



# **FRAZIER PARK ELEMENTARY SCHOOL**



**Parent & Student Handbook**  
**2023-2024**



"A Good Place to Grow"

# Frazier Park Elementary School

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## Welcome to the 2023 – 2024 school year!

Dear Bobcat Families,

I hope this letter finds you in good health and high spirits. As we embark on a new academic year, I am delighted to extend a warm welcome to all our students, both returning and new, along with their families to Frazier Park Elementary School. It is with great anticipation and excitement that we begin this journey together, with a shared commitment to educational excellence and personal growth.

As we move forward, I assure you that the well-being, safety, and educational progress of our students remain our top priorities. We have implemented comprehensive measures and protocols to ensure a secure and conducive learning environment. Our dedicated team of educators and support staff has been working diligently to prepare for the academic year, designing engaging and meaningful learning experiences that cater to the diverse needs of our students.

This year, we will continue to foster a culture of collaboration, inclusivity, and respect within our school community. We believe in the power of teamwork and the significance of a strong partnership between home and school. I encourage you to actively engage in your child's education, maintain open lines of communication, and participate in school activities and events whenever possible. Together, we can provide the support and guidance our students need to thrive academically, socially, and emotionally.

I encourage you to stay connected with our school through AERIES, district website ([el-tejon.com](http://el-tejon.com)) and school website ([fps.el-tejon.com](http://fps.el-tejon.com)), social media channels, and regular communication updates. These platforms will provide you with important announcements, academic resources, and information about upcoming events. Additionally, please do not hesitate to reach out to our dedicated staff members or me should you have any questions, concerns, or suggestions. We value your feedback and are committed to continuous improvement.

Once again, welcome back to Frazier Park Elementary School. Let us embrace this new academic year with enthusiasm and a determination to achieve greatness. Together, we will overcome any obstacles, celebrate achievements, and create a thriving learning community where every student can flourish. As always, thank you for your unwavering support, and I look forward to a successful and rewarding year ahead.

Yours in education,

Mr. Michael McNelis



## **Frazier Park Elementary School Earthquake Kit**

Dear Parents,

Since we live in earthquake country, we would like each child to be prepared by having an earthquake kit in the classroom. Hopefully, we will never have to use them. Assuming that we will not have to use them, the earthquake kits will be returned to you at the end of the year. Just restock the perishables each year and return it in the fall for the next year.

We would like each child to place all of the items mentioned below in a Ziploc bag. Please remember to write your child's name on the bag.

Please include in your bag some or all of the following items:

1. Large garbage bag or space blanket (for warmth)
2. A small book, game, note pad & pencil, or deck of cards, etc. (to pass the time)
3. A small stuffed animal or toy (for comfort)
4. A small can of juice or water (must have long shelf life)
5. A granola bar, package of jerky, nuts, dried fruit, etc.
6. Hand wipes or Kleenex
7. Face covering, face mask, surgical or cloth, etc.
8. Hand sanitizer
9. A small penlight flashlight (only if you have one already)
10. A special note from mom and dad (for comfort)
11. Spare pair of socks (for warmth or puppets, etc.)
12. Emergency phone numbers
13. Medical Release Letter

Please send your child's earthquake bag to school as soon as possible. Thank you for your help.

Sincerely,  
Frazier Park School Staff

# **Frazier Park Elementary School**

## **Playground Procedures**

### **\*\*\*\*\*STUDENT SAFETY IS OUR PRIORITY\*\*\*\*\***

All Frazier Park students are expected to have an understanding and adhere to the following:

- Students should not be on the playground before 7:50 A.M.
- Students should always play fair and should be allowed to join in any group game,
- Always follow the Character Counts Pillars.
- No playing in the restrooms.
- Use all the equipment as designed and share with other students.
- Students should go to their designated play areas in the morning and during recess. Students should not be in the areas near the classrooms without direct supervision.
- Stay in the playground area unless students must use the restroom, get a drink, or go to the office during recess. Students must obtain permission from yard duty to go to the office.
- Students must keep hands and feet to themselves.
- All ball playing and throwing MUST be done on the grass. No ball playing near the classrooms.
- Playing tag is not allowed anywhere on the playground.
- No throwing rocks, sand, or bark.
- No stunt-like activities on the bars. (i.e.: cherry drops, chicken fights, etc.)
- No tackling. (i.e., rugby, tackle football, etc....)
- Return playground equipment after recess.
- Always follow the directions given by an adult (teachers and yard duties).
- Settle arguments by rock, paper, scissors.
- Stop playing immediately when the bell rings and walk directly to your line.

#### **Swings**

1. Count to twenty before asking to take the swing. One count is up and back.  
Countbacks are permitted.
2. Stand a safe distance away from the swing.
3. Refrain from jumping out of a swing.

#### **Parallel Bars**

1. Do three tricks and then allow another person a turn.
2. Play on the bars only when there are three children.

#### **Monkey Bars**

1. Cross one at a time.
2. NO "chicken" fighting!
3. Stay off the top of the bars.

#### **Turning Bars**

1. Do three tricks and then allow another student a turn.
2. Hold on to the bars with hands and legs when turning.
3. NO Cherry Drops!

#### **Play Structure**

1. Always walk around the structure.
2. Never play tag.
3. Take turns using the slide.
4. Always slide down your feet first.

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE EL TEJON UNIFIED SCHOOL DISTRICT**

The El Tejon Unified School District (hereinafter referred to as the "District") is pleased to make access available to students to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the terms and provisions of the Acceptable Use and Internet Safety Policy (hereinafter referred to as "Policy") of the District and the Data Acquisition Site that provides Internet access to the District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and agree to follow the Policy. If a student is under 18 years of age, he or she must have his or her parent(s) or guardian(s) read and sign the Policy. The District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parent(s) or guardian(s).

If you have any questions about these provisions, you should contact the School principal. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### **I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, *but also are agreeing to report any misuse of the network to a teacher or school administrator.* Misuse means any violations of this Policy or any other use that is not included in the Policy but has the effect of harming another or his or her property.

### **II. TERM OF THE PERMITTED USE**

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed, will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the District before they are given an access account.

### **III. ACCEPTABLE USES**

**A. Educational Purposes Only.** The District provides access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

**B. Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline Policy: view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

**C. Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

#### **IV. INTERNET SAFETY**

##### **A. General Warning; Individual Responsibility of Parents and Users. All**

##### **users and their parents/guardians are advised that access to the electronic**

network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors should discuss with their children the type of materials to shun. If a student finds that other users are visiting offensive or harmful sites, he, or she should report such use to a teacher or school administrator.

- B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your last name or any other information that might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. "Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

**E. Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 or older.

The term "harmful minors" is defined by the Communication Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals.
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **V. PRIVACY**

### **Network and Internet access is provided as a tool for your education. The District**

reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

## **VI. FAILURE TO FOLLOW POLICY**

### **The user's use of the computer network and Internet is a privilege, not a right.**

A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the District may refuse to reinstate for the remainder of the student's enrollment in the District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The District may also take other disciplinary action in such circumstances.



## **VII. WARRANTIES/INDEMNIFICATION**

### **The District makes no warranties of any kind, either express or implied, in**

connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, the user is taking full responsibility for his or her use, and the user who is 18 or older [or, in the case of a user under 18, the parent(s) or guardian(s)] is agreeing to indemnify and hold the School, the District, the Data Acquisition Site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers, and staff harmless from any and all losses, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user [or if the user is a minor, the user's parent(s), or guardian(s)] agrees to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the District's network.

## **V. UPDATES**

### **Users, and if appropriate, the user's parent(s)/guardian(s), may be asked from time to**

time to provide new or additional registration and account information or to sign a new Policy form, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardians) or such new Policy forms must be signed if the user wishes to continue to receive service. If after you have provided your account information, some, or all of the information changes, you must notify the person designated by the School to receive such information.

## ETUSD BEST PRACTICES

Parents, please read the following best practice to your student(s). It is imperative both you and your student are aware of the following practices in order for your student(s) to be successful.

1. **EMERGENCY DISMISSAL:** On occasion, due to climatic conditions, power outages, or other unforeseen circumstances, students must be sent home early. It is important that students have a pre-planned place to go and an alternate place to go in such instances. Parents must plan with their child **WHERE TO GO AND WHAT TO DO** in case of an emergency early dismissal.
2. **P.E. EXCUSES:** Students may be excused from Physical Education for medical reasons only. For short period, up to a week, a parent note is satisfactory. For longer periods, a doctor's note is required. If students refuse to participate in PE and do not have a doctor's or parent's note, they will receive an unsatisfactory grade.
3. **CLOTHES:** Students are expected to wear clothes that meet acceptable standards of neatness, safety, and health. Extremes in dress or grooming that will cause undue distraction or disruption in the classroom or schoolyard will not be allowed. **PLEASE SEE "DRESS CODE" FOR MORE INFORMATION.** Most importantly, students must wear shirts and shoes at all times. Footwear should allow for P.E. activities and provide protection for the feet. Check our "Lost and Found" area in the cafeteria for lost clothing and possessions.
4. **VISITORS:** Due to COVID-19 pandemic we are not allowing visitors or parents on campus.
5. **PICKING UP CHILD:** Children will only be discharged to the parent or emergency designee. Parents wishing to pick up their children before regular dismissal time must check in with the office. No teacher is authorized to release a child from his/her custody to anyone without office permission. **PICKING A STUDENT UP OVER 30 MINUTES EARLY THREE TIMES IN A TRIMESTER/QUARTER MAY RESULT IN A TRUANCY.**
6. **SCHEDULE:** Classes will begin promptly at 8:10 a.m. and end at 2:15 p.m. Minimum Days, classes will end at 1:15 p.m.
7. **LUNCHES:** Students may eat cafeteria meals or bring lunch from home. Milk may be purchased for 40 cents to supplement sack lunches. Lunch accounts may be paid in the office every morning from 7:45-8:45 a.m. Regular lunch price is \$3.00 payable by cash or check to: Frazier Park School or El Tejon Unified School.
8. **PARENT PARTICIPATION:** Our Parent Teacher Student Organization contributes much to school site improvement, extracurricular programs, and our children's motivation. Join and share again! Parents are also encouraged to visit their child's classroom and donate time as a classroom helper. Consult your child's teacher for details. Volunteers will need a current TB test and must also be on file at the school.
9. **PETS ARE NOT ALLOWED ON CAMPUS FOR ANY REASON DUE TO LIABILITY ISSUES.**

10. **TOYS** are not allowed at school. They will be confiscated, and parents will have to come pick them up.
11. **STUDENT BIRTHDAYS** Please do not send classroom treats on birthdays. If you would like to celebrate your child's birthday, please consider buying students pencils, storybook for the classroom, or other non-food items. **No invitations** will be allowed to be distributed at school, during recess or on school-sponsored transportation. Violation of this policy may result in disciplinary action.
12. **PHONE NUMBERS/AUTOMATED PHONE CALLS:** El Tejon Unified School District used an automated phone call system to report school delays, announcements, etc. **Please update your phone numbers if they change by calling the front office.**
13. **BUS ROUTES:** In order to keep students safe, **ALL STUDENTS MUST RIDE TO AND FROM SCHOOL ON THEIR ASSIGNED BUS. BUS PASSES WILL NOT BE ISSUED FOR ALTERNATE BUS ROUTES/STOPS** unless there is a **DIRE EMERGENCY**.
14. **TEXTBOOKS:** All textbooks are furnished to students by the school district. Care of textbooks is the responsibility of the student! Students will be required to pay for lost or damaged textbooks or library books. Damage to textbooks may include water damage, writing in the book, torn or worn corners on the cover, and overall damages that require repair. It is advised that parents and students check the condition of the textbooks when they are assigned at the beginning of the year to prevent problems at the end of the year. Under existing law, a school district whose real or personal property is damaged or improperly returned by a pupil may withhold the grades, diploma, and transcripts of the pupil until the district is properly compensated.
15. **FIELD TRIPS:** field trips at every grade level are enriching experiences that add to the academic curriculum and are considered a privilege. Any student who has been involved in inappropriate or unsafe behavior at school may be excluded from a class field trip in order to ensure the safety and well-being of all students. Field trip chaperones must ride the school bus in order to adequately supervise students. Private vehicle transportation and meeting classes at the field trip site may not be allowed.
16. **EXTRA CURRICULAR ACTIVITIES:** No student may remain after school unless they are directly involved in a school sponsored activity. There are to be NO spectators. There are no provisions for looking after younger brothers and sisters they must go home on the bus.

## **ATTENDANCE**

### **Attend Today, Achieve Tomorrow**

Students who attend school regularly have been shown to  
achieve at higher levels  
than students who do not have regular attendance.

#### **Absences**

Students are excused for being absent for the following reasons:

1. Illness: if a student is ill, the office needs to be informed immediately by phone, not, medical document, or visit our office.
2. Doctor or dentist appointment: students should be signed out at the office before leaving campus and signed back in at the office upon return. Please bring a doctor's note.
3. Students leaving campus: must be signed out by someone listed on their Emergency Card.
4. Student returning to campus or arriving late: must be signed in by an Emergency Card listed person.
5. Death in the immediate family: please, notify the office as soon as possible.
6. Court appearance.
7. Quarantine.
8. Exclusion.

#### **Attendance Procedures**

Every possible step will be taken to verify absences at Frazier Park. Please help the school by letting us know why your child is absent.

1. Verification of absence includes a telephone call, a note from the parent, guardian, or doctor indicating the reason the student was absent. A telephone call is preferred as soon as possible. If a phone call is not possible, a note should be sent home with the student as soon as he/she returns.
2. Parent/s or others dropping students off late for school need to accompany the student into the office and sign them into school while providing the reason for the tardiness/truancy.
3. An automated/computer generated phone call will be made to the parents of a student absent from school where absences were not previously verified.

#### **Make-up Work/Tests**

1. Students should make plans to make up all work, quizzes, and tests when they return from an absence according to their teacher's policy.

#### **Truancy/Cut Policy**

1. Truancy exists when a student does not come to school and is not excused for that absence. If truanies continue, will begin a legal process that eventually can lead to Frazier Park Sheriff Department becoming involved. Ultimately, continual truanies may also lead to the courts.
2. Frazier Park Elementary School is willing to work with families about their children's attendance. Please call the school to discuss any activity that may keep your child out of school.

## **School Rules and Consequences**

### **SKATEBOARDS AND SKATE SHOES:**

Skateboards, and skate shoes, or any other device may not be ridden on campus. They must not be brought onto campus at any time.

### **HOMEWORK AND MAKE UP WORK**

Students should expect to spend approximately one hour each school night on homework. If you finish your homework in less than an hour, put in the remaining time on outside reading. Good study habits are important. Start developing them now!

Following an **excused** absence, a student has the same number of days, as he/she was absent to make up the work. Students are responsible for all class work missed due to school activities.

### **DISRESPECT/DEFIANCE OF AUTHORITY**

Any student that is discourteous, impolite, or rude to teachers or other school personnel is guilty of disrespect. Defiance is a refusal to follow a teacher's and/or other school staff member's directions. Failure to serve detention is defiance of authority.

- a) Minor disrespect – Teacher/parent conference and/or teacher-assigned detention.
- b) Serious or repeated Disrespect-Referral to the principal and parent conference, in-school suspension, or off-campus suspension.
- c) Failure to serve detention- or off-campus suspension.

### **FIGHTING**

Fighting is defined as an encounter, with blows or other violence, between two students. It is not necessary that both students take or give blows. Any student that engages in a fight will be suspended. Parents are requested to emphasize that **fighting will not be tolerated at school, at a school activity, before or after school, or on the way from or to school.** Parents may be found financially responsible for injury to another student because of a fight. If a student feels there might be a fight, they must inform a teacher, school administrator, or counselor before the fight takes place. All efforts will be made to prevent the fight.

- a) First violation – Referral to the principal, parent conference, and possible one to five days off-campus suspension. Police will be notified if necessary and citations may be issued.
- b) Second violation – Referral to the principal, parent conference, and possible three to five days off-campus suspension. Police will be notified as necessary, and citations may be issued.
- c) Repeated violations – Repeated violations will result in additional citations and suspensions and/or referral for expulsion.

### **THEFT OR POSSESSION OF STOLEN PROPERTY**

Theft is defined as the removal, from another person or the school, of an object or substance that is taken without knowledge or permission by any means. Possession of stolen property will be considered theft. Anything taken from a student's book bag, desk, purse, jacket, etc., any time during the day will be considered a major violation.

- a) Minor violation – Referral to the principal, parent conference, restitution, and possible off-campus suspension.
- b) Major violation – Referral to the principal, parent conference, and one to five days off-campus suspension, police notification with possible arrest and removal from school, restitution.
- c) Theft under \$50 may result in a call to the FP sheriff dept.

### **SMOKING OR POSSESSION OF TOBACCO**

The act of smoking or the mere possession of tobacco or cigarettes is considered a violation of Penal Code 308b and will result in a citation and/or one-to-five-day suspensions. Cigarette lighters or matches are not permitted on campus at any time.

### **PROFANITY AND VULGARITY, OBSCENE MATERIAL**

No student is permitted to use profane or vulgar language at any time while at school or a school activity. Any profanity directed at or about a teacher or any other school employee will be considered an extreme violation. Writing profanity on any school or teacher's property or on a student's yearbook or other property will be considered an extreme violation.

- a. First violation – Referral to the principal, parent conference, and/or in-school suspension.
- b. Second violation – Referral to the principal, parent conference, in-school suspension.
- c. Extreme violation – Referral to the principal, parent conference, and possible one to five days off-campus suspension, restitution, possible removal from class or transfer to another school.

Students who access inappropriate Internet web sites on school computers will be suspended for one to five days.

### **VANDALISM**

Vandalism is considered willful destruction of school property or the personal property of another. **The parent or guardian of a minor who willfully cuts, defaces, or otherwise injures in any way, property, real or personal, belonging to a school district, shall be liable for all such damages caused by the minor.**

- a. Minor violation – Referral to the principal, parent conference, one to three days' off-campus suspension, restitution, and possible police report, possible citation.
- b. Major violation – Referral to the principal, parent conference, three to five days off-campus suspension, and police report with possible arrest and removal from school, possible legal action, restitution, and possible referral for expulsion out of El Tejon Unified School District.
- c. Graffiti vandalism is a violation of Penal Code 594(a)(i) and will result in a call to the sheriff's department and/or suspension.

### **FIRECRACKER/FIREWORKS AND "EXPLOSIVES"**

Firecrackers and other explosives are illegal and dangerous and are never permitted at school. Simple possession of such materials will be considered a violation of this policy. Lighting, attempting to light, or exploding such materials are a serious and major violation of school policy.

- a. Minor violation – Referral to the principal, parent conference, possible notification of fire department, and off-campus suspension from one to three days.
- b. Major violation – Referral to the principal, parent conference, sheriff notified, fire department notified, possible arrest and removal from school, off-campus suspension three to five days, possible expulsion.

### **DISRUPTION OF SCHOOL ACTIVITIES**

Students violating school rules at any student activity will be asked to leave and further action, as necessary, will be taken the next day at school. Students having unexcused detention or major behavioral violations will not be admitted to activities. Students may be placed on school probation, where future behavior will be agreed upon and carefully monitored. Any student who is in violation of the probation agreement may be denied admission and participation in future activities including promotion exercises, dances, and year-end activities. Any misbehavior on school field trips will be considered a violation of school rules.

### **FORGERY AND CHEATING**

Forgery is the act of a student signing a parent's, teachers, or other school employee's name or altering such signature or other mark such as a grade, date, time, etc. If a student impersonates a person by voice on the telephone, he or she will be considered guilty of forgery.

Cheating is never permitted and is considered a serious offense. Students who are found to be cheating will receive no credit on the assignment and be assigned one of the punishments below.

- a. First violation – Referral to the principal, parent conference, possible suspension.
- b. Second violation – Referral to the principal, parent conference, possible one to five days off-campus suspension.

### **DRUGS, ALCOHOL, WEAPONS, AND OTHER MAJOR OFFENSES**

Any student using, giving, or selling to another person, or in possession of drugs, alcohol, weapons (including BB or pellet guns), or dangerous objects, is a serious threat to the welfare and safety of students and school personnel. Any overt act

or threat directed at a teacher or other school employee is a serious violation. Any violation of this policy will usually result in all of the following:

- a. Referral to a school administrator.
- b. Parent conference.
- c. Police notified, the student arrested and removed from school with subsequent legal action.
- d. Five days off-campus suspension, which is often extended by the District office.
- e. Possible expulsion from the school district.

#### **BEYOND THE CONTROL OF SCHOOL AUTHORITIES**

Any student who is persistently in violation of numerous classroom, school, District, or legal policies, and who does not respond to usual corrective measures, is considered beyond the control of school authorities. In this case, the parent is held responsible for all possible help in correcting behavioral problems. Depending on the following may be considered:

- a. Parent requested and required to attend class with the student.
- b. Parent requested to come to school and remove the student.
- c. Off-campus suspension.
- d. Referral for expulsion.

#### **PERMANENT MARKERS**

Possession of any type of permanent marker pen is prohibited at all times. Permanent markers may not be possessed even when working on school projects in normal class activities. Any possession must have prior approval from the school administration. Liquid correction fluid is not permitted on campus. Possession of a "Sharpie" or paint marker is a serious and major violation.

- a. First and minor violation Detention and possible campus cleanup assigned, possible off-campus suspension and call to the sheriff's department.
- b. Second violation – off-campus destruction of school property – Immediate off-campus suspension for five days, sheriff notified with possible arrest, payment for damages, and possible expulsion from El Tejon Unified School District.
- c. Graffiti vandalism is a violation of Penal Code 594(a)(i) and will result in a citation and/or suspension.

#### **CELL PHONES, IPODS, ELECTRONIC DEVICES**

Use or possession of any electronic signaling, paging, or beeping device on campus or at a school activity is not permitted at any time. Cellular phones are allowed at school. However, they are to be turned off and placed in backpacks or pockets (and not visible) while on campus. Use of cellular phones will result in confiscation and the phone will be held for parents to pick up in the school office. Serious misuse of cell phones can result in consequences up to and including suspension. iPods and cameras are not allowed on campus and will be confiscated.

- a. First violation - Confiscation of the device. The device will be held in the principal's office, to be returned only to the parent. Lunch detention assigned.
- b. Second Violation-Confiscation and held for parent pick up. 1-hour detention assigned.
- c. Third violation- confiscation and held for parent pick up, and possible off-campus suspension.

#### **SEXUAL HARASSMENT**

The California State Education Code states that a student may be suspended from school or recommended for expulsion if it has been determined that a student has committed sexual harassment. Sexual harassment can be defined as any or a combination of the following:

- A. Sexual assault
- B. Physical abuse (unnecessary touching, pinching, and cornering)
- C. Verbal abuse (propositions, lewd comments, or sexual insults)
- D. Subtle or overt pressure for sexual favors accompanied by implied or overt threat.
- E. Leering or display of pornographic material designed to embarrass or intimidate.
- a. Minor violation – Referral to the principal, parent conference, possible off-campus suspension.
- b. Major violation – Referral to the principal, parent conference, five days off-campus suspension, possible arrest by the sheriff, and referral for possible expulsion from the District.

## **PUBLIC DISPLAYS OF AFFECTION**

Hugging, kissing, holding hands or other displays of affection is not allowed.

## **ITEMS WHICH SHOULD NEVER BE BROUGHT TO SCHOOL**

Items which should never be brought to school include sharp objects other than pens and pencils; any aerosol spray; any vitamin or medication (either prescription or over-the-counter) which does not have the appropriate medical documentation on file in the office; any gels or adhesives; any toys or games which would be a distraction at school, including finger boards; any items which appear to be illicit drugs (i.e., "look-alike" drugs); toy guns or ammunition; matches, fireworks, and other explosives; radios, CDs, tapes, tape players, iPods, MP-3s or components, laser pointers; permanent markers, white-out; glass containers; mechanical or woodworking tools; key chains over three inches in length; any objects or substance that could disrupt or distract from school activities.

## **SELLING ITEMS ON CAMPUS**

Students are not permitted to bring items on campus for sale. Students are not permitted to sell items for personal gain. This includes even simple things like candy, gum, baseball cards, toys, etc. Students involved with the sale of items considered to be of danger to other students will face serious disciplinary action. An example would be the sale of "look alike" drugs. If an item is represented as a drug, action will be taken as though the substance was, in fact, the actual drug. For example, if flour, oregano, parsley, or herb of any kind from the kitchen is said to be cocaine or marijuana, and then sold to a student, the school would view the function as a major offense.

- a. Minor violation \_ Confiscation of the items for sale, possible one to five days off-campus suspension.
- b. Major violation – Confiscation of the items for sale, five days off-campus suspension, possible referral for expulsion from the District, possible arrest by the sheriff.

## **PARTY FLIERS AND ADVERTISEMENTS**

Students are not permitted to bring to school, have in their possession, or pass out to other students, fliers, or advertisements for "dance parties," "birthday parties," "entertainment events," or any activities that disrupt the school or which appear to be inappropriate for students. Material containing vulgar illustrations, profanity, advocating the consumption of drugs or alcohol, etc. will be considered a major violation.

- a. Minor violation \_ Confiscation of the material, notification of parent, possible detention, or other appropriate action.
- b. Major or repeated violations \_ Confiscation of the material, parent conference, possible one to five days off-campus suspension.



# Student Dress Code

Trustees of the El Tejon Unified School District support a district-wide dress and appearance code.

The enforcement of the dress code is the responsibility of all ETUSD employees.

The Board and administration reserve the right to declare any made of dress that in their estimation inhibits the educational process or threatens the safety and protection of all students, as unacceptable. If students are dressed in an unacceptable manner, parents will be notified, and corrective measures must be taken before the student will be allowed to return to class.

- Excessively large trousers, pants, and overalls may not be worn. All trousers and pants must be worn at the waist. Belt ends may not hang down. No ‘SAGGING” Pants are allowed.
- Excessively oversized shirts, including oversized tee shirts, worn outside pants, are not allowed. Shirt length cannot extend beyond the tips of fingers when student is standing with arms hanging down. Overalls must be worn with straps on the shoulders, not hanging loose.
- Hats, caps and attached hoods shall not be worn indoors; site-approved hats, caps and other headgear may be worn for sun protective needs or warmth Bandanas and hairnets may not be worn at any time. Special individual needs regarding headgear should be discussed with the school principal.
- Clothing that is excessively revealing is unacceptable. Excessively revealing includes:
  - ❖ Clothing that is extremely tight fitting
  - ❖ Backless halter tops or dresses; tube tops; tank-top shirts or muscle shirts cut low at armpits or neckline.
  - ❖ Clothing that shows bare midriffs
  - ❖ Shorts, the length of which is shorter than halfway between mid-thigh and knee.
  - ❖ Clothing that is transparent or revealing
  - ❖ Underwear being worn as an outer garment.
- Suggestive clothing or objects may not be worn which are obscene or depict illegal activity. This includes buttons, armbands, shirts, insignias, etc. Clothing with crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, or clothing that is sexually suggestive or disruptive is not acceptable.
- No bare feet or unsafe or disruptive is not acceptable. All shoes must have a back strap.
- Cosmetics to the face and hair (Mohawks etc.) that distract from the educational process are unacceptable except on appropriate days declared by the administration.

## **Bus Rules**

### **Riding the Bus is a Privilege!**

To: Parents and Students:

The information below pertains to all student passengers, grades T-kindergarten through twelve on a School District bus. We ask that you read the information carefully and discuss these infractions and consequences with your child. Good pupil behavior while entering, riding, or leaving the school bus contributes in many ways to safe transportation. Such conduct makes it possible for the driver to give his/her full attention to the routine matters involved in the safe operation of the bus and hold to a minimum those conditions that may cause injury to pupils. These regulations are for the purpose of students' safety. Cooperation is necessary from all students, parents, bus drivers, teachers, and administrators. Drivers may assign seats.

**Students will receive a bus referral for the following infractions:**

1. Not keeping hands to themselves.
2. Using profane language or obscene gestures.
3. Putting any part of the body out of the bus window.
4. Any movement out of seat while bus is in motion.
5. Creating excessive noise that distracts the bus driver.
6. Unauthorized opening, closing, or tampering of any kind, with bus doors, emergency exits and windows.
7. Transporting live animals, reptiles, or insects on the bus.
8. Throwing objects in, out of, or at the bus.
9. Eating, drinking, or chewing gum on the bus.
10. Using other than the students regularly designated bus stop.
11. Riding the bus after receiving a "No Ride" penalty.
12. Any improper bus stop procedure (not lining up, rock throwing, playing in the street, damaging property, smoking at the bus stop).
13. Giving improper identification when requested by the driver.
14. Tampering with radio, bus controls or camera.
15. Bringing skateboards or items too large to hold on lap.
16. Harassing other students.

The following infractions will result in student referral to the administration for appropriate discipline, which will be managed on a case-by-case basis. Discipline may include suspension or referral to the Board of Trustees for expulsion.

1. Fighting (slapping, hitting, poking, shoving, pulling hair, etc.) in the bus or when loading or unloading the bus.
2. Any type of damage to or defacing of bus. (Parents will be charged for defacing or destroying bus equipment)
3. Lighting matches or cigarettes or smoking on the bus.
4. Defiance, failure to obey the driver, or exhibiting disrespect for bus driver.
5. Possession, use of, sale of, or under the influence of any controlled substance, alcoholic beverage, or intoxicant.
6. Possession or sale of weapons.
7. Stealing or attempting to steal school or private property.
8. Sexual Harassment.

## **SUSPENSION OF TRANSPORTATION (Grades TK through 12)**

Administrative policy dictates that a warning (with signature of transportation supervisor) Be given to a disruptive student when the driver deems it necessary.

First Referral – warning mailed home and given to student.

Second Referral – up to five days' transportation suspension.

Third Referral - up to ten days' transportation suspension.

Fourth Referral – up to fifteen days' transportation suspension.

Further referrals may also lead to permanent suspension.

These alternatives are not listed in a mandatory sequence of steps to be taken by the District. It will depend on the type of disorderly conduct with which the student is charged.

All actions and consequences shall be at the discretion of the Transportation Supervisor, along with the school site administrators. Any safety issues shall be determined by the Transportation Supervisor: Tickets may be issued, and time off given to a student without a previous warning referral.

**Parents are required to furnish transportation for those students who have been denied transportation by the School District.**