

# Cram Elementary School

Parent & Student  
Handbook  
2023-2024



29700 Water Street  
Highland, CA 92346  
Telephone: (909)307-2460

Office Hours 7:15 am-4:00 pm

Principal, Sara Burton, Ed.D.  
[sara\\_burton@redlands.k12.ca.us](mailto:sara_burton@redlands.k12.ca.us)

## **No Excuses University Pledge**

“We are committed to creating a school that knows no limits to the academic success of each student”

### **Vision:**

We will be an example of excellence in providing unsurpassed learning experiences for our diverse learning community. We will prepare our students for mastery of the Common Core State Standards by enhancing learning through innovation, providing excellence in academic instruction with high leverage vocabulary and collaborative conversations, collaborating with community and parent partnerships, ensuring equality through equity, and creating learning environments that are safe and secure.

### **Shared Commitment: The Cram community is dedicated to three core beliefs:**

- We are committed learners
- We are character centered
- We are college ready

### **Goal:**

Every student, without exception and without excuses, will be proficient or advanced in reading, language arts, and math.

**YOU KNOW YOU ARE A NO EXCUSES UNIVERSITY STUDENT IF...**

**YOU DREAM BIG!**  
You are **COURAGEOUS** because you will work hard to earn your success.

**You know that After High School Comes College.**

**You have a plan for your future.**

You are **COLLABORATIVE**, because you are learning how to work with your peers, teachers, family and community.

You are **COLLEGE and CAREER CRAZY** because you love to learn and you want to know about all of the opportunities you can pursue after you graduate from High School.

You are **CREATIVE**, because you push yourself to use your knowledge and experience to build new ideas.

You are **CHARACTER CENTERED** because you know you must treat others how you want to be treated.

You set short term and long-term goals.

You are **COMMITTED** to building your Bridge to College by developing your character and being proficient or advanced in Reading, Writing and Math.

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**YOU KNOW YOU ARE A NO EXCUSES UNIVERSITY PARENT IF...**

You help your child establish long term and short-term goals.

**You provide your child with opportunities to explore their passions, discover their talents and identify their unique gift.**

You **MODEL STRONG CHARACTER TRAITS** FOR YOUR CHILD WHEN S/HE IS AND IS NOT LOOKING.

You talk to your child every day about their accomplishments and what they intend to accomplish the next day.

You **read to your child and you allow them to see you use reading to enhance your life.**

You hold your child accountable for their decisions.

You partner with your child's NEU School and work with your child's Teachers to help your child grow.

You **encourage your child to dream big.**

YOU PROVIDE A SAFE AND NURTURING ENVIRONMENT AT HOME THAT ALLOWS YOUR CHILD TO FEEL LOVED AND SUPPORTED.

You **demonstrate for your child what hard work looks like and how it's used to achieve your goals.**

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

Office hours: 7:15am – 4:00pm

### **Telephone Numbers:**

Cram Elementary School (909)307-2460

Redlands School District Office (909)307-5300

### **Civility on School Grounds – CC 1708.9, EC 322.10**

Any person who willfully disturbs any public school or any public-school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500). It is unlawful for any person except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

### **School Communication**

Cram Elementary will communicate with families in various ways, including Parent Square, email, and phone calls home. Communication is key to working with families to support your child. We highly encourage you to add our school phone number to your contact list so you can receive these important messages. We encourage you to make sure that your contact information is updated in AERIES and that you have both the AERIES and Parent Square apps on your phone allowing for easier access to important information.

### **Release of/Changes to Student Information**

The AERIES Parent Portal provides access to student grades and attendance. For any modifications or additional student information, kindly visit the school office with a valid ID as we cannot disclose changes or sensitive details over the phone. In situations involving your student's health, injury, or incidents, our office, health tech, counselor, or principal will reach out using the contact information available in AERIES. Your child's safety and privacy are our utmost priority.

### **Breakfast and Lunch Information**

**Breakfast** is served daily from 7:25 am to 7:40am. For students who do not make it to school on time, "Second Chance" breakfast will be served during recess. Students may bring a snack from home as well to eat at the tables during recess if they are hungry.

**Lunch.** Students may bring lunch from home or get lunch from Nutrition Services. Please make sure lunch bags have the students name and room number clearly marked. RUSD's menus can be found on the district website under Departments→ Child Nutrition. ***Food delivery services will not be accepted for students at any time.*** (i.e. GrubHub, DoorDash, Uber Eats).

### **WELLNESS POLICY**

#### **Redlands Unified School District has a Wellness Policy that is designed to promote healthy eating and choices. Following is a summary of this policy and procedures for our school:**

- Fundraising sales during the school day will not involve non-nutritious food, such as candy or sodas.
- Snacks served during the school day or in any after-school programs will be nutritious ones, including fruits, vegetables, and water.
- Parents are encouraged to send healthy, balanced lunches with their children who bring lunch. Some ideas for healthy snacks and beverages include: fruits – fresh or dried, vegetables, such as carrot sticks or cherry tomatoes, salads with low-fat dressing, Graham crackers, low fat frozen yogurt, fruit juice bars, vanilla wafers, animal crackers, pudding, yogurt splits with granola and fruit, nonfat chocolate milk, flavored milk, fruit juice, frozen juice treats, low fat string cheese, crackers with low fat cheese, soft pretzels with mustard, air popped popcorn, nuts (if not allergic), beef jerky, baked tortilla chips and salsa or low fat bean dip, pretzels, baked or reduced fat chips.
- **Students that select to bring their own items for breakfast, snack, and/or lunch, will not be**

**permitted to bring caffeinated beverages, such as Monster, Prime, Rockstar, coffee, or soda.**

\*When choosing items to send with your child to school please try to stay away from caffeinated beverages, candy, and shareable bags chips. Water will be the only liquid for classroom consumption.

### **Birthday and Class Celebrations**

**Birthday Celebrations** - Food to celebrate birthdays can no longer be provided for the students. With school nutritional guidelines, student allergies, and special diets, we want to ensure that all students are included. We encourage you to bring goodie bags that can be shared at the end of the school day with classmates.

**Class Celebrations** - Each classroom will have two celebrations per year. Teachers will organize parent participation. If food is being provided all food must be individually wrapped. Teachers, other staff or parent helpers will serve the items utilizing gloves. Please do not bring food for the classroom at any other time than these TWO designated celebrations.

### **Arrival and Dismissal Guidelines**

- Students are expected to come directly to school via 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. Students will be held accountable to the Cram Student Code of Conduct to and from school.
- All students in 1st-5th Grades are to enter campus through the front of the school. ONLY TK and Kinder students will enter through the Kindergarten Playground.
- All students 1st-5th will exit through the gates at the front of the school. Students will wait at the blue line before entering their vehicle. **PLEASE DO NOT CALL YOUR CHILDREN INTO THE TRAFFIC, SPEED LIMITS SHOULD BE FOLLOWED AT ALL TIMES; ESPECIALLY WHEN CHILDREN ARE PRESENT.** Our number one priority is student safety,
- Students are permitted to ride their bikes to school with parent permission. Students must observe all traffic and bicycle safety rules. Helmets must be worn at all times. All bicycles should be individually locked.
- 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 with **appropriate identification**. Children will not be released to anyone who is not listed on the Emergency Card.
- 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. Changes in routine for any student must be made known to the front office personnel.

### **Attendance and Tardy Policy**

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

**Absences** – At Cram, it is our goal to have all students 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)307-2460 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 dolores\_sarikas@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** – 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 placed on a Short Term Independent Study Contract (STIS). The request for the contract must be made through the office with an administrator **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 10:00am. 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** – Instruction begins at 7:45am, students should be in class and seated by 7:45am. In order to instill responsibility for promptness in each student, the following guidelines are in place:

1. Students who are not with their classroom teacher when the bell rings at 7:45am must check in at the front of the school/office before attending class and will be marked tardy\*.
2. 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 7:45am bell rings.***

### **Medication Disclosure and Administration**

If your child needs to take any type of medication – prescribed or over the counter (OTC) - during the school day, you must do the following:

- Have your pediatrician complete the Physician's Instructions for School Assisted Medications form. The form must be signed by your doctor and returned to the office prior to administering any medication. This form can be found on the RUSD district web site on the Health Services page or picked up in the school Health Office.
- Bring the medication in the original container with the prescription label attached to the school Health Office. This is important as we cannot accept medication in any other container. (Note: With respect to inhalers, please have the pharmacist label both the inhaler and box.)

- When dropping off the Medication and Physician Instruction form to the health office you will be required to sign the Medication Checklist, located in the School Health Office, verifying Medication and Amount received.
- PLEASE DO NOT just leave medication in the school office without notifying the Health Tech, as there are signatures that are required prior to leaving and/or administering medication for your student. • For the safety of our children all medication is kept locked away in the Health Office.

### **First Aid**

There may be times that a student gets bumps and/or bruises. Please know that they get wonderful care in our Health Office. In the cases of head injuries and major lacerations (or scrapes) the parent will be called. If the bumps and bruises occurred during an altercation with another child the parent/guardian will be contacted.

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

Safety is our number one priority at Cram Elementary School. Students may not leave the campus 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. **Proper Identification must be provided.**

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 students on campus.

Due to COVID-19, visitors are limited on campus for student and staff safety. Visitors may attend outdoor events maintaining distance between themselves and students/staff. Masks are optional while outdoors/indoors. The district's safety protocol will be followed (Redlands Reopening of Schools and Safety Plan 2021-22). If and when new guidelines are released, we will update this information.

### **Parent Involvement**

#### **Volunteers**

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. Please contact your child's teacher to arrange to volunteer to help our children. **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 over 18 or older and follow the Volunteer Application.**

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.

### **Cram PTSA**

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. Parents, students, community leaders, business groups, extended family members, neighbors and friends are all welcome to join. Meetings are held monthly. Please see the school website under: Parents→PTSA.

### **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.

### **Monthly Pep Rally**

Parents are invited to attend our Monthly Pep Rally! Students will be recognized at that time. If your child will be receiving recognition, a letter will be sent home to notify you.

### **School Rules**

- Do not arrive at school prior to 7:25am, as there is no supervision until that time.
- Leave all toys at home for school and 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, Gameboys or CD/ tape players, iPods, cell phones, other electronic devices, etc.) The school is not responsible for any lost, stolen or damaged personal 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 highly discouraged.
- Non-school items may not be sold on campus. Students may not sell any item to one another.
- WALK in the hallways, on the blacktop, and sidewalks.
- Use quiet voices when walking through the halls.
- Stay in designated areas before, during, and after school. Remember, Cram is a closed campus. If you need to schedule a meeting with a teacher, please check-in through the front office.
- Line up for class at the designated area and wait quietly for the teacher.
- **Students may not be in the building/classrooms without a teacher's direct supervision.**
- Follow all directions when they are given the first time.
- At the end of the school day, students need to exit to the dismissal area in front of the school, the bus pick-up area, or YMCA. Students will be supervised in these designated areas by school personnel.
- Snacks are to be eaten at the tables under the shade structure only. Preschool, TK and Kindergarten students have a designated table on their playground for eating.
- No birthday balloons or other celebratory balloons will be allowed in classrooms.
- Restrooms are for personal use only and not for playing or tampering with. It should be quiet while inside as it's a private place.
- **Students are expected to:**
  - Come to school on time, ready to learn
  - Respect the rights of others and their property
  - Use kind language
  - Follow directions the first time
  - Keep hands, feet, and objects to themselves

- Participate in their learning
- Follow School-Wide Expectations
- Follow the “Golden Rule”
- Have Fun!

### **Clean Campus**

Cram Cardinals show pride in our school campus by keeping it clean. 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. Always pick up trash and dispose of it in the nearest trash can.

### **Recess/ Playground Equipment Rules**

- Play only in the designated play areas.
- 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.
- Keep all games open to everyone.
- **Rough play is prohibited. This includes football, tackling, wrestling, tag, and any other games that are considered rough.**
- Students may only play football under the direction supervision of either the PE teacher or their classroom teacher
- The hill on the upper playground is off limits for safety reasons. Students should not climb, pick up rocks, or pick up sticks and bring them to the playground or classroom. Students will refrain from throwing rocks, woodchips, sticks, and all other objects.
- Keep your hands and feet to yourself. Fighting and play fighting are prohibited.
- Keep your feet on the ground. Refrain from climbing fences, walls, trees, and backstops. Rubber balls and basketballs are not to be kicked.
- Slides must be used properly. This means on your bottom feet first. No climbing up, hanging from, using sand, sliding on feet, knees, stomach, or sliding double, or head first.
- 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.
- Students need to play in their assigned areas.
- When the bell rings or the whistle blows, balls are to be put away where they belong.
- Basketball and soccer are not contact sports, if students get too rough students may lose the privilege to play.

### **Lunch Rules**

- 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 campus monitor
- Wait to be dismissed by the campus monitor 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.
- May not walk throughout the halls during lunch or lunch recess.



## **Discipline Code**

The purpose of the Cram School Discipline Code is to maintain a safe environment that enables all students to make the most of all educational opportunities. Positive behavior will contribute to high academic achievement.

School Rules

- **Be Responsible**
- **Be Respectful**
- **Be Safe**

Cram follows the Positive Behavior Interventions and Supports model. Students receive instruction on the School-Wide Expectations, Social Skills, in addition to receiving Social Emotional Instruction through our 2nd Step Curriculum. All student rewards and consequences will reinforce the proactive steps in building good character that this model outlines.

## **School-wide Rewards**

Cram students are rewarded for positive behavior in a number of ways on a school-wide basis. These rewards include Academic Achievement awards, PBIS Awards, Cardinal Slips, Positive Office Referrals, the Cardinal Store, Classroom Rewards, and many more.

## **Monthly University Pep Rally**

Monthly our students, staff and community participate in a University Pep Rally. It is a wonderful time to highlight students who have made growth in reading, mathematics, as well as modeled our School-Wide Expectations. Classrooms have the opportunity to share their University Cheer or Fight Song!

## **Appropriate School Behavior**

Appropriate school behavior is encouraged by all of the Cram Staff. All students are explicitly taught and have opportunities to practice the School-Wide Expectations through the Positive Behavior Supports and 2nd Step Lessons.

**Participation** in incentive and extra-curricular activities such as: Assemblies, class parties, picnics, field trips, outdoor education, athletics, end of the year activities, student government, leadership activities and other after-school programs are 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, reflection, Discipline Notice from the Teacher, Office Discipline Referral (ODR), in- or out-of-school suspension, and in extreme cases, recommendation for expulsion. Please refer to the *Redlands School District Parent Handbook*.

## **Clothing and Appearance Guidelines**

Dress Code – EC 35183 Education Code 35183 authorizes school districts to adopt dress codes. The Board approved the following K-12 dress code policy. \*

- Shoes will be worn at all times. A substantial sole is required and enclosed toe and heel footwear is

highly encouraged.

- Extremely brief garments that are a distraction to the educational environment are not appropriate. Clothing shall be sufficient to conceal undergarments at all times.
- 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.
- Earrings, jewelry, or accessories, which present a safety hazard to the wearer or others, are not suitable for school wear.
- Only prescription sunglasses may be worn in class. Other types of sunglasses may be worn on campus outside of class.
- Identified gang attire such as bandannas, haircuts or hair rollers, or any gang paraphernalia are prohibited.
- Students are allowed to wear sun protective clothing, including hats, while outdoors during the school day. .
- Clothing shall not have rips above the knee. This includes specifically jeans.
- Additionally, a student may not remain in the classroom dressed in a manner which:
  - Creates a safety hazard for the student or for other students
  - Constitutes a serious or unnecessary distraction to the learning process
  - Tends to disrupt the campus order; or
  - Is in conflict with the district's goals and philosophy of the prevention of substance abuse and gang activity. (See also: *Redlands School District Parent Handbook: Clothing and Appearance* that follows.)

### **Possession/Use of Cellular Phones & 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 must be turned off during the school day and school events and stored in the student's backpack or with school personnel.
- 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 regulations.

### **Lunch Behavior**

Teachers will escort students to the lunch area where students will sit at their assigned table unless

otherwise instructed. **Cardinals are expected to follow all lunch and recess rules.** *Students who do not follow the rules will be retaught the expectation and in some instances, referred to an administrator for further action. Infractions will be reported to the student's teacher.*

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

Cram students are expected to be courteous and polite to all students and staff. Disrespectful attitudes, not following directions, obscene gestures and expressions are not allowed. Let's take care of the equipment, our school, and each other. The expectations are that all students follow the Playground Expectations. PE and Recess Equipment should remain at home. We are not responsible for any lost or misplaced items. Toys and trading cards should be left at home and are not permitted during recess.

### **The Big Nos**

#### **Absolutely NO Dangerous or Illegal Items**

It is against the law to bring dangerous or illegal objects to school or 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, any non-school related items, etc. 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 (BB, pellet, real, cap, toy, squirt, water, etc.), bullets, or other objects of danger.\*
- Alcohol, drugs\* and/or drug look-alikes\*, edibles and drug paraphernalia.\*
- Laser pens\*
- Cigarettes, e-cigarettes, vape pens, vapes, lighter and/or matches\*
- Pervasive Bullying

***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 is 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.*** The school is the child's defense.

Report the provoking action to a campus monitor, teacher, counselor, 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:

- Talk it over-listen
- Walk away
- Say, "I'm sorry."
- Do something else
- Take turns
- Share

- Ignore it
- Ask for help
- Belly Breathing
- Counting up/and or down

Parents/guardians involved in conflicts with students require a site administrator's mediation.

**Parents/guardians, do not have permission to approach, talk to, or confront students other than your own. Failure to comply may result in not having access to the campus, and Cram Staff contacting the Redlands Police Department or School Resource Officer (SRO).**

### **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. This is recorded in the administrative record.
- **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 Contact** – 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.
- **IST 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.
- **In-School Suspension** – A student may be assigned to an in-school suspension 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.
- **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.

- **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.

## **Positive Behavior Intervention and Supports (PBIS)**

Students at Cram Elementary School follow Expectations at each location throughout campus. Please review these with your child. Our goal is to provide each student a structured environment where they can become the very best they can be.

	<b>Be Responsible</b>	<b>Be Respectful</b>	<b>Be Safe</b>
<b>School-Wide Expectations</b>	<ul style="list-style-type: none"> <li>Follow ALL expectations at all times</li> <li>Take Pride in our school campus</li> <li>Take care of all supplies</li> </ul>	<ul style="list-style-type: none"> <li>Be kind to others</li> <li>Listen and follow directions from ALL adults</li> <li>Always use polite language (Please, Thank you, Excuse me, and I'm sorry)</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet at all times</li> <li>Keep hands, feet, and all objects to yourself</li> <li>Report all harmful and dangerous activities</li> </ul>
<b>Arrival Expectations</b>	<ul style="list-style-type: none"> <li>Go directly to where you need to go</li> <li>Line up quickly when signaled</li> <li>Walk in the hallways</li> </ul>	<ul style="list-style-type: none"> <li>Be on time and ready to learn</li> <li>Walk in the hallways</li> <li>Use Voice Level #1</li> </ul>	<ul style="list-style-type: none"> <li>Walk in the hallways</li> <li>Keep hands, feet and objects to yourself</li> <li>Stay on the sidewalk, not on the tree roots</li> </ul>
<b>Dismissal Expectations</b>	<ul style="list-style-type: none"> <li>Go directly to where you need to go</li> <li>Stay in boundaries - do not cross the white hallway line</li> <li>Look and listen for your car</li> </ul>	<ul style="list-style-type: none"> <li>Use Voice Level #1</li> <li>Walk in the hallways</li> </ul>	<ul style="list-style-type: none"> <li>Walk to the blue line for pick-up</li> <li>Keep hands, feet and objects to yourself</li> <li>Stay in boundaries - do not cross the white hallway line</li> </ul>
<b>Line Expectations</b>	<ul style="list-style-type: none"> <li>Voice Level #2</li> <li>Line up immediately when the bell rings</li> <li>Use the restroom &amp; get water BEFORE the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Return the equipment to the proper location</li> <li>Be kind to others in your words and actions</li> <li>Listen to Campus Monitors and adults the first time.</li> </ul>	<ul style="list-style-type: none"> <li>Walk to your line</li> <li>Keep hands, feet and objects to yourself</li> <li>Hold all playground balls</li> </ul>
<b>Walkway Expectations</b>	<ul style="list-style-type: none"> <li>Voice Level #0</li> <li>Go directly to your destination</li> <li>Use the proper trash cans for waste, liquid or recyclable</li> </ul>	<ul style="list-style-type: none"> <li>Listen to all adults</li> <li>Keep feet/shoes off walls</li> <li>Hold doors open for others</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Keep hands, feet and objects to yourself</li> <li>Face forward as you walk</li> </ul>
<b>Office Expectations</b>	<ul style="list-style-type: none"> <li>Voice Level #1</li> <li>Walk directly to and from the office following the white line</li> </ul>	<ul style="list-style-type: none"> <li>Stay in lobby area</li> <li>Ask permission to use the phone and restroom</li> <li>Speak politely to the office staff</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Enter the office only if you have an adult's permission</li> <li>Use office furniture correctly</li> </ul>
<b>Playground Expectations</b>	<ul style="list-style-type: none"> <li>Voice Level #3 (outside)</li> <li>Stay in boundaries - do not cross the red line</li> <li>Line up quickly when signaled</li> </ul>	<ul style="list-style-type: none"> <li>Listen to all adults</li> <li>Follow directions the first time they are given</li> <li>Use and return equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hand</li> <li>Keep hands, feet and objects to yourself</li> <li>Be aware of the space and others around you</li> </ul>
<b>Cafeteria Expectations</b>	<ul style="list-style-type: none"> <li>Voice Level #2</li> <li>Pick up after yourself and others</li> <li>Use the proper trash cans for waste, liquid or recyclable</li> </ul>	<ul style="list-style-type: none"> <li>Listen to all adults</li> <li>Be kind to others in your words and actions</li> <li>Eat and touch only your food</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Keep hands, feet and objects to yourself</li> <li>Sit in your seat on the bench</li> </ul>
<b>Restroom Expectations</b>	<ul style="list-style-type: none"> <li>Voice Level #1 (whisper)</li> <li>Place paper towels in the trash can</li> <li>Flush the toilet</li> </ul>	<ul style="list-style-type: none"> <li>Respect the privacy of others</li> <li>Keep feet/shoes off walls</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands</li> <li>Keep hands, feet and objects to yourself</li> <li>Report any problems to an adult</li> </ul>
<b>Assembly Expectations</b>	<ul style="list-style-type: none"> <li>Keep your body facing forward as to no disrupt others</li> <li>Raise your hand if necessary to ask a question</li> <li>Wait for instructions/ directions from an adult</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the speaker and maintain eye contact</li> <li>Clap politely when speaker is finished</li> <li>Voice Level #0, unless directed otherwise</li> </ul>	<ul style="list-style-type: none"> <li>Walk carefully in line, always facing forward</li> <li>Keep hands, feet and objects to yourself</li> <li>Look to adults for direction when entering and exiting</li> </ul>

## **What is Bullying?**

Bullying is a form of antisocial behavior. 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:

1. Bullying is targeted, deliberate, and hurtful behavior.
2. Bullying is repeated over a period of time.
3. Bullying is difficult for those being bullied to defend themselves.
4. Bullying is difficult for those who bully to learn new social behaviors.
5. A bully exercises power inappropriately over the victim.

If you feel that your child is being bullied, please inform the school allowing the proper steps to be taken.