

# JASPER ELEMENTARY SCHOOL

6881 Jasper Street • Alta Loma, California • 91701

**2022 ~ 2023**

## **Parent - Student Handbook**

**and**

## **The Code of Conduct**



*“Every Child a Champion”*

### **Principal**

Mr. Curtis Quanstrom

### **Assistant Principal**

Mrs. Bridget Travis

Phone: 909 484-5050

Fax Phone: 909 484-5055

Office Hours -7:30 a.m. to 4:30 p.m.

**Jasper Elementary School  
General Information, Policies and Procedures:  
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**JASPER ELEMENTARY SCHOOL**

Daily Bell Schedule

2022-2023

Schedule for Monday, Tuesday, Thursday, and Friday

Grade	Start Time	AM Recess	Lunch	Lunch Recess	PM Recess	Dismissal
EB-PK	8:10 A.M.		11:30-11:50	11:50-12:15		12:15 P.M.
LB-PK	9:50 A.M.		11:30-11:50	11:50-12:15		1:55 P.M.
EB-K	8:10 A.M.		11:45-12:15	11:30-11:45		12:15 P.M.
LB-K	9:50 A.M.		11:45-12:15	11:30-11:45		1:55 P.M.
1	8:10 A.M.	10:10-10:30	11:15-11:35	11:35-12:00	1:15-1:28	2:40 P.M.
2	8:10 A.M.	10:10-10:30	11:15-11:35	11:35-12:00	1:15-1:28	2:40 P.M.
3	8:10 A.M.	10:10-10:30	11:45-12:05	12:05-12:30	1:30-1:43	2:40 P.M.
4	8:10 A.M.	10:35-10:53	11:45-12:05	12:05-12:30		2:40 P.M.
5	8:10 A.M.	10:35-10:53	12:15-12:35	12:35-1:00		2:40 P.M.
6	8:10 A.M.	10:35-10:53	12:15-12:35	12:35-1:00		2:40 P.M.

Preppy K and Kindergarten = 200 minutes, Primary = 312 minutes, Upper = 327

Schedule for Wednesday

Grade	Start Time	AM Recess	Lunch	Lunch Recess	Dismissal
EB-PK	8:10 A.M.		11:30-11:50	11:50-12:15	12:15 P.M.
LB-PK	9:50 A.M.		11:30-11:50	11:50-12:15	1:55 P.M.
EB-K	8:10 A.M.		11:45-12:10	11:30-11:45	12:15 P.M.
LB-K	9:50 A.M.		11:45-12:10	11:30-11:45	1:55 P.M.
1	8:10 A.M.	10:10-10:23	11:15-11:35	11:35-12:00	1:10 P.M.
2	8:10 A.M.	10:10-10:23	11:15-11:35	11:35-12:00	1:10 P.M.
3	8:10 A.M.	10:10-10:23	11:45-12:05	12:05-12:30	1:10 P.M.
4	8:10 A.M.	10:35-10:48	11:45-12:05	12:05-12:30	1:10 P.M.
5	8:10 A.M.	10:35-10:48	12:15-12:35	12:35-1:00	1:10 P.M.
6	8:10 A.M.	10:35-10:48	12:15-12:35	12:35-1:00	1:10 P.M.

Preppy K and Kindergarten = 200 minutes, Primary = 242 minutes, Upper = 242 minutes

## **Jasper Elementary School Belief Statements**

### **We Believe That . . .**

- Every child can **learn**.
- Education is **teamwork** and requires **commitment** and **involvement** from each student, parent, and staff member.
- **Learning** is important and can occur in an environment that is **safe, orderly, and caring**.
- Providing our students with a **high quality education** will better prepare them to face the challenges of their world and the future.
- **High expectations** are achievable as we strive for **excellence**.
- Giving our **personal best** in our efforts and attitude is essential to our individual and team **success**.
- Recognizing the importance of each person's **uniqueness** helps to build a community that is **sensitive** and accepting of individual **differences**.
- Taking **personal responsibility** for our actions and behavior will make our community a better place in which to live, work, and play.

Jasper Elementary School is the Home of the Champions. We love to show our winning spirit every Friday by wearing our school colors, purple and teal. We operate as a Professional Learning Community (PLC) and our Mission and Vision statements reflect this teamwork:

#### **SCHOOL WIDE MISSION**

It is our mission as educators to ensure that all students achieve at high levels of learning through collaborative teamwork using timely and appropriate assessments, monitoring, and support systems.

#### **SCHOOL WIDE VISION**

The Jasper staff will sustain effective collaboration in order to ensure that all students learn at high levels.

#### **SCHOOL WIDE GOALS**

In order for the Jasper students to become well-educated individuals, the following school-wide goals will be emphasized:

- All students will participate in a comprehensive curriculum that is aligned to the California Content Standards.
- In making sure all students become successful learners, the Jasper staff will regularly communicate and collaborate.
- All students will develop an awareness of democratic principles and responsibility toward themselves and the world around them.
- Students and teachers will learn to integrate technology into appropriate areas of the curriculum. The student devices will allow students to access information on the internet, utilize the school wide educational programs, and participate in the District Technology plan.
- Students will demonstrate achievement in all areas as measured by any of the following: Standardized tests, interim assessments, teacher-made tests or common assessments, textbook publisher tests, and/or teacher observation.

**School Office Information**

Jasper School office hours: 7:30 a.m. – 4:30 p.m.  
(Messages can be left on our answering machine during non-office hours)

**Telephone Numbers:**

Jasper Elementary School	484-5050
Jasper School fax	484-5055
Alta Loma School District Office	484-5151
A.L.S.D. Transportation Dept.	484-5190

**School Telephone**

The school office is frequently a very busy place. The office telephones and equipment are to be used for business. Students should not rely upon them for phone calls to ask parents for permission to go home with friends or bring missing items to school. Students will be permitted to use office phones for emergencies only.

**Breakfast and Lunch Information**

**Breakfast** is served daily from 7:40 a.m. to 8:05 a.m. in the cafeteria. One breakfast and one lunch are available daily for each student at no charge. Students must provide their student identification number or identification card to the cashier when picking up their meals. For menus, National School Lunch Program applications, and household income verification form, please visit the District Website at [Child Nutrition Information](#).

**Lunch** from home must have the student’s name and room number clearly marked on them.

To assist us in receiving accurate school funding for all students please click on this link [Support School Funding](#).

**Classroom Celebrations**

At Jasper Elementary we discourage families bringing in food items for class celebrations. We comply with the district wellness policy regarding healthy food selections for classroom parties. Do not send items to school without contacting your child’s teacher in advance. We must take into consideration our District Wellness Policy, grade-level appropriate guidelines and specific dietary restriction/food allergies of classmates. In lieu of food items, we encourage families to bring in items such as pencils, stickers, toys, bubbles, etc. that will be handed out by your child as the class is dismissed at the end of the school day. Classrooms will not be interrupted for delivery of flowers, gifts, food, etc. Balloons are not permitted in the classroom.

### **Arrival and Dismissal Guidelines**

1. Students are expected to come directly to school by the safest possible route. All students must leave campus to go directly home once dismissed. On the way to and from school, students are to obey all school and traffic rules and to conduct themselves in a courteous manner. Pets are not permitted on school grounds unless they are service animals. On the way to and from school, students are held accountable to Jasper's Code of Conduct and discipline policy.
2. School grounds are closed until 15 minutes before school starts. This means students should not arrive until 7:55am unless participating in the breakfast program.
3. All students are to enter campus via the North gate and are to stay behind the yellow line on the North side of the building until the duty teachers walk students to the walk n' talk area and then to their classroom's line-up area on the East blacktop. Classroom teachers will escort their classes to their room before the starting bell rings. **Parents are encouraged to say good-bye to their students at the gate and not escort them to the class lines. This is for security reasons.** Kindergartners (only) enter through the South gate.
4. The Jasper parking lot is designed for bus loading/unloading zones, staff parking, and licensed handicap parking only. Parents are to drop off and pick up their students on Jasper Street or 18th Street. Parents who drive their children to or from school must park on the street and use the marked crosswalks and corners to walk across the street. The yellow zone in front of the parking lot is for pick up and drop off only, it is a no parking zone. **PLEASE DO NOT CALL YOUR CHILDREN INTO THE TRAFFIC, PARKING LOTS, OR BUS LANES.** Help us keep our children safe.
5. Bicycle privileges are extended to fourth through sixth grade students only. A signed permission slip must be on file in the office. Students must observe all traffic and bicycle safety rules. Helmets must be worn at all times. A bicycle will not be released to a student unless they have a helmet at school. Students should not touch or tamper with another student's bicycle. All bicycles should be individually locked. Students must walk their bikes while on campus.
6. Children will only be permitted to leave the school grounds during school hours after a designated adult has signed them out through the school office. If someone other than the parent/guardian picks the student up early, a written notification must be provided, even if the individual is on the emergency card. Children will not be released to anyone who is not listed on the Emergency Card. **Students will not be called to the office prior to the parent/guardian arriving in the school office.** (See student Release Policy for more details on signing out during school hours.)
7. Any bus rider must ride his/her assigned bus and is not allowed to walk home (or other), unless a written note from the parent/guardian is given to the classroom teacher or the office. Changes in routine for any student must be made known to the front office personnel.
8. Transitional Kindergarten (TK) and Kindergarten (K) students will be greeted at arrival and dismissal at the Kindergarten playground gate. Early Bird (EB) arrival is from 7:55-8:10 AM and EB dismissal is at 12:15. Late Bird (LB) arrival is from 9:50-10:00 AM and LB dismissal is at 1:55 PM

### **Attendance and Tardy Policy**

Regular and prompt attendance is essential for school success. It is not possible for your child to “make up” the valuable instruction and activities that take place during the day to support their learning. **The SARB (School Attendance Review Board) process may begin after three unexcused absences or three tardies of 31 minutes or more.**

- **Absences** – Parent/guardian is asked to call on the first day of the absence. An answering machine is available before and after school hours (909) 484-5050. If this is not convenient, a note from the parent/guardian should accompany the student when he/she returns to school. Any absence without a valid excuse will be recorded as truancy (unexcused). A valid excuse is defined in the District Policies and Procedures Handbook, page 33, Education Code 48205, “Excused Absences”. Students are encouraged to participate in our perfect attendance program!
- **Independent Study Contract** – If you know that your child will be absent from school for no less than five consecutive school days, you may request that your child be put on an Independent Study Contract. The request for the contract must be made through the office at **least five days prior** to the student’s absence. The student must turn in the completed work upon their return to school. A student becomes ineligible for a Perfect Attendance Award when taking an Independent Study contract.
- **Homework Requests** – Parent/guardian requests for homework may be made by calling the school prior to 10:00 a.m. Assignments may be picked up in the office after 3:30 p.m. Please call the school to verify that work has been left in the office.
- **Leaving School Early** – Whenever possible, a student should inform his teacher of a doctor/dental appointment before the absence. If you have a medical appointment during the day, a parent/guardian must sign the student out, and back in when they return, at the school office. Leaving school early for any reason other than a medical appointment or illness is considered tardy.
- **Tardy Policy** – The home and school should work together to encourage punctuality. A child arriving late to class disturbs an entire classroom. When a pupil is tardy, he/she is to report directly to the office with a note signed by his/her parent/guardian. If the student does not have a note, the parent/guardian will be contacted at home or at work to verify the tardiness. Frequent, recurring tardies are a significant intrusion upon the classroom-learning environment. The tardy student misses valuable instruction, and arriving late may cause embarrassment. Parents/guardians of young children especially need to be responsible to get the student to school on time.
- **Chronically Absent or Chronically Tardy:** A student who has missed more than and/or are late 10% of the number of school days they are enrolled.
- Students who are considered Chronically Absent or Chronically Tardy will be required to attend a START (Student Attendance Review Team) meeting, in-person, which the school administrator.
- If attendance does not improve following a START meeting, the site administrator will refer the student/family to a DART (District Attendance Review Team) for a meeting at the ALSD District Support Center. If attendance does not improve following a DART, student/family will be referred to SARB (School

Attendance Review Board) and the San Bernardino County District Attorney's office where a meeting will be held.

- The SARB process may begin after three (3) unexcused absences or three (3) tardies over thirty (30) minutes.

At Jasper Elementary we will Strive for Five...no more that 5 absences, days tardy, or early pickups for the school year.

### **Visitors / Closed Campus Policy**

For our students' safety, Jasper School is a closed campus. Students may not leave the grounds at any time during the school day except in the company of a parent or authorized adult. The parent must sign the student out at the school office when leaving and sign them in upon return to school.

All visitors **must** sign in at the office upon arriving and before leaving campus. In some cases, ID may be requested. An ALSD Volunteer Agreement must be reviewed and signed before you will be able to volunteer on campus. You will be given a visitor/volunteer badge to wear while on school grounds. Please do not go to a classroom to drop off items before signing in at the office. Relatives or friends from other schools are not permitted to visit or accompany students on campus.

### **Parent Involvement**

#### **Volunteers**

Jasper needs parents and grandparents to volunteer to help our children. Volunteers may help the students with their academic subjects and enrichment activities, go on field trips, or assist in making educational games or instructional materials for classroom use. A volunteer may have special talents that will supplement the school curriculum for the enrichment of the student instructional program. Please contact your child's teacher to arrange to volunteer to help our children. All volunteers **must** sign in at the office upon arriving and before leaving campus. ID will be needed to sign in with our Raptor Technologies. An ALSD Volunteer Agreement must be reviewed and signed before you will be able to volunteer on campus. You will be given a visitor/volunteer badge to wear while on school grounds. **Please note that because of school district insurance requirements, siblings are not allowed in the classroom or workroom.** Please arrange day care for your volunteer time.

#### **Photography and Videography on Campus**

While visiting or volunteering on campus, permission from the classroom teacher and/or administrator is required to take photos or videos of students. If photo permission is granted, parents/guardians may only take pictures or video of their own child and are prohibited from taking pictures or video of any child other than their own.

#### **Jasper PTA**

We encourage your membership and involvement in our school-based parent group. The purpose of this group is to support and enrich students and school programs through assemblies, recognition awards, and volunteer time. The membership drive begins in August. Parents, community leaders, business groups, extended family members, neighbors, and friends are all welcome to join.

#### **School Site Council**

The School Site Council is an elected group of parents and staff members who meet to plan, implement, and evaluate the school program. Meetings are open to all parents and residents of the school's community. The agenda for each School Site Council meeting is posted in the school office three school days prior to the meeting date.



### Weekly Assembly

Parents are invited to attend our weekly Champion Assemblies on Friday mornings at the start of school. Students receive various recognitions during the assembly.

### School Rules

- Please do not arrive at school before 7:55 am, as there is no supervision until that time.
- Leave all your toys at home as they are not permitted at school or at school related functions. (e.g. trading cards, marbles, yo-yo's, baseballs, hard rubber balls, tennis balls, skateboards, roller blades, skates, scooters, shoes with wheels, laser pens, cell phones, any other electronic devices.) The school is not responsible for any lost or stolen items. See Board Policy regarding cell phone usage on page 18 of this document.
- Gum chewing is not permitted on campus or at school related activities.
- Lollipops, hard candy, or powdered candy are not permitted.
- Non-school items may not be sold or traded on campus. Students may not sell or trade any item to other students while on campus.
- WALK in the hallways, on the blacktop, and sidewalks.
- Use quiet voices when walking through the halls.
- Students must obtain a pass to be out of class during class time (restroom use, to go to another class, office, etc.)
- Stay in designated areas before, during, and after school. Remember, we have a closed campus.
- Line up for class at the designated area and wait quietly for the teacher. **Remember, students may not be in the building/classrooms without a teacher's direct supervision.**
- Follow all directions as and when they are given.
- At the end of the school day, students are not to be in the halls or riding bikes or walking on the embankment in front of the school.
- Snacks are to be eaten in designated snack areas only.
- No birthday balloons or other like items allowed at school due to environmental concerns.

### Clean Campus

Jasper pride shows in the way we take care of our school and its appearance. We ask that everyone do his or her part by keeping our campus clean, trash-free and graffiti-free. Be sure to report vandalism to a teacher, administrator, custodian, or office personnel.

### Recess/ Playground Equipment Rules

1. Play only in the play areas. The bike rack, trash bin area, hallways, and North banks are off limits.
  - Upper graders play on North grass areas or on the blacktop at the East end of the school.
  - Primary students play on the back blacktop area or on the South grass area.
2. Be respectful of one another. Do not call each other names or hurtful things.
3. Build each other up; be careful not to "put down" others.
4. Keep all games open to everyone.
5. Rough play is prohibited. This includes tackle football, tackling, wrestling, tag, Belly Bumper, Crack the Whip, Red Rover, and any other rough or inappropriate play that involves contact.

6. Only balls may be thrown; softballs and footballs may be thrown on the grass area only. **No throwing of rocks, sand, or other objects.**
7. We have a “hands off” rule. Keep your hands and feet to yourself. Fighting and play fighting are forbidden.
8. Keep your feet on the ground. Refrain from climbing fences, walls, trees, and backstops.
9. Kick balls in the field, not against the walls.
10. Rubber balls are not to be kicked, nor are basketballs to be kicked.
11. Swings - one person per swing. No twisting, jumping, double riding, running between or under occupied swings. Follow counting rules (count one for each time feet come toward you) while counting to 25.
12. Slide - Use the slide properly. No climbing up, hanging from, using sand, sliding on feet, knees, stomach, or sliding double, or head first.
13. Jump ropes are for jumping only. Do not swing jump ropes.
14. Bars:
  - No standing on, sitting on, or jumping off the bars.
  - One person at a time on the bars.
  - Line up on the north side of the bars and wait your turn.
  - No jumping off the Jungle Gym equipment.
15. No upper grade or primary students are to be in the Kindergarten play yard at any time.
16. When the whistle blows, balls are to be walked to the ball container, not thrown.
17. When the whistle blows, all children should walk to their classroom line.
18. Follow school rules for sports and games played on campus.

### **Lunch Rules**

Jasper students:

- Use quiet voices at the lunch tables and courteous table manners.
- Clean up personal papers, spills, and trash from the lunch area.
- Raise hand and wait to be recognized by the proctor if there is a need to leave the table for any reason.
- Wait to be dismissed by the proctor or staff member on duty.
- Walk directly to the playground.
- Limit the number of students in restrooms at one time. All students should use the drinking fountains on the playground.
- Do not throw food or other objects at the tables.

**Discipline Policy / Code of Conduct**

**DISCIPLINE PHILOSOPHY**

Through an effective discipline philosophy, our staff is able to provide a learning environment that is safe and positive. We believe that discipline is teaching appropriate behaviors and accountability. **Appropriate School Behavior.** Appropriate school behavior is encouraged by all of the Jasper staff. We have established school-wide standards of behavior. Each teacher will notify parents of expected school-wide and classroom behaviors and consequences for appropriate and inappropriate behavior. It is the goal of Jasper School to present to students the qualities that exemplify good character and to instill in them a reflective process of making appropriate choices. Expectations of Champion character are presented in *Jasper ideals*: Responsibility, Respect, Courage, Self-Control, Cheerfulness, Caring, Wisdom, Fairness, Trustworthiness, Citizenship, and Perseverance.

Students who demonstrate appropriate behavior are recognized through both classroom and school level recognition programs including:

- ☪ Champions of the Week Awards
- ☪ Personal Success Awards
- ☪ Certificates of Recognition
- ☪ W.O.W. (Writing of Worth)
- ☪ H.E.R.O. Awards (Helping Everyone Respect Others)
- ☪ Incentive Activities/Assemblies
- ☪ P.B.I.S Recognition

Participation in incentive and extra-curricular activities such as: Assemblies, class parties, picnics, outdoor education, athletics, end of the year activities, and Student Council and Leadership activities is dependent upon appropriate behavior and academic performance as determined by the classroom teacher and the site level administrator.

**Disruptive Behavior.** Minor infractions are generally handled by the classroom teacher, while major infractions are referred to a site administrator. Parents will be informed whenever a student is developing adverse behavior patterns.

Students will be held accountable for inappropriate behavior. Consequences may include, but are not limited to: counseling, loss of privileges/activities, after school detention, time out, office referral, other means of correction, in- or out- of- school suspension, and in extreme cases, recommendation for expulsion. Please refer to the *Alta Loma School District Parent Handbook*.

We're proud of Jasper's positive reputation and we appreciate your cooperation and support. School and home both share in the overall development of our students. By working together, we (staff, students, and parents) can provide a positive and safe environment that enables each individual to benefit from the opportunities that are provided. When school and home work together, students win!

**JASPER SCHOOL CODE OF CONDUCT**

**GENERAL SCHOOL WIDE RULES**

**Students are expected to:**

1. Come to school on time and be prepared to learn.
2. Respect the rights and property of others.
3. Follow all directions given by all school personnel and supervising adults.
4. Keep their hands and feet to themselves. Remember, **hands off!**
5. Use appropriate language. (No profanity, vulgarity, obscene gestures, name calling, or harassment.)

### **Assemblies and Activities Conduct**

Students will walk to the assembly area with his/her teacher where they will sit together as a class. Students will be respectful, courteous, and use polite applause. Students will sit and wait quietly until the site administrator or teacher dismisses the class.

### **Clothing and Appearance Guidelines**

We believe that coming to school ready to learn includes how a child dresses; therefore, children are encouraged to wear appropriate school clothing. Parents have the primary responsibility for maintaining proper and appropriate conditions conducive to learning.

A student may not remain in the classroom dressed in a manner which:

- (1) Creates a safety hazard for the student or for other students
- (2) Constitutes a serious or unnecessary distraction to the learning process
- (3) Tends to disrupt the campus order; or

(4) Is in conflict with the District's goals and philosophy of the prevention of substance abuse and gang activity. (See also: *Alta Loma School District Parent Handbook: Clothing and Appearance* that follows.)

### **Lunch Behavior**

Teachers will escort students to the lunch area where students will sit at their assigned table unless otherwise instructed. **Champions are expected to follow all lunch rules.**

*Students who do not follow the rules sit out to reflect, or be referred to an administrator for further action. Infractions will be reported to the student's teacher.*

### **Recess and Play Time Conduct**

Jasper Champions have good sportsmanship. Remember to be courteous and polite to all students and staff. Disrespectful attitudes, not following directions, obscene gestures and expressions are not allowed. We will take care of the equipment, our school, and each other. Remember, a Champion follows all rules.

### **When using School Equipment:**

- Use only district approved school and athletic equipment properly.
- Take care to return it in good condition. Lost or damaged school materials must be replaced by the student responsible for the damage.
- Bats, hardballs, tennis balls, frisbees, etc. should not be brought from home.

<b>THE BIG NO'S</b>
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### **Absolutely NO Dangerous or Illegal Items**

It is against the law to bring dangerous or illegal objects to school or to school-related activities. Do **NOT** bring the following items to school for any reason:

- Bean, pea, or wad-type shooters, slingshots, rubber bands, fidgets, toys, and any non-school related items.
- Aerosol or spray cans.
- Prank toys such as stink bombs\*, poppers\*, hand-buzzers (shocking device)\*
- Knives\*, razors\*, sharp blades\* and look-alikes\* of any kind regardless of size or purpose.\* This includes pocket knives.
- Guns\* or pistols\* of any type (pellet, real, cap, toy, squirt, water, etc.), bullets, or other objects of danger.\*
- Alcohol, drugs\* and/or drug look alike\*, and drug paraphernalia.\*
- Laser pens\*

- Cigarettes, lighter and/or matches\*  
*\*Possession can result in suspension and recommendation for expulsion from school.*

### **No Fighting Rule**

Discipline includes managing one's behaviors and conflicts. The "**Hands Off Rule**" pertains to school and all school activities, including on the way to and from school. Threatening or harassment of any kind are not allowed. Violation of the "hands off rule", threatening to fight or injure another, or harassment are suspendable offenses.

Self-defense is not an excuse to engage in fighting at school in most cases. The school is the child's defense. Report the provoking action to a proctor, teacher, or administrator immediately, making no physical contact.

### **Managing Conflict**

Students are encouraged to manage or resolve their conflicts by practicing the following problem solving techniques:

<i>Problem Solving</i>	
◆	Talk it over - listen
◆	Walk away
◆	Say, "I'm sorry."
◆	Do something else
◆	Take turns
◆	Share
◆	Ignore it
◆	Ask for help

### **Managing Conflict:** (continued)

Parents involved in conflicts with students require a site administrator's mediation. **Parents, please do not approach, talk to, or confront students other than your own. Failure to comply may result in not having access to the campus, and our contacting the School Resource Officer.**

### **Disciplinary Actions**

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions (not listed in progressive order) may be taken by the school officials. The action(s) taken will be in accordance with Board policies, California Education Codes, and State laws.

- ✓ **Discipline Counseling:** A school official (teacher, administrator, or counselor) will talk to the student to identify the inappropriate behavior, review alternative behaviors, discuss consequences, and develop a plan to promote appropriate student behavior expectations. Recorded in administrative record.
- ✓ **Expulsion** – The student is informed that s/he is subject to expulsion. The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone and certified letter from the District Office that the student is subject to expulsion. Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. The principal/District Superintendent will recommend to the Board of Trustees that the student be expelled. The due process procedure is immediately initiated. The expulsion does not become effective until the due process procedure has been completed. Recorded in student file.

- ✓ **In-School Suspension** – A student may be assigned to an in-school suspension program at the discretion of the principal or designee for offenses for which suspension is permitted. Students will work on class and/or behavioral assignments while being isolated from their peers.
- ✓ **Loss of Privileges** – Students are prohibited from attending or participating in student activities for a period of time.
- ✓ **Parent Conference** – A formal conference is held between the student, parent, and one or more school officials. Parent involvement will be solicited in an attempt to modify/improve student behavior. During this conference, the student must agree to correct his/her behavior. Recorded in administrative record.
- ✓ **Police Contacted** – The police will be contacted if drugs, alcohol, or weapons are brought onto the campus.
- ✓ **Removal from Class(es)** – The student is removed from one or more classes, but remains at school during these class periods.
- ✓ **Request Parent Attendance** – Parents/guardians may be requested to escort/attend class with their child.
- ✓ **Restitution** – Restitution (either in payment, or in-kind) will be expected for damaged or lost property, e.g., textbooks, library books, vandalism, etc.
- ✓ **SARB** – School Attendance Review Board.
- ✓ **Student Intervention Team Referral** – A process to help advise students at all levels who may be experiencing academic or behavioral difficulties. A committee of staff and administration facilitates this process.
- ✓ **Suspension** – The student is informed that he/she is subject to a suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone or in person that the student is subject to a suspension. Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. Recorded in student record.
- ✓ **Suspension of Bus Privilege** – Loss of privilege to ride the bus for a period of time.
- ✓ **Systematic Exclusion** – Readjustment of student schedule to a modified day.

**The Big YES Actions: (Our three main rules)**

**BE SAFE**

**Follow all school rules; play safely and fairly.**

**BE KIND**


**Speak courteously to others.**

**BE RESPONSIBLE**

**Doing what is expected, making positive choices, self accountability.**

**P.B.I.S.**

At Jasper Elementary School, we have high expectations for student conduct. We are a P.B.I.S. school. P.B.I.S. is a program that helps promote a positive school culture by having clear expectations for student behavior to enhance their learning experience. Our expectation is that students are safe, kind, and responsible. In addition to clear expectations, we provide interventions to guide students to make positive choices. Students also have the opportunity to earn P.B.I.S. rewards and recognition when they make good choices.



*Jasper Elementary School*  
P.B.I.S. Matrix

	Lunch Tables	Front & Back MPR	Hallway	Bathroom	Playground & P.E.	Classroom	Arrival/Dismissal	Technology
Be Safe	<ul style="list-style-type: none"> <li>Handle and eat your own food</li> <li>Keep your hands and feet to self</li> <li>Always walk</li> <li>When at the lunch table, sit on your bottom</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Stay with your class</li> <li>Enter and exit quietly with teacher</li> <li>Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands and feet to self</li> <li>Always walk</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands with soap and water</li> <li>Keep feet on the floor</li> <li>Always walk</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment correctly</li> <li>Keep hands and feet to self</li> <li>Walk on the blacktop</li> <li>Report safety concerns to staff</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Use materials for intended purpose</li> <li>Sit and use chairs properly</li> <li>Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>Arrive at 7:45am, unless eating breakfast</li> <li>Always walk when entering/leaving school</li> <li>Use the sidewalk</li> <li>Stay in designated area</li> </ul>	<ul style="list-style-type: none"> <li>Device stays on school site</li> <li>Use two hands while walking with the Chromebook</li> <li>Wipe or wash hands before using</li> </ul>
Be Kind	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Say please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>Listen quietly</li> <li>Praise others correctly (i.e., silent cheer, quiet clap)</li> </ul>	<ul style="list-style-type: none"> <li>Honor hallway teaching (i.e. choir, A.P.E.)</li> <li>Help others in need</li> </ul>	<ul style="list-style-type: none"> <li>Give people privacy and be private</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Take turns and share equipment</li> <li>Display good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Take turns and share</li> <li>Encourage Others</li> <li>Respect others' space &amp; property</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Help lost people</li> </ul>	<ul style="list-style-type: none"> <li>Be a positive digital citizen</li> <li>Be gentle with the keypad and touchscreens</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>Raise your hand for help</li> <li>Pick up after yourself</li> <li>Keep food in your lunch pail, on your tray or in the trashcan</li> <li>Raise your hand and wait for permission to be dismissed to play</li> </ul>	<ul style="list-style-type: none"> <li>Sit on your bottom</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to where you are going</li> <li>Return to class quickly</li> <li>Use a hall pass during recess and lunch</li> <li>Respect others' property</li> </ul>	<ul style="list-style-type: none"> <li>Use toilets and sinks for intended purposes</li> <li>Flush when done</li> <li>Report problems to staff</li> <li>Return to class quickly</li> <li>Throw paper towels in trash</li> </ul>	<ul style="list-style-type: none"> <li>Line up quickly when the bell rings</li> <li>Return play equipment</li> <li>Listen to staff and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Listen and follow directions</li> <li>Stay on task</li> <li>Be a problem solver</li> <li>Clean up after yourself and/or your group</li> <li>Actively participate</li> </ul>	<ul style="list-style-type: none"> <li>Arrive and depart on time</li> <li>Cell phones off and away during the school day</li> <li>Go home home immediately with an approved adult</li> </ul>	<ul style="list-style-type: none"> <li>Research responsibly</li> <li>Complete only the task given by the teacher</li> <li>Sign in and out appropriately</li> </ul>

**Class Placement**

Students are placed into the next grade level classroom by their current teacher. This is done in the first week of May. When placing students, teachers insure an even balance of academic skills from high to low, as well as a balance of student behavior issues. The number of students involved in GATE (upper grade only), Special Education, and English Language Learners is also balanced as is an equalization of gender. It is critical that some students be separated from other students. Within that framework, student personality and a good “match” is also considered. The teachers have the necessary background and take great care in the placement process. The site administrator gives a final check to ensure that classes are equally balanced. If a parent or guardian has a specific concern regarding placement, we ask that the front office be notified of this in writing by April 24, 2023, but there are no guarantees of accommodation.

## CHAMPIONS DON'T BULLY

Jasper Elementary actively seeks to provide a safe, supportive learning environment that is free from all forms of harassment and intimidation. **It is the responsibility of every member of the school community to ensure that bullying behavior is actively rejected.**

### What is bullying?

Bullying is a form of antisocial behavior that has no place at Jasper. It can include physical actions (hitting, kicking, taking belongings), verbal actions (name-calling), or indirect actions (gossiping, spreading rumors, excluding from groups).

Bullying has five common features:

- it is targeted, deliberate, and hurtful behavior
- it is repeated over a period of time
- it is difficult for those being bullied to defend themselves
- it is difficult for those who bully to learn new social behaviors
- the person who bullies has, and exercises power inappropriately over the victim

In order to ensure that all students understand the serious nature of bullying, and that each member of the school community actively rejects bullying, all students must abide by the *Champions Don't Bully* contract (included here and again on the signature page for this booklet).



Possession/Use of Cellular Phones and Other Mobile Communications Devices

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

Students may possess personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Electronic signaling devices need to be turned off during the school day and school events.

If a disruption occurs or a student uses any mobile communications device, a school employee shall direct the student to turn off the device and shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day to a responsible adult.

In accordance with BP/AR 5145.12 – Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

(cf. 5145.12 – Search and Seizure)

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with board policy and administrative regulation.

