inclement Weather Protocol:

- Shelter students inside or under covering to the maximum extent possible at arrival, during school, and at dismissal
- Lunch indoors if possible
- Shorten/Modify lunch and/or recess schedule as determined by the school site

Partial Weather Protocol:

- Limit outdoor activities
- No running or sports/activities which involve exertion if outdoors
- Provide alternative setting, as determined by the school site, for those seeking shelter