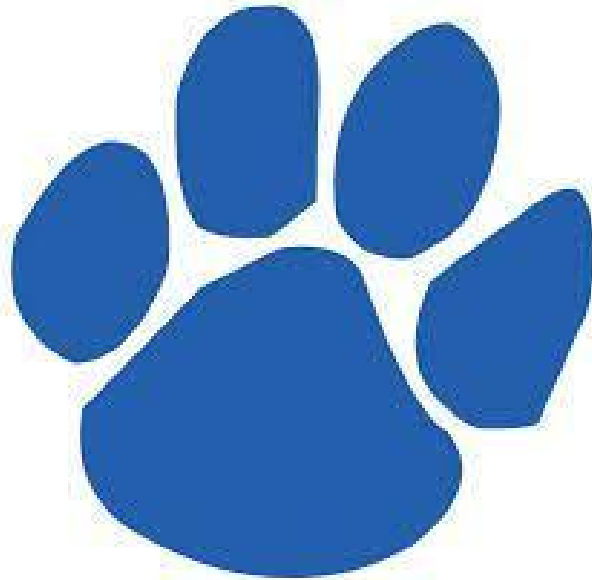


VICTOR HODGE ELEMENTARY

2024-2025 Parent Handbook

Hodge Cougars



700 West Eleventh Street
Azusa, CA 91702
(626) 815-4800

PRINCIPAL'S MESSAGE

Welcome to our 2024-2025 school year! At Victor Hodge Elementary School, we are committed to working collaboratively as we maintain our shared commitment of excellence in education. Our goal is to provide a safe learning environment where students can thrive.

At Hodge, we focus on the whole child by moving students to their fullest potential and building their character and citizenship. Within this handbook, you will find useful information regarding our school policies and procedures. Please take time to review and discuss the contents of this handbook with your child. If you have any questions or a need for clarification, please contact the school office at 626-815-4800.

Sincerely,

Mrs. Jeanette Flores

SCHOOL VISION AND BELIEF STATEMENT

Hodge Elementary School is committed to act on our shared belief that all students can learn! We are preparing students for college, career, and citizenship. In collaboration with staff, students, and parents, our community shares a commitment to increase learning for all. Teachers mediate student learning to ensure that all students are progressing academically and socially.

The Hodge community works together to provide an optimal learning environment for all students. Hodge sustains a school-wide focus on California Common Core Standards-based education while affording multiple opportunities for students to develop the critical thinking, creativity, communication and collaboration skills necessary to sustain life-long learning in the 21st Century.

COUGARS COUNT ON LEARNING AT HODGE!

Cougars are Curious & Committed to Learning

- o We Ask Questions
- o We Take Risks
- o We Make Mistakes
- o We Persevere

Cougars are College and Career Bound

- o We Read to Succeed
- o We Think, Discuss, and Collaborate
- o We Cite to Write
- o We Analyze and Solve Problems

Cougars are Conscientious Citizens

- o We Practice Kindness
- o We Act Responsibly
- o We Work and Play Safely
- o We Show Respect

Daily Bell Schedule

Morning Recess-Breakfast Bell-7:45 a.m.

Grade	Start Time	Recess	Lunch	Dismissal
Preschool (pm) E. Miranda	12:00	1:00-1:30	12:15-12:45	3:00pm
Grade	Start Time	Recess	Lunch	Dismissal
ETK/TK	8:15	9:45-10:00 (Alapizco/Buck)	11:05-11:50 (Alapizco/Santos)	2:10 MTWF 1:30 Thurs
Kinder	8:15	10:00 - 10:15 (Santos/Sanchez/ Schuster)	11:15-12:00 (Buck/Sanchez/ Schuster)	2:10 MTWF 1:30 Thurs
1st Grade	8:15	10:00-10:15	11:25 - 12:10	2:10 MTWF 1:30 Thurs
2nd Grade	8:15	10:00-10:15	11:35 - 12:20	2:10 MTWF 1:30 Thurs
3rd Grade	8:15	10:00-10:15	11:45 - 12:30	2:10 MTWF 1:30 Thurs
4th Grade	8:15	10:20-10:35	11:55 - 12:40	2:38 MTWF 1:30 Thurs
5th Grade	8:15	10:20-10:35	12:05-12:50	2:38 MTWF 1:30 Thurs

Dismissal Times:

- **Mon., Tues., Weds. & Friday:** Grades TK-3 at 2:10 p.m. Grades 4-5 at 2:38 p.m.
- **THURSDAY Dismissal** TK - 5 - 1:30 p.m.
- **MINIMUM DAYS Dismissal** - 1:15 p.m.

**PLEASE REFER TO SCHOOL CALENDAR FOR EXACT DAYS. CALENDAR ALSO AVAILABLE ON SCHOOL WEBSITE.
@Hodge.azusa.org REVISED 8/06/24*

Important Dates to Remember

All students are dismissed at 1:15 on Minimum Days	
August 22	First Day of School & Minimum Day
August 23	Minimum Day
September 2	Holiday - Labor Day
September 12	Back to School Night
September 16	Staff Development Day - No School for Students
November 11	Holiday - Veterans Day
November 18 & 19	Minimum Day - Parent Conferences
November 20	Conference Day - No School for Students
November 22	Minimum Day - Parent Conferences
Nov. 25 - 29	Thanksgiving Break
December 20	Minimum Day
Dec. 23 - Jan. 3	Winter Break
January 6 & 7	Staff Development Days - No School for Students
January 20	Holiday - Martin Luther King, Jr.'s Birthday
February 10	Holiday – President Lincoln's Birthday
February 17	Holiday – Presidents Day
February 26	Minimum Day - Spring Conferencing
March 26	Minimum Day
March 27	Open House
March 28	Minimum Day
March 31 - April 4	Spring Break
May 26	Holiday – Memorial Day
June 6, 9, 10, 11	Minimum Days
June 11	Last Day of School

PROCEDURES AND REGULATIONS

Please familiarize yourself with the following procedures and regulations, which are specific to Hodge School. In order to ensure a safe and productive school year, it is important that parents, teachers, and students are aware of and comply with each procedure. We thank you in advance for your cooperation.

STUDENT ATTENDANCE

Regular attendance, arriving on time, and remaining in school for the entire day, leads to success in school. **Students need to attend school every day on time.** Please be sure that your child only misses school when it is absolutely necessary. If your child must be absent from school, it is the responsibility of the parent or guardian to inform the school of the reason. The parent must call the school office or provide the child with a note on the day the child returns. **Illness and doctor's appointments constitute excused absences.** Any other reason for an absence is considered unexcused. Unverified absences are recorded as "unexcused." You have five school days to excuse/dispute any absence(s) or tardies, otherwise they will be marked as 'Unexcused.' Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.

STUDENT TARDINESS

The 5-minute warning bell rings at 8:10am. Students who arrive after 8:15 am are considered tardy.

- Students who are tardy are to first go to the front office, receive a tardy slip and then proceed to class.
- Tardies are recorded on the student's attendance record and disqualify a student from receiving perfect attendance for that month.
- If the tardies become chronic, a conference will be scheduled and an action plan will be written.
- If the problem continues, the principal will initiate a process, which involves officials from the district office.

STUDENT EARLY RELEASE FROM CAMPUS:

Our school is a closed campus:

- During school hours, no student may leave campus without permission of school personnel.
- A parent or guardian must come to the school office to sign out and pick up a child who needs to leave campus for an appointment or illness.
- A student's early release is recorded on the student's attendance record and disqualifies a student from receiving perfect attendance for that trimester.
- Students will not be released to anyone whose name is not listed on their emergency contact list. There are no exceptions to this rule.
- Students will not be dismissed 15 minutes prior to dismissal time.

ARRIVAL AND DEPARTURE TIMES

ARRIVAL: Student supervision is not provided until 8:00 A.M. each school day. For this reason, students are not permitted on campus before this time. Only students eating breakfast may arrive at 7:45 A.M. and go directly to the cafeteria. Gates open at the 8:00 am bell and classes begin at 8:10 A.M. Students arriving after 8:15 are considered tardy.

DEPARTURE: All students should be picked up promptly following their dismissal from school. Students may not wait for their upper grade siblings after school. (Students who are not picked up within 15 minutes of dismissal time must be signed out in the office by a parent or guardian. Late pick-ups are noted for our records.)

*Please keep in mind that there is no supervision outside of these specified arrival and departure times.

PARKING LOT & CIRCLE DRIVE PROCEDURES - The following procedures have been put in place in order to ensure student safety.

- The semi-circle driveway will be closed to the public. No “Valet” drop off or pick up before or after school dismissal will be allowed. Please plan accordingly.
- There is no parking in the red zone, staff parking lot, circle drive, or by the cafeteria.
- 1st - 5th grade students are released from the front gates, which are located to the right of the school office. To ensure safety and productivity during school hours, all gates will remain locked.
- Parents may walk students up to the arrival gate. For the safety of all students and staff parents may not come on campus.
- For the safety of all students and staff all visitors must sign in at the office before entering the campus.

Thank you for your support and cooperation as we work together to maintain student safety.

STUDENT RELEASE DURING THE DAY - Students shall be released during the school day only to the custody of an adult who is one of the following:

- The student's custodial parent/guardian
- An adult authorized on the student's Emergency Contacts as someone to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity
- An authorized law enforcement officer acting in accordance with law
- An adult taking the student to emergency medical care at the request of the principal or designee

Please ensure Emergency Contacts are updated in AERIES. Students will NOT be released to any unauthorized person in accordance with Board Policy. (AR 5142)

ACCIDENTS / EMERGENCY CONTACTS - Student data confirmation must be updated online at the beginning of each year. Student emergency contacts must be updated at this time. If there are any changes during the school year parents should make the changes in the Aeries portal. Secondary contacts should include local relatives or family friends. Two emergency phone numbers must be provided in accordance with AUSD School Board Policy. If your child becomes ill or injured at school, you will be called promptly. Therefore, it is extremely important that emergency contacts are up-to-date. Additionally, If there are any changes during the school year, parents can contact the office to update the information.

MEDICATION - When your child needs to take either medication prescribed by a physician or purchased over the counter during school hours, the State law REQUIRES that a physician state the dosage and related information on the appropriate District form which is available in the school office. The medication and district form, completed by the doctor, have to be turned into the school nurse for proper administration. Students cannot self medicate or carry any medication, over the counter or prescription, under any circumstances. No medication of any kind can be given to a student without a Physician’s Recommendation for Medication being on file in the office.

BREAKFAST PROGRAM - **Breakfast and lunch is offered at all school sites daily that meet or exceed nutrition standards specified by law.**

Breakfast is available daily in the cafeteria from 7:45 a.m. to 8:00 a.m.

LUNCH PROGRAM - Students have access to a free school lunch daily or they may bring lunch to school from home. Outside lunches may be delivered to the office for students for emergencies; however please limit this procedure and be sure your student knows to come to the office during recess to pick up their lunch. Office staff are not responsible for delivering student lunches to the classroom. We appreciate your cooperation. Students will have lunch with their classmates in either the cafeteria or the outdoor patio. Parents are not allowed to have lunch with their students on campus at any time. Parents wishing to have lunch with their students may check them out for lunch from the office and then return them back to school at the end of their lunch period. The instructional time is sacred at school and we would like to maintain a minimal amount of disruptions.

SNACKS - Only healthy, nutritional and individual sized snacks are acceptable during recess break. Students may bring healthy snacks to school and eat their snacks at the cafeteria tables during the morning recess. To ensure the safety and health of other students, our students are not to share their snacks.

TELEPHONES - Children may use the school telephone in emergency situations. Please plan ahead with your child if he/she is to follow procedures different than usual after school. Any changes should be conveyed to the teacher in writing.

MOBILE COMMUNICATION DEVICES - CELL PHONES (BP 5131.8)

Mobile communication devices shall be turned off and stored away during instructional time, 8:00AM to 2:40PM. **Students are NOT to carry or use their mobile phones or smart-watches during school hours.** Students may use cell phones, smart watches or other mobile devices during non instructional time as long as the device is utilized in accordance with law and any rules that individualized school sites may impose. Smartphones and other communication devices **shall not** be used in any manner which infringes on the privacy rights of any other person.

Students who violate this rule may be asked to leave their phone or electronic device in the office with administration and a parent/guardian will be contacted to schedule a time to pick up the device. If the school employee finds it necessary to confiscate the device, he/she shall follow site procedure for the handling and return of confiscated items. Students may be subject to other disciplinary measures in accordance with Board policy and administrative regulation, including revocation of a student's right to carry an electronic signaling device (except where deemed medically necessary), for repeated violations of this policy, or when the use of an electronic signaling device violates independent school rules, such as prohibitions on cheating on school work or tests.

CELL PHONE POLICY:

- All electronic devices, including cell phones, must be powered off and put away during the school day.
- First violation of cell phone use - students will be asked to put the cell phone away and a warning will be issued.
- Second violation of cell phone policy - phone will be confiscated and returned to the student at the end of the day to the student. The parent will be notified of the incident.
- Third violation of cell phone policy - phone will be confiscated and returned to a parent or guardian at their convenience.
- Ongoing violation of cell phone use - phone will be confiscated and a parent meeting including the student will be scheduled to return the cell phone. Ongoing violations of the cell phone policy may result in the student losing the privilege of carrying a cell phone at school.

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.

LOST AND FOUND - Please be sure that all jackets, sweatshirts, and personal belongings have your child's name on them. Items left on the playground will be placed in the lost and found, which is located by the arrival gate. Unclaimed items are donated to charities after school closes in December, April, and June.

LOST BOOKS - Students are expected to take good care of all school materials. Should a book become damaged and/or lost, the student and family will be asked to pay a replacement fee for it.

INSURANCE - The District does not provide medical insurance. Information regarding voluntary school accident insurance is sent home at the beginning of the school year. Parents may purchase this insurance if they wish.

SMOKING BAN - The use of tobacco products is prohibited at all times on any Azusa Unified School District property in accordance with AUSD Board Policy 5414 and Education Code 4890.

EMERGENCY DRILLS - Fire drills and/or emergency evacuation drills are held once a month. In the case of disaster, all children will be retained at school and released only to a parent or guardian identified in the emergency contacts. Children will be released from the south gate, as all other gates will be locked.

PARENT VOLUNTEERS - Our school has a large number of parents who volunteer and we gladly welcome volunteers, permitting it is safe to do so. Volunteer Orientation is held at the start of the year. Volunteers perform valuable services and are much appreciated. We ask that all volunteers follow the student dress code listed in this handbook. Parents wishing to volunteer should follow these guidelines:

- Parents must make arrangements with the community liaison two days before the volunteer day
- School or classroom projects must be available in order to volunteer
- Volunteers will work in the parent room, school workroom or classroom depending on the project and arrangement made with the community liaison.
- Volunteers may volunteer in a classroom only upon teacher request and principal approval

For the safety of the children, the State of California has passed a law requiring school volunteers, who chaperone groups of students on a field trip, to go through a fingerprint-background check. This process takes approximately 10-21 days.

Volunteers wishing to serve in the classroom need to attend a training session with the Principal and/or Community Liaison. Classroom teachers determine their need for volunteers and communicate their plan for the use of classroom volunteers to the administration. The names of the volunteers with whom they have made prior arrangements are included within the Volunteer Sign-in Book (which is located at the front office desk and monitored by the School Clerk and School Secretary).

At times, teachers do not request parent volunteers to serve in the classroom, or they may limit the number of volunteers and/or time which they serve. For this reason, we facilitate additional opportunities to volunteer at Hodge. With the assistance of the Community Liaison and under the direction of administration, we facilitate other volunteering opportunities such as group projects and events, helping students/teachers in another classroom or grade level-other than one's own child, and attending field trips.

RELIGIOUS RELEASE - Students in grades 4 and 5 may be released from school early one day a week for religious instruction by parent request. Check with the office for time and information.

BACK-TO-SCHOOL NIGHT - Back-to-School Night is September 7, 2023. Please check the school monthly calendar on our website frequently, <https://hodge.azusa.org/>, for important dates and events. Teachers will present their grade level curriculum, schedules, grading and homework policies, and state and district content standards for instruction. It is very important that all parents attend Back to School Night.

OPEN HOUSE - Open House is March 28, 2024. Please check the school monthly calendar frequently for important dates and events. This evening highlights projects that students have worked on during the course of the school year. Families are encouraged to visit their child's classroom.

REPORT CARDS, PARENT/TEACHER CONFERENCES - In November, parents, teachers, and students will discuss academic goals for the school year as well as their progress towards those goals during

the first trimester. This will be done through a scheduled conference and a copy of the report card will be provided during this first conference session. Following the academic conference in November, students will receive report cards two more times throughout the school year. We encourage on-going communication between the home and school. Parents are welcome to request a conference with the teacher anytime during the school year.

STUDENTS MOVING TO ANOTHER SCHOOL - When a child is moving from the school, please let the office know a few days ahead and specify the last day of attendance.

BICYCLES AND SKATEBOARDS - Students may ride bicycles, scooters or skateboards to school ONLY if they follow safety rules. Bicycle locks are required and helmets must be worn when riding bicycles. According to AUSD Board Policy, we ask that only students in third through fifth grades ride these transportation vehicles, which must be walked or carried while on the school grounds. State law, effective 1/95, mandates that all bicycle riders wear helmets.

VISITORS POLICY - The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non instructional time.

- Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.
- The principal or designee will provide a visible means of identification for all individuals who are not students or staff members while on school premises.
- No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)
- In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Parents may visit their child's classroom. We ask that notification be given to the teacher and the administration office at least 48 hours in advance. The administration office will schedule the visit with the parent, the teacher, and the school principal. Visitors must check into the office when arriving on campus on the day of the visit. However, legal responsibility prevents us from allowing visits by children who are friends or relatives of other students. All visitors must check in at the office and wear a visitor sticker.

Our consistent administrative policy is to inform the teacher of the request for a visit/upcoming tour and to find a time to schedule the visit that is the least disruptive to the overall educational process of the class. Additionally, it is our policy to accompany the visitor during their brief visitation. An administrator or the administrative designee accompanies the visitor and serves as the liaison during their classroom visit.

PROPERTY DAMAGE - Parents are financially responsible if a child deliberately destroys or defaces school property.

CUSTODY ISSUES - Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee.

Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

CIVILITY ON SCHOOL GROUNDS – CC 1708.9, EC 32210 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.

SAFE ROUTE TO SCHOOL - PEDESTRIAN TRAFFIC: Parents of children who walk or ride their bikes to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property and should always use the crosswalks with signals.

WALKING OR RIDING A BIKE TO SCHOOL – VC 21212 - No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger on a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards. All traffic laws must be observed.

Please do not walk through the school parking lot or along the circle drive area. The school parking lot is for staff only. All students are expected to follow good citizenship standards on the way to and from school.

ARTICLES FROM HOME -Toys, personal belongings, and valuable items, including clothing, should not be brought from home. Items designated by the teacher for classroom sharing must be placed in a bag, labeled with the student's name, and used for sharing purposes only. Balls, radios, cameras, and electronic games are not permitted at school. The school is not responsible for any personal items from home that are lost or damaged.

The guidelines are as follows:

- No trading of any items is acceptable
- Items may not be purchased from other students

The school is not responsible for lost, damaged or stolen items.

PETS - Children and parents may not bring pets from home. In special cases, pets may be brought only with the prior permission of the principal and should be in a cage or under some form of restraint. Pets may never be brought on the school bus. **Pets may not be on school grounds before or after school.**

CLASS PARTIES - Each class has the opportunity to have classroom parties for Christmas, Valentine's Day and the end-of-the-year. Parental help for these events is appreciated. Please respect the district's food policy regarding food items and quality of food. **Food should be store bought and prepackaged.** Parents should make **arrangements in advance** with their child's teacher if they would like to bring food items to share. Please note that **balloons are not allowed on campus.**

BIRTHDAY RECOGNITIONS - We recognize how special birthdays are for students and their families, however, birthdays are not one of the designated school celebrations. Additionally, due to allergies, the USDA & CDE nutrition guidelines that govern food safety, and the dietary needs of our students we will not be serving snacks or celebrating birthdays with food or cupcakes in the classroom during the instructional day. Thank you for your understanding in this matter.

- Food related celebrations initiated by families including birthday celebrations will NOT be permitted. Families must consult with classroom teachers PRIOR to bringing any items to distribute to students in the classroom for any reason.
- Staff initiated class parties or celebrations shall be held after the lunch period when possible. Donations from parents/guardians or other volunteers for said parties will consider the nutritional quality of snacks.

SPECIAL PROGRAMS

Our school offers a well-rounded program of instruction based on meeting the needs of the individual. The focus of the program is to teach children the skills necessary to increase learning and fully develop their abilities and talents. Emphasis is placed on helping children develop responsibility and positive attitudes. Our school is organized to include self-contained classes, team teaching, and multi-age groupings. The curriculum is based on the State of California content standards for instruction and the adopted Azusa Unified School District standards for instruction.

DUAL IMMERSION (DLI) PROGRAM - The Dual Language Immersion program is open to English and non English speaking students. The program's goal is to develop high levels of language proficiency and academic competence in English and Spanish. Students will be taught in both languages. Families wishing to enroll their student in DLI (Dual Language Immersion) should do so in Kinder.

PRIMARY LANGUAGE SUPPORT

Primary language support services are provided for those children who speak a language other than Spanish or English.

INDEPENDENT STUDY PROGRAM - Students who are absent from school for a period of five or more school days, for reasons other than illness, must maintain their class work through participation in the Independent Study Program. Please contact the school secretary at least one week prior to the child's first day of absence. **We highly discourage your child taking a vacation during the school year. Although they will be receiving work to complete, it does not make up for the classroom instruction that they will be missing.**

GIFTED AND TALENTED PROGRAM - GATE is a state program designed to provide enrichment curriculum for identified gifted and talented students in grades 4 – 5. The fourth through fifth grade teachers offer this service on site.

RESOURCE SPECIALIST AND SPECIAL DAY CLASS - These classes provide instruction for those students who have identified learning disabilities. Program goals are developed through collaboration with the RSP and/or SDC teacher, parent, school psychologist, and site administrator.

SPEECH AND LANGUAGE - Our speech and language pathologist provides special instruction for those students who have identified disabilities in the area of speech and language.

MUSIC-INSTRUMENTAL - Children in fifth grade are offered the opportunity for instruction in band. Students are instructed during the regular school day for 45 minutes one day per week.

LIBRARY - Students are encouraged to use the school library. The library is available for story time, study, research, and checking out books. Charges will be made for books which are damaged or lost. In addition to the school library, each classroom has a small library for student use. Many of these books are provided through the use of personal funds from the teacher and through grant funds from the State of California. In the event that a library book is lost or damaged, **per Azusa Unified School District Board Policy, hard cover library books cost \$12.00 for replacement and soft cover library books cost \$2.00.**

CHROMEBOOKS - Chromebooks are available for all students during the school day. Each student will be assigned a username and password that they will use while attending AUSD schools. Chromebooks are to be used in school and not taken home.

HOMEWORK POLICY

Our school recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support standards-based classroom instruction, to enable students to complete unfinished assignments, or to review and apply academic content for better understanding. We expect students and parents/guardians to view homework as a routine and important part of students' daily lives.

Homework serves to strengthen and enrich that which is taught during regular class time. In addition, homework will:

- Set a pattern for life-long learning
- Provide opportunities to use out-of-school learning resources
- Provide opportunities to build independent study skills
- Encourage parent, student and teacher interaction

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. These communications may include school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children. Although it is the student's responsibility to independently complete homework assignments, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a student repeatedly fails to complete his/her homework, the teacher shall notify the student's parents/guardians as soon as possible so that corrective action can be taken. (*BP 6154: Homework/Makeup Work*)

DISCIPLINE

Discipline should be a balanced system to include positive reinforcement for appropriate behavior and restorative practices.

We have four overarching school rules:

1. P - Practice Kindness
2. A - Act Responsibly
3. W - Work and Play Safely
4. S - Show Respect

These rules are reviewed each year during in the classroom and at student assemblies.

The positive reinforcement may include:

- Tickets ("Pawsitive" Behavior)
- Individual classroom rewards
- Phone call to parent
- "Pawsitive" Character Assemblies
- Citizenship Awards
- Honor roll recognition

Consequences for poor behavior may include:

- Losing an activity or privilege
- Phone call to parent
- Office Discipline Referral slips

- Meeting with the Principal
- Classroom suspension
- Parent conference
- Student behavior contract

SUSPENSION (BP 51441)

Students who violate the following California laws or District regulations will face possible suspension and/or expulsion.

1. Possession or use of tobacco within school boundaries.
2. Possession or use of narcotics, narcotic look-alike products or alcohol on school grounds or at any authorized school function.
3. Selling or arranging to sell any controlled substance on school grounds or at any authorized school function.
4. Fighting.
5. Stealing.
6. Possession of any type of dangerous weapon – including fireworks.
7. Continuous lack of courtesy and respect towards teachers/staff and/or fellow students.
8. Defacing or destroying school property.
9. Discriminatory or derogatory language towards others based on ethnicity or race.
10. Profane language and/or possession of pornographic material.
11. Continuous defiance of school rules and regulations.

These standards include, but are not limited to:

1. While on school grounds.
2. While going to or coming from school.
3. During lunch periods (whether on or off campus).
4. During or while going to or coming from a school sponsored activity.

STUDENT SEXUAL HARASSMENT POLICY:

“It is the policy of the Azusa Unified School District Governing Board that sexual harassment of or by any student shall not be tolerated at school or in connection with any school program or activity. Individuals who commit sexual harassment are subject to disciplinary action up to and including suspension and expulsion from the school district, dismissal from school district employment, the filing of criminal charges with the proper authorities, and liability through civil litigation as well.” Ed. Code 48900 and 212.6

Definition of Sexual Harassment:

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

Reporting of Sexual Harassment:

A student who believes that she or he has been the victim of sexual harassment should immediately report the problem to the principal or other school authority so that the appropriate action may be taken.

Confidentiality:

All information reported by the student will be held in confidence.

STUDENT DRESS CODE

We believe that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Student dress must not present a health or safety hazard or a distraction, which would interfere with the education process.

Students not following the dress code guidelines will receive a phone call home. Parents/guardians will be asked to provide clothing that meets the dress code requirements. In the event that the parent is not able to provide the clothing or is unreachable, loaner clothes will be provided to the student for the day.

The following guidelines shall apply to all regular school activities:

1. All clothing must be suitable for school; neat, clean, size appropriate, not frayed, and in good repair.
2. Clothing and jewelry shall be free of writing, pictures, or any other insignia which:
 - a. are crude, violent, vulgar, profane, prejudicial, or sexually suggestive.
 - b. advocate the use of drugs or alcohol.
 - c. by the manner of being worn, indicate an affiliation with a group or gang which may provoke violence or cause others to be intimidated.
3. Make-up or artificial nails may not be worn.
4. Belt buckles with lettering shall not be allowed, and the length of the belt shall be appropriate for the waist size.
5. Hats, caps, bandannas, or hairnets shall not be worn in class. Hats may be worn on the playground but must not have any insignia or logo associated with any local gangs, and must be worn in the manner it is intended.
6. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, tank tops, bare midriffs, crop-tops and skirts or shorts shorter than mid-thigh are prohibited.
7. Undergarments must be covered at all times.
8. Shoes must be worn at all times. Flip-flops, backless shoes or sandals, and steel-toed shoes are not acceptable.

GANG RELATED APPAREL

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define “gang related apparel” and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on school campus.

Policy 5132: Dress And Grooming

Regulation 5132: Dress And Grooming

HOTLINE – Azusa Unified School District

The Azusa Unified School District has installed a HOTLINE for residents to report school safety issues, crimes or related matters. The HOTLINE records all calls and is monitored daily Monday through Friday. Instructions are given in both English and Spanish. **The HOTLINE number is 626-331-2302.**

SCHOOL DISTRICT POLICY

It is the policy of the Azusa Unified School District not to discriminate based on color, race, creed, religion, sex, national origin, sexual orientation, lack of English skills, handicapping condition, age or language in its admission of students to school programs, educational programs and activities, or the recruitment and employment of personnel. Students, parents, employees, and community members who feel that they have a grievance concerning discrimination should contact:

Paul Hernandez, Director of Student Support Services
Azusa Unified School District
546 South Citrus Avenue
Azusa, CA 91702
(626) 858-6168