



**Smiley Elementary School  
Parent/Student Handbook  
2023-2024**

# Smiley Elementary School

**Principal  
Danita Slaughter**

**Assistant Principal  
Robyn Rivera**

**1210 West Cypress Avenue  
Redlands, CA 92373  
Phone (909) 307-5580**

**<https://www.redlandsusd.net/smiley>**

## **School Office Hours and Telephone Information**

**School Office Hours: 7:00am – 4:00pm**

(Messages can be left on our answering machine during non-office hours)

<b><u>Telephone Numbers:</u></b>	
Smiley Elementary School	(909)307-5580
Redlands School District Office	(909)307-5300
RUSD Transportation Dept.	(909)307-5370

# **Redlands Unified School District Board of Education**

Melissa Ayala-Quintero, President

Alex Vara, Vice President

Patty Holohan, Clerk

Jim O'Neil, Member

Michele Rendler, Member

## **Cabinet Members**

Juan Cabral, Superintendent

Ken Wagner, Ed.D., Assistant Superintendent – Educational Services

Jason Hill, Assistant Superintendent-Business Services

Sabine Robertson-Phillips, Ed.D., Assistant Superintendent- Human Resources



# Smiley School Song

S-M-I-L-E-Y

That's the name of our school, Smiley School

It's the best of all the Redlands schools

The kids who go there all are really cool

S-M-I-L-E-Y

That's the place to be! (clap 3x)

First, we work, then we play

We learn more and more each day

So it's Smiley school for me....Yippee!



# Smiley Elementary School

## 2023-2024

### Important Dates to Remember

#### **STAFF PROFESSIONAL DAYS** (No scholars in attendance)

August 7<sup>th</sup> and 8<sup>th</sup>

November 1<sup>st</sup>

November 9<sup>th</sup>

June 6<sup>th</sup>

Teacher Professional Day

Teacher Professional Day

Report Card Day

Teacher Professional Activity Day

(All teachers must check out by the end of the day)

#### **SCHOOL HOLIDAYS** (School Closed)

September 4<sup>th</sup>

November 10<sup>th</sup>

November 20<sup>th</sup> – 24<sup>th</sup>

December 18<sup>th</sup> – January 5<sup>th</sup>

January 15<sup>th</sup>

February 19<sup>th</sup>

March 18<sup>th</sup> – March 29<sup>th</sup>

May 27<sup>th</sup>

Labor Day

Veterans Day

Thanksgiving Recess

Winter Recess

Martin Luther King Day

President's Day

Spring Break

Memorial Day

#### **MINIMUM DAYS**

**\*\*PLEASE NOTE:** Not all of these dates will appear on the RUSD colored calendar or website. Please make note of these days as dismissal will be at 11:50AM for ALL scholars. Afternoon kindergarten scholars (Later Gators) attend school in the morning on the Early Bird kindergarten schedule (8:00AM-11:50AM). It is essential for kindergarten scholars to be picked up on time. They may not await pick-up by an older sibling. The last day of school for the 2023-2024 school year is Thursday, June 6<sup>th</sup>.

August 10<sup>th</sup>

September 19<sup>th</sup>

October 17<sup>th</sup>

November 13<sup>th</sup> – 17<sup>th</sup>

December 5<sup>th</sup>

January 23<sup>rd</sup>

February 20<sup>th</sup>

March 1<sup>st</sup>

March 5<sup>th</sup>

April 18<sup>th</sup>

May 16<sup>th</sup>

May 31<sup>st</sup>

June 6<sup>th</sup>

Back to School Night

Collaboration Day

Collaboration Day

Parent-Teacher Conferences

Collaboration Day

Collaboration Day

Collaboration Day

Report Card Prep.

Collaboration Day

Collaboration Day

Collaboration Day

Report Card Prep.

Student's Last Day of School

# Routines, Procedures & Information

## Arrival and Dismissal

All scholars in grades 1<sup>st</sup>-5<sup>th</sup> grade will enter into the gates at the front of the school. TK and Kindergarten will enter through the Kindergarten gate C off of San Mateo. During dismissal TK and Kindergartens who attend 8:00M-11:50AM session will be dismissed at the front gates by the MPR. TK-Kindergartens who attend 9:50AM-2:00PM will be dismissed at Kindergarten gate C. 4<sup>th</sup>-5<sup>th</sup> grade scholars will be dismissed using gate B off of San Mateo. Scholars in grades 1<sup>st</sup>-3<sup>rd</sup> will be dismissed at front gates. If you have more than one scholar that attends Smiley please make sure they both know which gate to meet up for dismissal.

## Early Student Release

The parent, guardian or person authorized on the emergency card must come into the school office to sign out the student. A Parent or Guardian must notify the office if someone on the emergency card is picking up the student early from school. No student will be released to anyone not on the child's emergency card. Please keep your child's information current in AERIES. **Authorized persons must have a current picture ID in order to verify identity and to release the student.** Scholars will be called after the individual comes to the office and the ID has been verified. We will call the student when the person arrives at the office and the ID has been verified. We will **NOT** call the student up to wait in the office. Please allow extra time for picking up the student as the class is in multiple locations during the day.

## Attendance and Tardy Policy

We expect our scholars to attend school regularly and promptly. Good attendance is essential for school success. The SARB (School Attendance Review Board) process begins after any combination of three unexcused absences or tardies of 30 minutes or more.

**Absences** – At Smiley, it is our goal to have all scholars at school, on time and ready to learn each day. Redlands School District Board Policy states that parents/guardians should contact the school to verify a student's absence during the first day of the absence from school. Absences that are not verified within 5 school days following the student's return to school should be classified as unexcused absences and reported as such to the Superintendent or designee and if appropriate to the School Attendance Review Board.

There are several ways to report a student's absence:

1. **Call** the office at (909)307-5580. An answering machine is available before and after school hours. Be sure to clearly state your student's name, teacher's name and the reason for the absence.
2. Have your child **bring a note** to the office upon return to school stating the reason for the absence.
3. **Email** the attendance clerk at: [ofelia\\_garcia@redlands.k12.ca.us](mailto:ofelia_garcia@redlands.k12.ca.us)

Any absence without a valid excuse will be recorded as a truancy (unexcused). A valid excuse is defined in the RUSD Parent/Student Handbook, pages 4-5, (Ed. Code 46014 and Ed. Code 48205) "Excused Absences".

### **Short Term Independent Study – Independent Study**

Scholars are eligible for Independent Study when a student is absent for 3 or more consecutive days. Contact the Attendance office for assistance. When an Independent Study contract is completed the student can recover the missed days that were on the contract. *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 10:00am. Assignments may be picked up in the office after 3:00pm. Please call the school to verify that work has been left in the office prior to coming.
- **Leaving School Early** – Whenever possible, a student should inform his/her 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 and provide a doctor's note.
- **Tardy Policy** – One of our goals at Smiley is to begin instruction promptly each day. It is absolutely necessary to have all scholars seated in class by 8:00am, when the tardy bell rings. In order to instill responsibility for promptness in each student, the following guidelines are in place.

Scholars who are not with their classroom teacher when the bell rings at 8:00am must check in at the front of the school/office before attending class and will be marked tardy\*.

Only illness, doctor/dental appointment (with a medical note submitted), or family emergency will be excused.

\*A tardy is defined as any student not in the presence of their teacher when the 8:00am bell rings.

### **Types of Absences & Tardies**

**Excused:** Medical appointment; ill in the morning, then feeling well enough to attend school; funeral attendance (immediate family members only); religious reasons, late school bus, or mandated court appearance of the student.

**Unexcused:** Any other reason for not being in class when the tardy bell rings.

**Truancy:** Failure to clear an absence with a legitimate reason within the 48 hours will result in a truancy being marked on the student's attendance record. Being tardy for 30 minutes or more on three different days will also result in a truancy.

### **SART/SARB Process**

Attendance letters will be sent home after 5, 10, and 15 absences, after which a Student Attendance Review Team (SART) meeting will be scheduled. Please be aware of the California Ed. Code states that scholars are considered chronically absent if they miss 10% or more of the school year (18 or more absences). The first two letters are intended to remind families of the importance of regular on-time attendance. At the meeting, a contract is signed by the student, parent(s), and administrator. If attendance continues to be a problem, a referral will be made to the District SARB (School Attendance Review Board) for a meeting.

### **Hallway Policy**

- All scholars who arrive late will be sent to class with a pass.
- All scholars **MUST** have a pass while walking in the hallway during instructional hours.
- All staff are responsible for reporting scholars who are outside of class without a school pass/lanyard during instruction time.
- If a teacher needs a scholar from another classroom, that is outside of scholar's daily routine, teacher must call the office to request scholar.

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

For our scholars' safety, Smiley is a closed campus. Scholars may not leave the grounds at any time during the school day except in the company of a parent/guardian or other authorized adult. The parent/guardian 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 through the RAPTOR system upon arriving and check-out before leaving campus. A visitor sticker will be given and must be worn visibly at all times while on school grounds. Visitors may not go to a classroom before signing in at the office. Relatives or friends from other schools are not permitted to visit or accompany scholars on campus. Do not bring small children when visiting classrooms as they often distract scholars from their classroom work.

### **Field Trips**

Your child may be going on a trip off-campus. A permission slip must be signed by a parent for a student to attend a field trip. Parent volunteers must follow Parent Volunteer procedures to attend a field trip. Siblings who are not scheduled to participate **may not** go on field trips with parents.

### **Health Office**

In case of an accident or illness at school, the school will administer first aid. Parents and/or other person(s) listed in Aries will be contacted as soon as possible in most cases. The health office relies solely upon Aries to contact parents regarding their child's health. **AGAIN, PLEASE KEEP YOUR CONTACT INFORMATION CURRENT!**

Except for first aid at the time of an injury, school personnel cannot treat injuries. Medical treatment is the responsibility of the parent and physician. When it is necessary for a student to go home because of illness or injury, it is the responsibility of the parent or other person(s) listed in Aries to pick the child up from school.

Scholars with cuts, splinters, injuries, and illnesses received at home, **MUST BE TREATED AT HOME**. We do not have a registered nurse on duty to check and/or treat health problems. It is the parent's responsibility to obtain treatment and to keep the child home, if necessary. Please do not send your sick child to school.

### **Medications**

If a student requires medication at school, the following procedures must be followed:

- Medication must be delivered to the health office by a parent/guardian. Scholars shall not carry medication.



- The physician and parent/guardian must complete and sign a form available from the health office. This form authorizes school personnel designated by the Principal to administer medication specified on the medication release form.
- Prescription medication **MUST** be in the original bottle, which has the name of the child, physician, drug contained therein, and expiration date. It must also include the amount of medication, or dosage, to be taken and the time schedule.
- All medication will be locked in the health office at all times. Your child will be responsible to report to the health office to take his/her medication.

### **Electronic Games, Cell Phones and Smart Watches**

Electronic games of any kind or size are not to be brought to school. Cell phones should not be visible during the school day. The use of cell phones and similar devices, during this school day, is prohibited. During the school day, phones or smart watches should not be used for any purpose (outgoing/incoming calls, text-messaging, calculating, picture taking, etc.). If a staff member sees or hears a phone or smart watch being misused, it can be confiscated and taken to the office. Scholars who bring personal electronic items are responsible for those items. The school is not responsible for the loss, damage or theft of an item.

### **Electronic Listening or Recording Device – EC 51512**

*The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.*

### **Notices for Parents**

Always check with your child to see if there is a notice that has been sent home for parents. We also are encouraging electronic communication through: the school website and Parent Square. Visit our school website to sign up for Parent Square.

### **Lost & Found Items**

Lost and found items are kept in the front office. We encourage you to check the front office any time your child is missing a jacket, sweater, lunch pail, etc. (Also, please put your child's name on personal items.) Any lost and found items that have remained unclaimed monthly will be donated to Redlands charitable organizations. Scholars who bring personal items are responsible for those items. The school is not responsible for the loss, damage or theft of an item.

### **Safety & Emergency Preparedness**

The admin and staff walk the campus and classrooms daily to help ensure the safety of our scholars. During the school day the visitors are limited to entering through the office as the gates on campus are locked as allowed by safety codes. Smiley Elementary School practices monthly fire drills and quarterly earthquake or disaster drills, and all persons present must follow established drill procedures. During an actual emergency situation, a central student release station will be established, and no student will be released to anyone without proper and sufficient identification from the person requesting the student and/or until emergency authorities declare it safe to do so. Additional information can be found later in this packet.

### **Dress Code Policy**

Education Code 35183 authorizes school districts to adopt dress codes. The RUSD School Board approved the following K-12 dress code policy:

1. Shoes will be worn at all times. A substantial sole is required, and enclosed toe and heel footwear is highly encouraged.
2. Extremely brief garments that are a distraction to the educational environment are not appropriate. Clothing shall be sufficient to conceal undergarments at all times.
3. Clothing or accessories shall be free of writing, pictures, or any other insignia which are crude,

violent, obscene or sexually suggestive or which advocate racial, ethnic, religious, or other prejudice or the use of tobacco, drugs or alcohol.

4. Earrings, jewelry, or accessories, which present a safety hazard to the wearer or others, are not suitable for school wear.
5. Only prescription sunglasses may be worn in class. Other types of sunglasses may be worn on campus outside of class.
6. Identified gang attire such as bandannas, haircuts or hair rollers, or any gang paraphernalia are prohibited.
7. Scholars are allowed to wear sun protective clothing, including hats, while outdoors during the school day.

### **Report Cards**

Scholars in Tk/K receive report cards at the end of each semester in December and June. Scholars in 1st-5th grade receive report cards at the end of each trimester in November, March and June. To view our district report cards and grade level standards please visit our school website. Report cards are uploaded into our AERIES parent portal for parents to review.

### **Parent Conferences**

In November, we hold a week of parent conferences so that parents may review academic progress with the teacher.

### **Classroom Parties**

Per Board Policy: At the elementary level there shall be a limit of three classroom parties per year for kindergarten through sixth grade. In addition, we are not able to hold parties or pass out treats before lunch. We understand that birthdays are important to our scholars. You can send individual party favors that the teacher or student can hand out as scholars are being dismissed. Food items must be store bought and **NOT** require refrigeration. Items need to arrive with scholars in the morning at drop off. We can't guarantee items dropped off at the office later in the day will make it to the room by the end of day. You **MUST** notify Teacher in advance of the special day.

### **School Library**

Scholars have an opportunity to check out books during their assigned library time. Books can be checked out by scholars for a period of one week. They are renewable if the student is not finished with them by the due date. Scholars may check out two books at a time. Any book may be renewed. To renew a book, the student must come in with the book.

### **Breakfast & Lunch Programs**

All scholars enrolled within the Redlands Unified School District qualify to receive free breakfast and lunch through the CEP program. In addition, this year we will continue to offer second chance breakfast at morning recess. In order to participate, all families must complete the online enrollment verification process. For more information, please contact the school front office. Monthly breakfast and lunch menus will be made available through the link on our school website.

**Special Meal Program:** The Special Meal Program (SMP) is our mainstream meal plan access for scholars navigating food allergies. Child Nutrition Services (CNS) is committed to providing reasonable accommodations to scholars in need of dietary modifications. SMPs are allergen-friendly meals that do not contain the "Big 8" food allergens (egg, milk, wheat, soy, shellfish, fish, peanut, tree nuts) and corn. To sign up for the SMP, the USDA requires all diet modifications to be supported by an approved "Medical Statement Form," using the link on the school website under Child Nutrition.

### **Homework Philosophy**

Smiley believes in developing the whole child through a variety of experiences. Part of the role of homework is to teach responsibility for learning and organization skills. Your child's teacher will outline the classwork and homework expectancies for the year. Homework varies throughout the year based on current learning or need to review concepts. Scholars may have long-term or short-term assignments designed to emphasize critical thinking skills, practice skills taught in the classroom, develop good study habits and responsibility.

Educating scholars requires cooperation on the part of the parents, scholars, and school personnel.

**Teachers will:**

1. Assign homework that reinforces or enriches the education program.
2. Explain the homework assignment.
3. Monitor and/or evaluate the completion of homework.

**Scholars will:**

1. Take homework home.
2. Do homework to the best of their ability.
3. Return homework on time to school.

**Parents will:**

1. Check with their child on a daily basis to see what homework is due.
2. Provide a quiet place at home to do homework.
3. Monitor the completion of homework and make sure it is returned to school.

**Change of Address, Telephone Number, and Contacts**

Parents/guardians who change telephone numbers should login to Aeries Parent Portal to update their contact information. If Aeries Parent Portal doesn't allow you to make changes, please inform the Attendance Office as soon as possible. Scholars who move need to update their new address by contacting the attendance clerk for address verification. For emergency reasons, it is important to keep this information up to date and accurate. Please list at least two usable phone numbers (home and work, or a relative/neighbor). List only those adults who have a legal right and your permission to pick up your child. **Copies of any court orders need to be on file in the school office. It is the policy of Smiley Elementary School that your child absolutely will not be released to an individual not listed as an emergency contact without parental permission.**

**Toys and Trading Cards**

Please remind your scholar to leave all toys at home (ex. trading cards "Pokemon", marbles, yo-yo's, baseballs, footballs, hard rubber balls, shoes with wheels, laser pens, handheld gaming device, iPods, other electronic devices, etc.) The school is not responsible for any **lost, traded, stolen or damaged personal items**. If the item is for a school related purpose, then the item must be kept in the backpack and only taken out when asked by the teacher. If your student chooses not to follow the rule, then the item will be taken away and a parent/guardian will need to make an appointment with the principal to pick up the item.

**Personal Property**

Scholars assume the responsibility for loss or damage to their personal clothing, equipment, books, electronics, and instruments. The school endeavors to protect all personal properties, but is not responsible for them. Large sums of money and articles of real or sentimental value should never be brought to school.

## **Parent Involvement**

### **Volunteers**

Smiley needs parents/guardians and grandparents to volunteer to help our children. Volunteers may help the scholars 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 scholars. 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.

All volunteers must be approved per district policy. Please see the Volunteer procedures on the district website. Volunteers must complete the RAPTOR volunteer application, show proof of a negative TB test and COVID-19 vaccination (or show proof of a weekly 'negative' COVID-19 test) as well as become Board approved.

### **Parent Visitations**

Smiley is proud of the educational programs being offered on a daily basis. It's a pleasure to have parents/guardians visit their child's classroom. In order to ensure student safety and to prevent disruption in the daily instructional program, visitation requests must be made as follows:

- Notify the school or teacher at least forty-eight (48) hours before coming to visit. This will enable the teacher to inform you of any previously scheduled testing, study trips, assemblies, or other student programs. Volunteers need to follow the schedule provided by the teacher.
- All visitors and volunteers must sign in through the Raptor system with a photo ID. When you leave the school, make sure you check out in the office through the Raptor system. It is an important safety precaution to allow us to identify and locate anyone on our school campus during the school day.
- Do not bring small children when visiting classrooms as they often distract scholars from their classroom work. Unfortunately, we are unable to provide babysitting services.

### **Smiley PTA**

Smiley is very fortunate to have an active PTA. Volunteering with PTA is a great way to meet other parents and community members. The Smiley PTA works to support our scholars by purchasing supplies for the classrooms, sponsoring assemblies, family dance events, field trips and programs that enrich instruction for our scholars. Two general meetings are held during the school year for all members to attend. PTA is actively seeking volunteers to support the many programs for scholars. You can also support PTA by becoming a member. Membership is less than \$10 and can be done directly on our school website.

### **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.

### **English Learners Advisory Committee**

ELAC is a committee for parents or other community members who want to advocate for English Learners and who advise the principal and school staff on programs and services for English learners, and advise the School Site Council (SSC) on the development of the Single Plan for Student Achievement (SPSA).

### **SCHOOL EXPECTATIONS**

Smiley Elementary School has identified three key behavior qualities that are desired for scholars to demonstrate - Be Respectful, Be Responsible, and Be Safe (the 3B's). Rather than simply "expecting" scholars to know what these qualities look like in various settings, the behaviors within these traits are actively **taught and modeled** by staff members, recognized, and rewarded. In addition, throughout the school, posters are displayed that identify specific behaviors within each of these traits in every school setting (hallway expectations, cafeteria, playground, library, etc.).



# Smiley 3B's Expectations

What It Means?	Be Respectful	Be Responsible	Be Safe
<b>On the Playground</b>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Follow directions</li> <li>Follow game rules</li> <li>Everyone is welcome</li> </ul>	<ul style="list-style-type: none"> <li>Drink/fill water and use restroom</li> <li>Tell an adult if someone gets hurt</li> <li>Whistle 1: freeze</li> <li>Whistle 2: walk to your class line</li> </ul>	<ul style="list-style-type: none"> <li>Use playground equipment appropriately</li> <li>Eat snacks at outside covered area</li> <li>Run only on grass</li> <li>Keep hands and feet to yourself</li> </ul>
<b>In the Hallways</b>	<ul style="list-style-type: none"> <li>Use quiet body and voices</li> <li>Use positive language</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Walk with purpose</li> <li>Stay in line</li> <li>Keep hallways clean</li> </ul>	Hands, feet and objects to self <ul style="list-style-type: none"> <li>Hands, feet and objects to self</li> <li>Walk everywhere</li> <li>Stay clear of the yellow circle</li> </ul>
<b>In Cafeteria/Covered Eating Area</b>	<ul style="list-style-type: none"> <li>Clean up your area</li> <li>Eat your own food</li> <li>Wait to be excused</li> <li>Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently in line</li> <li>Keep food and drink in eating area</li> <li>Pick up trash around you</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Keep personal space</li> <li>Follow directions</li> </ul>
<b>In the Library</b>	<ul style="list-style-type: none"> <li>Place books in return tub</li> <li>Use spacer makers</li> <li>Level 1- whisper voices</li> <li>Wait in a single file line to check out your book(s)</li> </ul>	<ul style="list-style-type: none"> <li>Walk into room quietly</li> <li>Sit and read once book is checked out</li> <li>Put spacer markers back where it belongs</li> <li>Treat books appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Hug books on the way back to class</li> <li>Walk in the library</li> <li>Keep feet and hands to self</li> <li>Sit on carpet and read silently</li> </ul>
<b>In the Office</b>	<ul style="list-style-type: none"> <li>Use polite language: "please," "thank you!"</li> <li>Wait at the swing door for an adult</li> <li>Talk to adults only when directed</li> <li>Use quiet voice while adults work</li> </ul>	<ul style="list-style-type: none"> <li>State purpose for visit politely</li> <li>Wait your turn patiently</li> <li>Make sure to bring an office pass from classroom with you</li> <li>Wait in a single file line</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Use quiet voice</li> <li>Walk at all times</li> </ul>
<b>During Enrichment</b>	<ul style="list-style-type: none"> <li>Encourage others</li> <li>Listen to the teacher's directions</li> <li>Use the equipment, instruments, and materials as directed</li> </ul>	<ul style="list-style-type: none"> <li>Show good sportsmanship: play by the rules</li> <li>Return equipment, instruments, and materials to designated area</li> <li>Follow teacher's directions</li> </ul>	<ul style="list-style-type: none"> <li>Wear the correct shoes/sneakers</li> <li>Use equipment, instruments, and materials correctly as directed</li> </ul>
<b>In Restroom</b>	<ul style="list-style-type: none"> <li>Give people privacy</li> <li>Use quiet voices</li> <li>Take turns and wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet</li> <li>Wash your hands</li> <li>Put trash in garbage can</li> </ul>	<ul style="list-style-type: none"> <li>Walk to and from restroom</li> <li>Keep water in sink and off the floor</li> <li>Report problems: sink/toilet</li> </ul>
<b>In Classroom</b>	<ul style="list-style-type: none"> <li>Raise your hand</li> <li>Listen and follow directions</li> <li>Use quiet voices</li> <li>Work with others/peers</li> </ul>	<ul style="list-style-type: none"> <li>Complete your classwork</li> <li>Do homework on time</li> <li>Be honest and kind to others</li> <li>Try your best</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Keep chairs pushed in</li> <li>Use materials appropriately</li> </ul>
<b>Labs</b>	<ul style="list-style-type: none"> <li>Encourage others</li> <li>Follow directions</li> <li>Use the materials as directed</li> </ul>	<ul style="list-style-type: none"> <li>Return materials to designated area</li> <li>Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Follow safety instructions</li> </ul>
<b>Arrival/Dismissal</b>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Use kind words</li> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Arrive ready to learn</li> <li>Actively look for pick up person</li> <li>Walk to designated area</li> </ul>	<ul style="list-style-type: none"> <li>Walk to designated areas</li> <li>Sit on grass or benches</li> <li>Use phones only for communicating with pick up person</li> </ul>

## **Smiley Points:**

Smiley Elementary School utilizes an immediate reward system. The Smiley Points are used to recognize scholars right away who demonstrate extraordinary acts of kindness, self-discipline, and good character as well as those who display consistent effort over time to follow the 3 B's, make significant self-improvements, meet stated goals/expectations, etc. Now, not only are scholars earning the Smiley Points, scholars have options to use their Smiley Points immediately or save it for something they are looking forward to (thus also helping them learn important life skills of saving). They have opportunities to spend their Smiley Points on things like pens, games, and trinkets, as well as longer-term goals like admission into a special monthly activity. Scholars may purchase items at the Smiley Points store, which will be open once a month. **Smiley Points should only be distributed one at a time.** Scholars will always know why they are receiving a point and which expectation they are being acknowledge for.

## **Corrective Consequences**

Staff members consider a variety of consequences of scholars. There are a number of factors that are taken into consideration in determining the consequence, such as frequency or severity. Violation of Ed Code 48900, 48900.2, 48900.3 and/or 48900.4, even on first occurrence, can result in the immediate removal of a student from the classroom, an Office Discipline Referral (ODR) and possible suspension from school. The following are examples of potential consequences:

1. Verbal Warning/Counseling by the teacher Reflection Time – within the classroom Loss of recess by the teacher
2. Parent Contact
3. Low Level Referral (LLR)
4. Office Discipline Referral (ODR) to Admin. Team

## **Parent Communication**

Minor and Major infractions will be communicated through phone calls, emails, and written notification by the teacher or administrative staff.

Classroom: Minor Infractions

Office Referrals: School wide or classroom major infraction

Suspensions: Major infractions that violate Ed Code or place others in danger.

## **Disciplinary Actions**

Scholars 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. This is recorded in administrative record.
- **Loss of Privileges** – Scholars are prohibited from attending or participating in student activities for a period of time
- **Suspension** – A student may be assigned to a suspension at the discretion of the principal or designee for offenses for which suspension is permitted.
- **Expulsion** – The student is informed that he/she is subject to expulsion. The student is also informed regarding the due process procedure. The student's parent 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. This is recorded in a student's permanent file.

### **Restorative Practices**

Scholars who do not meet behavior expectations at school may receive restorative practices through participating in restorative circles, conversations, and restoring the community that had been broken. Scholars will also participate in community service activities to learn and grow from the expectations that had been broken.

### **Other Means of Correction (OMC)** – include, but are not limited to the following:

- A conference between school personnel, the pupil's parent or guardian, and the pupil
- Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling
- Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and the pupil's parents
- Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating and individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a))
- Enrollment in a program for teaching prosocial behavior or anger management
- Participation in a restorative justice program
- A positive behavior support approach with tiered interventions that occur during the school day on campus.
- After school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups
- Any of the alternatives described in Section 48900.6

**Parent Behavioral 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.

### **Mandatory Discipline for Weapons & Drugs:**

Because Smiley is an **MTSS** (Multi-Tiered System of Support) campus, the objective of corrective discipline is to **ALWAYS** correct the behavior and **Restore** harm. Per California State law, if a student has a weapon or drugs on campus, he or she **must** be **recommended for suspension or expulsion**.

### **Bullying**

The Redlands USD Governing Board recognizes the harmful effects of bullying on student well-being, student learning and school attendance and desires to provide a safe school environment that protects scholars from physical and emotional harm. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of scholars, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community. Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.



Any complaint of bullying shall be investigated and, if determined to be discriminating, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus. Scholars have an option of reporting the incident anonymously through Spriego online on the school and district's websites.

### **Definition of Bullying**

The district and school are compliant with Assembly Bill AB86 and Education Code 48900 (r) which states that bullying is "one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act." School officials have the authority to suspend a pupil or recommend a pupil for expulsion for bullying, including but not limited to bullying by an electronic act.

Harassment or bullying of scholars or staff is an extremely serious violation. The District will not tolerate unlawful bullying and harassment on school grounds, or when traveling to and from school or a school sponsored activity, and during lunch period, whether on or off campus, or sending insulting or threatening messages by phone, e-mail, websites, or any other electronic or written communication. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

**"Bullying"** is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

**"Cyberbullying,"** includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

## Sexual Harassment

Redlands Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment and educational opportunity and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964 and California Education Code. Therefore, the District strongly condemns, opposes and prohibits sexual harassment of individuals, whether verbal, physical or environmental by anyone. Any employee who violates this policy will be subject to discipline, up to and including termination, and any student who violates this policy will be subject to discipline up to and including expulsion. As used in this policy and regulation, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) Submissions to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status or progress. (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or 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. (d) Submission to, or rejection of, the conduct by the individual regarding benefits and services, honor, programs or activities at or through the educational institution. (E.C.200-240, 212.5, 231.5 & 230, 48980(g) P.P. 5145.7



**REDLANDS UNIFIED SCHOOL DISTRICT**  
*CALL TO ACTION*

**FOR EMERGENCIES, DIAL 911**

- Redlands Police Department (909) 798-7681
- Highland Sheriff's Department (909) 425-9793
- Loma Linda Sheriff's Department (909) 387-8313
- Mentone (Yucaipa Sheriff's Department) (909) 790-3100
- San Bernardino Police Department (909) 384-5742

**WE TIP**  
(Anonymous Crime Reporting)  
24-Hour Hotline 1 (800) 782-7463

**Suicide Prevention**  
24-Hour Hotline 1 (800) 273-8255  
Text HOME to 741741

**Non-Emergency District Tip Line**  
(909) 748-6998

See something?  
Hear something?  
Sense something?  
**SAY SOMETHING.**  
*Together, we can keep our children safe.*

**Report suspected child abuse or neglect to:**  
**CPS 24-Hour Hotline:**  
**1 (800) 827-8724**

Within 36 hours, mandated reporters are required to send a written report  
**CA State Form 8572**  
Via Fax (909) 891-3545 or (909) 891-3560

**BEST SOURCES FOR CREDIBLE DISTRICT INFORMATION**

    
@RedlandsUSD  
#ThisIsRUSD

[www.redlandsusd.net](http://www.redlandsusd.net)  
School Safety Updates  
<https://www.cityofredlands.org/post/school-safety-updates>

  



## **Social Emotional Supports for Scholars**

Redlands Unified School District's Elementary Counseling Program is designed to provide scholars with additional social-emotional support through a variety of student support programs, ranging from short-term individual counseling, group counseling, and classroom lessons.

## **Redlands Student Safety Procedures**

**Safe & Secure Mode** is a security procedure used to reduce student and staff movement outside school buildings. This may be due to a medical emergency, area disturbance, etc. It is designed to allow for school to carry forward but have the ability to move to Lockdown quickly if needed. During the Safe & Secure mode, there is heightened vigilance on campus by all school staff. Generally, recesses and outdoor activities are reduced. Parents/guardians can have access to their student(s) and may check them out of school if they see fit to do so.

- Teachers should continue teaching as normal.
- Allow scholars restroom use with clear administrator/ teacher direction.
- Increased available staff presence during passing periods and student dismissal.
- Lunch/activities in more secure area, unless site admin decides otherwise
- Standard inclement weather schedule/routine in place, unless site administrator/designee decides otherwise.
- Perimeter gates, where applicable, will be locked and monitored by available staff, allowing for central access points.
- PE classes will be moved off all fields into more secure location (e.g., gym, class, & MPR)

**Lock Down** is called when a law enforcement event is happening in the vicinity of a school. The law enforcement agency generally, but not always, contacts the school/district to encourage the school site to Lock Down as a precautionary measure. All Administrators are expected to place their school in Lock Down in this scenario.

- Take a look outside your classroom and gather up any stray scholars in the hallways.
- Ensure that your door is locked.
- If windows are open, close them.
- Project a calm demeanor to help scholars remain calm. Reassure scholars that they are safe.
- Do not allow anyone to leave the classroom.
- Frequently check your emails for possible updates from your site administrators.
- If scholars are out on the playground or athletic fields, quickly move them to a secure classroom, locker room, or multi-purpose room.

**Critical Alert** is called when a significant, threatening event is happening on campus or adjacent to campus that creates a potential danger to scholars and staff. While this may be communicated to the school by law enforcement, it may also be determined by school officials on the scene. Critical Alert assumes that everyone is prepared for a potential significant threat/event on campus.

- Implement all items from the Lock Down list above.
- Turn off or reduce lighting, so it will appear that the room is vacant.
- Keep all scholars sitting on the floor, away from the door or windows.
- Do not look out the windows.
- Cover window on the door (if one exists).
- Advise the scholars that there is a serious situation, but you don't know what it is. Project a calm demeanor to help scholars remain calm. Reassure scholars that they are safe.
- Ensure that everyone in the room turns the ringer off on their cell phones.
- Do not allow scholars to talk on their cell phones (keep room as quiet as possible)

- Do not call the office. They are in the midst of a problem and will not be able to answer all the calls which may tie up the phone system
- Quietly take roll and make a list of missing scholars and any extra scholars that are in your room. Email this list to your administrators and school sitesecretaries
- Do not evacuate scholars until you are told to, even if the fire bells go off. If, in fact, there is a need for a fire evacuation, you will be notified via the PA system, email, or phone call
- Do not open the door, even if someone knocks and claims to be a staff member (Administrator/custodian will have a master key)
- If scholars are out on the PE field, do not return them to the locker room. Move them to a safe place (the farthest part of the campus)

Thank you for reviewing these important practices and procedures. At Smiley we take pride in operating a safe and secure learning environment. We're looking forward to a positive and productive year!

### **STAY CONNECTED!**

Keep connected to Smiley through our many social media.

- School website: [www.redlandsusd.net/smiley](http://www.redlandsusd.net/smiley)
- Follow us on Twitter: @SmileyKnights
- Follow us on Instagram: @smileyknights

\*updated 7-24-23\*