A MESSAGE FROM MRS. CHRISTENSEN

Welcome to the 2022-2023 school year! Rowland Avenue is an award-winning school where students are encouraged and expected to do their best each day. We realize the importance of a world-class education and it takes each of us working together to help children achieve and thrive. During the 2022 school year, we were one of the elementary schools the California Department of Education recognized for a Pivotal Practice that was successfully implemented during the pandemic. We are a Gold Ribbon School, a California Distinguished School, and we received the Title 1 Academic Achievement Award, too. For the last few years, we have been recognized as a Top Public School in Los Angeles County. Rowland Avenue is nationally endorsed by the Mr. Holland's Opus Foundation. We have also been the recipient of the California Business for Education Excellence Award for multiple years. Because of our excellent parent involvement, we earned the Golden Bell Award. We attribute these accolades to the dedicated teachers and staff and family members who work together to create an amazing school community.

Our PTA has been recognized for its excellence also. We hope that you will attend meetings, participate in the many activities throughout the school year, and partner with us to help your child excel academically and socially.

Communication is an important aspect of any team and I believe this handbook will provide you with the information you need to support your child’s success. The pages of this handbook will serve as a guide to many questions, but if you need clarification, please contact your child’s teacher or a staff member in the office.

Please help your child make the most of his/her learning experience by ensuring that he/she attends school on time and every day. It is important that your child is well rested, properly nourished and demonstrates good hygiene habits. Please require good study habits and make sure your child comes to school prepared and ready to learn. We want you to be involved. We hope to see you during all school events and activities! Thank you for your support as we work together to make this school year exciting and filled with incredible learning opportunities!

Sincerely,

Mrs. Page Christensen
Principal, Rowland Avenue Elementary

MISSION STATEMENT

As a team, and in collaboration with all educational partners, our Rowland Avenue School staff prepares students to achieve and thrive in a safe, nurturing learning environment that promotes academic excellence and continuous improvement. All staff members work diligently to provide a world-class education to all Rowland students and have the constant expectation that they will demonstrate responsibility and respect and communicate effectively in our multicultural, multilingual, and ever-changing society.

COMMUNICATION

We will do our best to communicate events and information. Monthly calendars, the school website, phone messages, e-mails, social media and texts are some of the ways we keep you informed. Download the CVUSD app for current information. One of the most used apps is called ParentSquare. If you need assistance with the Aeries Parent Portal or any app, please contact us.

OFFICE HOURS AND PROCEDURES

Office Hours
Monday-Friday 7:30-4:00 p.m. (When school is in session)

Office Procedures
• All visitors entering the school must check into the office. The Raptor system will print visitors’ badges. Identification is always required while on campus.
• All classroom volunteers/field trip chaperones must show identification and obtain proper clearance.
• School gates will be unlocked for student access from 7:30 until 8:15. If you arrive late, office check-in is required.
• Office phones are available for students to use in the event of an emergency.
• All forgotten homework, lunch or other items can be dropped off on the table by the office so classes are not interrupted.
ROWLAND AVENUE SCHOOL
DAILY BELL SCHEDULE

Arrival and Departure Times

Transitional Kindergarten & Kindergarten ....................... 8:15-1:00  Minimum Days Dismiss at 12:10
1st through 5th ...................................................... 8:15-2:35  Minimum Days Dismiss at 12:10

Students can eat breakfast beginning at 7:30 and then go to Walk & Talk or the Library.

WARNING BELL RINGS AT 8:10 - CLASS BEGINS AT 8:15 ANY STUDENT ARRIVING AFTER 8:15 IS TARDY - ENTRY WILL BE THROUGH THE FRONT DOOR AND STUDENTS MUST OBTAIN A TARDY PASS

RECESS SCHEDULE

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<th>Grade</th>
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LUNCH SCHEDULE

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MINIMUM DAYS
Each Tuesday is a minimum day. All students must be picked up at 12:10. The parking lot is closed to vehicles.
RAINY DAY INFORMATION

Arrival
Gates will open at 7:30 and students will proceed to the multipurpose room to eat and/or wait for teachers to pick up.

Rainy Day Lunch Times  Times remain the same, but we will utilize all classrooms.

Departure on Rainy Days - If there is rain or imminent threat of rain, students will be released from classrooms. Students may not leave the campus unaccompanied unless prearranged and approved. The gates adjacent to Room 1 (Kindergarten) and Room 23 (Third grade on Lark Ellen Avenue) and the driveway at the front of the school will be designated entry/exit gates.

IMPORTANT DATES

August 1, 2022  School Office Opens
August 8-12, 2022  Kindergarten Round Up (Orientation)
August 22, 2022  First Day of School
August 31, 2022  PTA Association Meeting
August 31, 2022  Back to School Night  (#1 5:30-6:00  #2 6:00-6:30)
September 2, 2022  Student Holiday – No School
September 5, 2022  Labor Day – No School
September 12, 2022  Picture Day – Fall Portraits (makeups 10/21)
October 31, 2022  Halloween Parade
November 11, 2022  Holiday – Veterans’ Day (No School)
November 18, 2022  Student Holiday – Teacher Conferences
November 21-25  Thanksgiving Break
December 23, 2022  Minimum Day
December 26 – January 6  Winter Break
January 16, 2023  Martin Luther King, Jr. Day – No School
January 27, 2023  Teachers on Campus – No School
February 13, 2023  Local Holiday – No School
February 20, 2023  Presidents’ Day – No School
March 30, 2023  PTA Association Meeting 5:15
March 30, 2023  Open House/Showcase 5:30-6:30
March 31, 2023  Minimum Day at Rowland Avenue
April 3-7, 2023  Spring Break
May 29, 2023  Memorial Day Holiday – No School
June 5-8, 2023  Minimum Days at Rowland
June 8, 2023  Last day of school – Minimum Day
SCHOOL GUIDELINES

We believe that a positive learning environment is essential for a quality education. Our staff is dedicated to making Rowland Avenue Elementary School a pleasant and safe place for all students and school personnel. The following rules and standards of behavior are expected of all students on our campus:

**Preparedness**
- Bring required materials, completed homework, and parent signatures on forms, when required.

**Appropriate conduct at all times**
- Respect others
- Demonstrate responsibility
- Follow directions the first time they are given
- Demonstrate honesty
- Do not disrupt the learning environment

**Promote a positive learning environment**
- Follow dress code
- Keep gum at home
- Follow playground and classroom rules

**ARRIVAL AND DEPARTURE**

**Arrival**

It is important for all students to arrive and depart from school at the scheduled times. Students in grades 1-5 MUST ENTER school grounds through the main walkway gates in front of the school. Students in TK/K enter through their gate. The playground is closed before and after school. Breakfast is available daily beginning at 7:30. Upon entering the campus, students will proceed to the lunch benches and follow the supervising teacher’s instructions. Students will participate in Walk-and-Talk or visit the library.

**Student Departure**

All students must be picked up immediately after they are dismissed, unless special arrangements have been made with the teacher, in advance. Kindergarten students are dismissed from their classrooms. First grade through fifth grade students are escorted to the front of the school. If students are old enough and have permission to walk home, they must exit campus immediately. All others will wait to be picked up at their designated class cones. Students must be facing the parking lot and actively watching to expedite the departure process. Vehicles should display student name cards to assist with quick pick-up.

Parents who walk need to wait in the designated area. Please pick up students and exit quickly so all students have a clear view of grown-ups while waiting behind their cones. If you are arriving by car, remain in your car and follow the vehicles along the curb. No car may be left unattended at any time. When exiting the parking lot, all cars must turn right onto Rowland Avenue.

**Parking Lot Procedures and Traffic Safety**

It is extremely important that parents discuss safety rules at home with their children. It is recommended that, if a student is walking to school for the first time, time be set aside to plan and practice the best route for getting to school safely before making the trip independent of grown-ups.

The parking lot is a safety concern at all times. Please read over the procedures and share them with anyone who will be dropping off or picking up your child. Please speak to the principal if you need clarification or have any suggestions.

1. Please be reminded that adults make powerful role models for children. We ask that you demonstrate patience, courtesy, and respect for traffic laws and school personnel and volunteers who are working in the parking lot to help keep your children safe.

2. Follow the instructions given by the staff and volunteers that are directing you and keeping children safe.

3. Enter the lot through the east driveway on Rowland Avenue and exit by making a right turn only. Loading and unloading will be at the yellow curbs only unless directed otherwise. Do not load or unload on red curbs. If your child is not at the pick-up location, you may need to exit and re-enter the pick-up zone.

4. Cars may not be parked along red or yellow curbs. Please remain in your vehicle at all times. If you have business on campus, please park your car on the street or use the visitor parking. Parking stalls marked “STAFF” are for staff only.

5. Always use the crosswalk when crossing the parking lot even though you may need to walk twice the distance.
6. **Students who must cross streets should only do so at an intersection with a traffic signal or crossing guard.** The crossing guard must be obeyed without exception. Crossing in the middle of the street is unsafe and against the law.

**BICYCLES, SKATEBOARDS AND SKATES**

Students in grades 3-5 may ride bicycles to school and must wear a helmet with a school permit obtained in the office. Bicycles must be parked at the bicycle rack and locked. Please review with your child the safest route to and from school. Bicycle riding, skating, scooters, and skate boarding are not allowed on the school campus at any time.

**ATTENDANCE**

School starts promptly at 8:15 a.m. and it is important that your child arrives to school on time to ensure his/her academic success. It's the law! The Compulsory Education Law requires all school-age children to attend school on a consistent and regular basis. It is your responsibility to make sure your child is in school. The more he/she is in school, the more he/she learns!

**Attendance Procedures**

Absence reporting is REQUIRED by 9:00 a.m. E-mail dcazares@c-vusd.org or call (626) 974-4700 no later than 9:00 a.m. if your child is not in school. This alert is an early notification for us here at Rowland. You may request homework through the e-mail or when you call the school office. Only illness, doctor or dentist appointments constitute an excused absence. Inclement weather, trips, personal reasons, etc. are unexcused absences. Please be informed that California schools do not receive funding for ANY type of absence. All Tuesdays are minimum days. Please schedule appointments during non-school hours whenever possible. **Please do not check out children early from school.** The disruptions are significant to classrooms. We appreciate your cooperation.

**Saturday School**

The Covina-Valley Unified School District is committed to giving students every opportunity to make up unavoidable, excused absences. Saturday School will be made available to all students and is strongly urged for any student wishing to make-up an absence. Dates will be published in advance and invitations will be sent.

**Planning a Trip?**

Going to school is your child’s “job,” and attendance is key! Sometimes families need to travel during the school year. If trips cannot be scheduled during school holidays, parents should obtain an **independent study contract** for their child. An independent study contract allows students to earn academic credit, meet attendance requirements, and keep current in the classroom. A student in ANY grade level may use an independent study contract. Independent Study Contracts are not just for travel. Students who are absent for any reason (five consecutive days or more) may benefit from a Contract. Contracts must be written at least one week in advance of the planned time off and must be at least five consecutive school days. The office secretary will be able to assist you with Independent Study Contracts.

**Excessive Absences or Tardies**

Students with severe attendance problems will be referred to the School Attendance Review Team (SART), the school district’s School Attendance Review Board (SARB), and/or the Abolish Chronic Truancy (ACT) Program, coordinated through the District Attorney’s office. As a last resort, if the student’s attendance remains unsatisfactory, the District Attorney’s office may file a criminal case to hold the parents accountable. The maximum penalty is a year in the county jail and/or a $2,500 fine.

**Leaving School During School Hours**

Students should only be checked out from school for appointments that cannot be taken care of after school or on weekends. **Children lose valuable instructional time when they are not in school for the full day.** Parents planning to take children out of school during the day must come to the office and sign the child out of school. The office will call the child's room and have him/her meet the parent in the office. Students are not free to leave campus without parental permission and without first being checked out from the office. No person, other than a faculty member, is allowed to release a student from a teacher's supervision unless he or she has acquired permission from the office. **Students will not be released to anyone who is not listed on the emergency form.** With our schedule of modified Tuesdays, it will allow you to schedule afternoon appointments. **Students may not be checked out 30 minutes before the end of the school day.** Thank you.
SPECIAL NOTE: In the event of a serious natural disaster, such as an earthquake, students will be held at school until picked up by a parent or authorized individual listed on their Emergency Form. It is imperative that the contact information is up to date.

PHYSICAL EDUCATION EXCLUSION

A parent/guardian must send a note letting the teacher know that his/her child cannot participate in P.E. or run for one or two days because of an illness or injury. Please send a note from a doctor if more time is needed. Students who are excused from P.E. will not be allowed to run or exert themselves at recess time.

BIRTHDAY CELEBRATIONS

In keeping with our quest to move our school into a more health conscious mindframe, our school celebrates children’s birthdays in a way that acknowledges their special day and makes them feel important but does not include parents bringing any type of food treats to share with the class. Food treats, balloons, or bouquets will not be distributed. Thank you for your cooperation.

BREAKFAST/LUNCH PROGRAM

Breakfast and lunch will be available at no charge to all students. Students may enter campus at 7:30 for a supervised breakfast. Nutrition Services will begin processing meal applications beginning July 6th! The link will be accessible through the department webpage and there will be a shortcut available on the C-VUSD district homepage, by clicking on the apple icon "Meal Applications Nutrition Services". This application must be filled out each year but only one per family is needed. For assistance from the Nutrition Services Department, you may go in person to 519 E. Badillo Street, Covina, CA 91723. For more information, please contact Nutrition Services at (626) 974-7000.

Due to federal guidelines and district liability issues, parents/guardians are not permitted to sit with their children during meals. Food items may not be removed from the designated eating areas. All students may bring a healthy snack from home to eat during morning recess. Keep chips, sodas, and candy at home. Sharing of snacks is not permitted.

Student Meals
All students are eligible to receive a free breakfast and a free lunch. Meal applications are filled out online by all families.

Lost or Forgotten Lunches
When a student forgets a lunch from home, parents may bring to the office and it will be placed on the cart located outside the main office. Children are responsible for picking up the lunch from the cart at lunchtime. Please let the office know if a note needs to be placed in the teacher’s mailbox to inform him/her that one of their students has a lunch on the cart. The office will not be allowed to interrupt the classroom regarding lunches. The cafeteria will feed children who need a meal.

CONFERENCES AND SCHOOL VISITS

Parents may call the school to arrange a conference with the teacher when they feel the need to do so. Parents are encouraged to visit the school and their child's classroom whenever it can be arranged between parent and teacher. It is expected that teachers will receive reasonable advance notice from a person wishing to schedule a visit. All visitors must show identification at the office. A visitor’s pass will be issued and is to be worn while on campus.
DRESS CODE

The Covina-Valley USD is continuing the mandatory standardized dress code this year. All students are expected to come to school clean, well groomed, and appropriately/safely dressed. All students are to follow this code. Student dress has been shown to promote school safety, improve discipline, and enhance the learning environment. Students are allowed to wear uniforms of nationally recognized youth organizations, such as Boy and Girl Scouts, on meeting days. There are many days during the school year (twin day, jersey day, red ribbon week, etc.) that students have flexibility and free dress. Please ensure that your child adheres to our dress code policy unless otherwise stated.

Whenever a student's appearance or dress is in violation of the dress code policy, the parent or guardian will be informed, and the school will ask the parent to bring a change of clothing. If parent is not available, the school will lend the child a uniform. If a child is out of uniform, a warning ay be issued. All staff members, when an infraction is observed, will remind students of the dress code policy and assist with compliance, if possible. Students are allowed to wear sun protective clothing, (i.e. hats, sunglasses), outdoors. (Section 35183.5, SB310, ch. 575).

UNIFORM DRESS PROGRAM

**Bottoms-** Solid Navy Blue or Tan. Jeans may only be worn on Free Dress days or Spirit and Pride days.

**Tops**—Solid white, navy blue or light blue, solid red, Rowland t-shirt or sweatshirt, and/or a college emblem on Mondays. Shirts received from Trawek Middle School or Covina High School are permitted.

**Sweatshirts**—Rowland sweatshirts, College/University sweatshirts and sweatshirts with solid colors are preferred. Sweatshirts with images or words that cause distractions should remain at home.

**Shoes**—Closed toe shoes (with socks) appropriate for school wear. Sandals must have straps and closed toes. No Crocs.

**Hats**—Hats with a brim and no logo are permitted at recess and P.E. Brim must face forward, not backwards.

The following items are examples of inappropriate or unsafe dress:

- clothing that is excessively baggy or oversized, overly tight, revealing, or extremely short (considered short when the hemline of clothing is above the fingertips when students’ hands are placed on the sides of their bodies). Also, any article of clothing with a logo, including profanity, nudity, blood, or criminal type of activity.

- blouses/that have designs, straps less than an inch wide, expose the midriff, are halter, or see-through

- shoes that are strapless, worn without socks; have spikes, metal toes, slicked-soled, high-heels, open-toed, or with wheels

- tights or bike shorts without outer garments

- jewelry/accessories that have the potential to be dangerous, i.e. hoops or dangling earrings or to be used as weapons (including wallet chains)

- OTHER: make-up, oversized belts hanging from under apparel, belt buckles with initials or logos, oversized belts; outrageous hair styles, tattoos, including fake tattoos.

UNIFORM DONATIONS

We are always looking for donations of any new or gently worn uniforms your children may have outgrown. These are made available to families in our school who need help with uniforms. Please see the office if you have items to donate or need assistance with uniforms.

COLLEGE MONDAYS In an effort to keep our students focused and thinking about higher education, all are encouraged to wear any college t-shirt on Mondays. It is never too early to start thinking about college!

GENERAL RULES & EXPECTATIONS

Our schoolwide behavior management system provides a consistent, cohesive system. We make an effort to build on student strengths to support and promote a climate that is conducive for learning. We strive for effective communication between home and school to ensure individual student success. Parents are a very important component of this program. You can help by reviewing the school rules with your child, supporting the consequences implemented at school, and ensuring that your student arrives to school on time with the necessary materials and a positive attitude that promotes learning. Staff members at Rowland Avenue Elementary award Roadrunners to students for demonstrating exemplary character traits and behavior. Teachers do not issue Roadrunners to their own students. The primary class and the upper grade classes with the highest percentage of roadrunners will earn a treat party donated by the PTA.
General Expectations

1. Students are not permitted to bring toys. The school is not responsible for lost/stolen items.
2. Students are not permitted to bring trading cards to school. (i.e. Pokemon, baseball, NBA, etc.)
3. Sports equipment from home is not allowed at school unless used under the direction of the student’s teacher.
4. No gum chewing at any time.
5. Students may not leave school unless an authorized parent or guardian has signed them out from the office.
6. Students who ride bikes or scooters need a school permit and must lock them in the designated area.
7. Cell phones – If parents give permission for a student to have a cell phone at school, it must be kept in the child's backpack at all times. If it is taken out of the backpack during the instructional day, the phone will be taken from the child and a parent will need to pick up the phone from the school office. **Students will be allowed to use their cell phones after school to make quick phone calls, but only in front of the school. The school is not responsible for any lost, stolen or damaged cell phones.**
8. Skateboards, rollerblades, roller tennis shoes and skates are prohibited at school at all times. Roller tennis shoes may be worn without the wheels.

Lunch Expectations

1. Eat in the cafeteria or at the tables in the outside eating area.
2. Use a quiet-speaking voice and good manners.
3. No throwing or grabbing of food.
4. Clean up after yourself.
5. Remain seated until excused by a supervisor to throw away trash, recycle cardboard tray, and line-up.

Campus and Playground Expectations

1. Transitions between locations at school must be safe and orderly.
2. Walk respectfully in the hallways at all times.
3. Restroom breaks must be efficient. Students need to take care of business, wash their hands, exit quietly and report any issues to a teacher or supervisor.
4. No teasing, name calling, swearing or bullying.
5. Primary grade and upper grade students are expected to play in their designated areas.
6. No sitting on any bull or hanging on the tetherball rope or volleyball net.
7. All blacktop games and handball courts use soft balls. Balls are not to be kicked on the black top.
8. All games involving kicking the ball are played on the field.
9. No play fighting, scratching, biting, or hurting another person.
10. Throwing rocks, dirt or other objects is not allowed.
11. Tackle football, tag, wrestling or similar activities are not permitted.
12. Closed games are not permitted. Students have access to all organized games.
13. Return all equipment taken out.
14. Students must stay out of the hallways during recess.
15. When the bell rings, students will freeze and line up when signaled. No pushing, cutting, yelling, or playing with balls in line.

Climbing Equipment Expectations

1. At least one hand must be on the bar at all times.
2. No standing on the top of bars.
3. Death drops or cherry drops are not permitted.
4. Only one person is permitted on the bars at any one time.
5. Children should only enter the monkey bars from one side only (entrance).
6. No one should be playing under the monkey bars.

Jump Rope Expectations

1. Jump ropes should be rolled up, and held tight in one’s hand, when walking to and from the playground.
2. Jump ropes may not be carried around the neck or swung unsafely.
3. Jump ropes need to be shared.
**Computer/Internet**
1. Have a Responsible Use Permission slip on file prior to using any technology on campus.
2. Sign in only as yourself and do your own work.
3. Take care of the equipment and use it in a gentle manner so as to not destroy any part of it, including the headphones.
4. Use the computer, including the Internet, for educational purposes only.

**Dogs on Campus**
Some students ask their parents to have their dogs accompany them to and from school. C-VUSD regulation 5131.2 and PC 626.8 CVC 21113 state that dogs are not allowed on campus. If you have a service animal on campus, please notify the office.

**RENAISSANCE PROGRAM TO RECOGNIZE ACADEMIC EXCELLENCE**
The students at Rowland Avenue Elementary can anticipate a school year filled with exciting learning opportunities. Students are expected to be considerate of the rights and privileges of others and to cooperate with the faculty.

Good behavior is rewarded, recognized and reinforced. The Rowland Avenue staff makes every effort to establish a positive environment. Positive behavior is recognized with certificates, awards at assemblies and other incentives. Should a student disregard expected behavior, appropriate consequences will follow in accordance with the rules and codes of the Department of Education and our District discipline guidelines.

**INCENTIVES AND PROGRAMS THAT MOTIVATE**
Students’ academic excellence and improvement are recognized regularly.

**ACCELERATED READER**

<table>
<thead>
<tr>
<th>Trimester</th>
<th>Students are recognized if they achieve their reading goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>End-of-Year</td>
<td>Students are recognized if they achieve their reading goals</td>
</tr>
</tbody>
</table>

**CITIZENSHIP**

<table>
<thead>
<tr>
<th>Monthly</th>
<th>Student(s) of the Month selected and honored at Spirit and Pride</th>
</tr>
</thead>
<tbody>
<tr>
<td>End-of-Year</td>
<td>Outstanding Citizenship, Good Citizenship for all three trimesters</td>
</tr>
<tr>
<td>Monthly</td>
<td>“Principal's Lunch Bunch” Pizza with the Principal at Palm View Park</td>
</tr>
</tbody>
</table>

**ATTENDANCE**

<table>
<thead>
<tr>
<th>Monthly</th>
<th>“I’m In” Program to recognize students who attend daily and have no tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
<td>Recognition and trophy for the primary and upper class with highest attendance average</td>
</tr>
<tr>
<td>End-of-Year</td>
<td>Perfect Attendance – No absences and no more than 3 tardies.</td>
</tr>
</tbody>
</table>

**OUTSTANDING CHARACTER**

Students will be recognized for demonstrating exemplary character traits during Spirit and Pride.

**OTHER**

<table>
<thead>
<tr>
<th>End of Year</th>
<th>Presidential Academic Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Year</td>
<td>Physical Fitness Award</td>
</tr>
<tr>
<td>Monthly &amp;</td>
<td></td>
</tr>
<tr>
<td>End-of-Year</td>
<td>Millionaire’s Club – Students are recognized for reading one million words or more.</td>
</tr>
</tbody>
</table>
PROGRESSIVE DISCIPLINE
Students are expected to follow the school rules and attend regularly. Violations could result in the following:

a. Loss of privileges, including recess and/or class activities
b. Phone call or note home to parents
c. Disciplinary conference and/or parent contact
d. Detention during lunch or after school. Notice of after school detention will be provided to parents.
e. Assign school-work service
f. Counseling
g. Behavior Saturday School (Held on specific Saturdays from 8:00-12:00 p.m. Parents are responsible for their child's transportation. When this program is utilized as an alternative to formal suspension and the child does not attend on an assigned Saturday, he/she may be suspended upon returning to school.)
h. Behavior contract
i. Suspension (an action by the school administration that forbids the student's attendance at school for a limited time period.)
j. Restitution, where applicable
k. Referred to the School or District Attendance and Review Team (SART) or the School Attendance and Review Board (SARB)
l. Involuntary transfer (class or school)
m. Exclusion (district, school, program or activity)
n. Expulsion (from all district schools)

I. CITATIONS
Citations provide a method of communication between the playground supervisors, students, teachers and parents regarding playground behavior. All students in grades K-5 are eligible for citations. Citations are issued for activities that interfere or endanger the activities of others or oneself and are in violation of general school guidelines. Citations are given to students who make inappropriate behavior choices outside of their classroom. (i.e. playground, PE, cafeteria, etc.) They are issued once the playground supervising staff has exhausted all other means of correction. Severe behavior is referred to the Principal.

Furthermore:
 a. In grades K-5, students with citations may be kept in at recess or after school.
b. Students with serious offenses, listed inside the black box on the citation, will be sent to principal and may receive an extended detention, work-study, Saturday School or suspension.
c. Students with 4 detentions in a month may be assigned an extended detention, work study, Saturday School or suspension.

II. OFFICE REFERRALS
All students are eligible for referrals. Referrals are issued by supervisory adults for activities that interfere or endanger the activities of others or oneself and are in violation of general school guidelines. Office referrals may result in the following actions by the principal:

 a. Counseling
b. Phone call home
c. Student contract
d. Note home
e. Loss of recess
f. Time out
g. Detention
h. Saturday school
i. Work study
j. Suspension
k. Other
III. DETENTION
All students in grades 2-5 are eligible for detention, by arrangement between the school and home. Detention is held Mondays, Wednesdays and Thursdays from 2:35 to 3:00. Notice will be given to the parent on the day the detention was earned. Detentions will be served the day following the infraction unless other arrangements have been made ahead of time. If detention falls on a Tuesday with early dismissal, it will be communicated that detention will be served on Wednesday. Misbehavior during detention warrants another day of detention. Detentions may be assigned for, but are not limited to, the following behaviors:

- Out-of-class citations
- Classroom misbehavior
- Disorderly/disruptive behavior
- Cheating
- Stealing
- Defiance of school authority
- Obscene acts, language or materials
- Disrespecting school property/facilities
- Homework problems
- Lying
- Tardiness

IV. OPPORTUNITY ROOM
Opportunity Room is held at recess time for grades 1-5. Time is provided for students who are missing an assignment with the opportunity to complete late work. This may also be a time to meet a reading goal. Not attending and working in Opportunity Room results in detention.

V. SATURDAY SCHOOL
This is a program held on Saturday morning at one of the elementary schools in the district to deal with behavior problems, failure to complete work, or truancy. Saturday school is from 8 a.m. to 12 p.m. Parents are responsible for their child's transportation. When this program is utilized as an alternative to formal suspension and the child does not attend on an assigned Saturday, he/she may be suspended upon returning to school.

VI. SUSPENSION
Education Code Section 48900 indicates that a student who has violated any of the rules listed below may be subject to suspension and/or recommended for expulsion from school:

a. Caused, attempted to cause, or threatened to cause physical injury to another person.
b. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
c. Unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
d. Unlawfully offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind.
e. Committed robbery or extortion.
f. Caused or attempted to cause damage to school or private property.
g. Stole or attempted to steal school or private property.
h. Possessed or used tobacco or any tobacco products.
i. Committed an obscene act or engaged in habitual profanity or vulgarity.
j. Unlawful possession of, offered, or arranged or negotiated any sale of drug paraphernalia.
k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators or other school personnel.
l. Knowingly received stolen school or private property.
m. "Possession of a replica of a firearm."
n. Committed or attempted to commit a sexual assault as defined in Sections 261,266C, 286, 288, 288a or 289 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 witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
s. Aided or abetted the infliction or attempted infliction of physical injury to another person.
In addition to the reasons specified above, a student may be suspended from school or recommended for expulsion if the Superintendent or the Principal of the school in which the student is enrolled determines that the student has:
1. Committed sexual harassment. (Grades 4-12)
2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (Grades 4-12)
3. Intentionally engaged in harassment, threats, or intimidation.

Suspension/expulsion may be recommended for students who make terrorist threats against school officials or school property and includes: (Section 48900.7)
1. Oral written statements.
2. Threatening even with no intent to carry it out.
3. Threat with gravity of purpose and immediate prospect of execution of threat.
4. Threat causing person to be reasonably in sustained fear for own protection and that of family's safety.

EXPULSION

For the offenses listed below, state law requires school and district personnel to examine the possibility of expulsion:
1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at any school activity off school grounds.
3. Unlawful possession or sale of any controlled substance, as defined in section 11053 of the Health and Safety Code, except for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.

Drug related offenses will result in suspension for up to five days plus a transfer to another school or possible recommendation for expulsion from all schools of the Covina-Valley Unified School District. Use or possession of alcohol could result in the same penalty.

Note: MANDATORY offenses for which expulsion must be recommended are: possession of, selling or furnishing a firearm; brandishing a knife at another person; or unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or battery (Section 48900 (n) or possession of an explosive (M-80 or larger)(Section 48911).

Laser Pointers

Laser pointers are considered dangerous objects and fall under 48900-b. The possession or use of a laser pointer is prohibited on campus.

These rules apply on any Covina-Valley Unified School District campus - whether enrolled in that particular school or not - while going to or coming from school or any school-sponsored activity. Violation of civil or criminal codes will also include a referral to the local police department.

Discrimination No student shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity provided by any school in the Covina-Valley Unified School District (C-VUSD) federal laws.

(Education Codes: 212.5; 212.6; 48900.2; 48900.3; 48900.4; 48915, 48980)

SAFE PLACE TO LEARN ACT

EC 234 and 234.1. Rowland Avenue Elementary School is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics such as disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, violence, intimidation, or bullying must take immediate steps to intervene when it is safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incident and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the school principal.
Harassment
The Board of Education is committed to maintaining an educationally safe environment, free from harassment, threats, hate violence, intimidation, and sexual harassment for its students. The Board of Education considers sexual harassment a violation of state and federal laws which may result in disciplinary action or dismissal of the offending employee or, in the case of students, suspension or expulsion as provided by Board Policy 5114, Suspension, Expulsion, Exemption or Exclusion of Students.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or education setting, under any of the following conditions: Education Code Section 48900.2 (sexual harassment). (Education Code 212.5).

a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's status, progress, or promotion.
b. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment, or

d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities.

It should be the policy of this District to investigate and remedy in an expeditious and timely manner any reports of sexual harassment. All students are encouraged to report incidents of sexual harassment without fear of reprisal. Student reports may be made to the Principal, administrator, or designee of the school in which he or she is in attendance, or to the Supervisor, Child Welfare and Attendance at the District Office. Employees and students shall receive information on this policy, procedures for reporting charges of sexual harassment, and available remedies as provided by applicable state and federal laws. (Education Codes: 212.5; 212.6; 48900.2; 48900.3; 48900.4; 48915, 48980)

Uniform Complaint Procedures
An informational pamphlet about complaint procedures is posted in the office and has been provided to each family during the registration process. It is also available at the District Office during normal working hours.

Senate Bill 550 requires that there should be sufficient textbooks and instructional materials. Each student must have core textbooks or instructional materials to use in class and to take home to complete required homework assignments. School facilities must be clean, safe, and maintained. A complaint may be filed to help identify and resolve any emergency or urgent facility conditions that pose a threat to the health and safety of pupils or staff.

Medications
If your child needs to take any medication during school hours, prescription or non-prescription, written and signed instructions from both the physician and parent are required. Forms are available in the school office. State law prohibits students bringing any form of medication with them to school without completing the process mentioned above.

Tobacco-Free
The Covina-Valley Unified School District is committed to providing a tobacco-free environment and to promoting smoking-cessation programs for its students. This policy shall be disseminated throughout the school district and community by the posting of tobacco-free signs and posters, public announcements at school events, and in written communications.

Drug and Alcohol Free
It is the policy of the Covina-Valley Unified School District to provide a drug-free environment. The unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of a drug, controlled substance, or alcoholic beverage is prohibited in any school under the control of C-VUSD. All teachers include age-appropriate instruction on drug, alcohol, and violence prevention within the District's Health curriculum.