



Paramount Unified School District

Student/Parent Handbook
Wesley Gaines Elementary School
2025-2026



PRINCIPAL'S WELCOME LETTER

Dear Wesley Gaines Elementary School Families,

Welcome to the 2025–2026 school year! It is with great excitement that I welcome both our returning families and those joining us for the first time. I am so glad that you have chosen **Wesley Gaines Elementary School, Home of the Grizzlies!**

At Gaines, we are committed to creating an inclusive, safe and enriching school experience where every child is supported to learn, grow and thrive each day.

As principal, I am honored to lead a school with such a dedicated and compassionate staff, strong family partnerships, and incredible students. Together, we will continue to nurture a safe and civil learning environment, inspire students' love of learning, and support each child's academic, behavioral, and social-emotional growth.

You can expect regular communication throughout the year to keep you informed and involved. Be sure to stay connected through **ParentSquare**, our school website, and Instagram for communication, celebrations, events and information. Use your camera and the QR codes below to access our links.

<p>ParentSquare App <i>Send & Receive School and District Communication on-the-go</i></p> 	<p>Wesley Gaines Website <i>Reference Information as Needed</i></p> 	<p>Instagram @gainesgrizzlies <i>Stay connected on Social Media</i></p> 
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At Gaines, we look forward to a wonderful school year filled with discovery and achievement. Thank you for your continued partnership, and let's make it an amazing school year together. **GO GRIZZLIES!**

With gratitude and excitement,



Anna Yasuhara, Principal

Our Vision

At Wesley Gaines Elementary School, our vision is that every student has a comprehensive understanding of the world around them and is equipped with the tools to thrive and collaborate in a

diverse and ever-changing society. Our students will have the perseverance to become life-long learners in order to reach their greatest potential.

SCHOOL INFORMATION

Wesley Gaines Elementary School
7340 E. Jackson Street
Paramount, Ca 90723

Phone Number (562) 602-8012
Fax Number (562) 602-8013
Email Address gaines@paramount.k12.ca.us
School Website www.pusdschools.net

Office Hours 7:30 a.m. — 4:30 p.m.
School Hours 8:00 a.m. — 2:20 p.m.
TK-Grade 3 8:00 a.m. — 2:08 p.m.
Grades 4-5 8:00 a.m. — 2:20 p.m.
PK 8:00 a.m. — 11:30 a.m.

Most Thursdays are Minimum Days

TK-Grade 5 8:00 a.m. — 12:55 p.m. Families are encouraged to check the Paramount Unified School District instructional calendar to verify all minimum days.

The purpose of these minimum days is to allow teachers to attend staff development meetings and in-services designed to enrich the instructional program. They also serve as a time for teachers to meet collaboratively with their grade-level team to discuss effective tools and strategies for a quality program.

Administration and Office Staff

Anna Yasuhara, Principal
Elizabeth Arreola, Administrative Assistant
Maria Ortiz, Health Technician
Elani McMeekin, Data Technician
Blanca McCullough, Language Assessment Assistant
Nadya Nieto, Counselor
Guadalupe Chavelas, Social Worker

School Uniforms

Students are required to wear the following uniform to school:

Boys

- White shirt, long or short sleeves, with a collar
- Navy blue pants or shorts
- Appropriate shoes
- Navy blue sweater, sweatshirt, or jacket – a uniform shirt must be worn underneath

Girls

- White blouse, long or short sleeves, with a collar
- Navy blue jumper, skirt, skort, shorts, culottes, or pants
- Appropriate shoes
- Navy blue sweater, sweatshirt, or jacket – a uniform blouse must be worn underneath

Note: Plaid is not an option. Sweaters and jackets (light and heavy weight) must be navy blue. Sports team jackets are not allowed.

College Day Wednesday

Every Wednesday, everyone is encouraged to wear a college shirt or sweatshirt – staff can show pride in their alma mater and students can indicate the college or university they would like to attend in the future.

Nondiscrimination Statement

The Paramount Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when they witness an act of discrimination, sexual harassment, harassment, intimidation, or bullying. For questions or complaints, contact:

Title IX Coordinator

Dr. Linsey Gotanda, *Deputy Superintendent*
 15110 California Avenue, Paramount, CA 90723
 (562) 602-6006 ♦ lgotanda@paramount.k12.ca.us

Compliance Officer & Section 504 Coordinator

Lisa Kirk, *Director of Pupil Services*
 15110 California Avenue, Paramount, CA 90723
 (562) 602-6035 ♦ lkirk@paramount.k12.ca.us

PARENT & FAMILY ENGAGEMENT

Home/School Communication

It is a goal of the District to engage parents in meaningful interactions with the school as it supports a partnership among staff, parents, students, and the community to improve student academic achievement. Parents will be informed of student- and school-related matters through parent-staff conferences; individualized and/or automated phone calls, emails and text messages; postings on the district or school websites and social media accounts; and/or letters. To ensure that information is provided to parents in a timely manner, please make sure that the

school has the most current phone number(s), email address, and mailing address on file. Students and parents may also monitor up-to-date student progress, attendance, and other important information through ParentVUE (Synergy Parent Portal).

Parents may communicate with staff by phone, via email, or in person by appointment. Please note that phone calls will not be transferred to the classroom during instructional time. Any messages sent to staff or left on voicemail will receive a response within a 48-hour period. Messages for students from their parents will only be delivered during instructional time if the matter is of EXTREME emergency or great urgency.

Parents who have concerns regarding student- or school-related matters are asked to take the following steps until they are satisfied with the resolution:

1. Address the concern directly with the student's teacher, or appropriate staff member
2. Bring the concern back to the student's teacher, or appropriate staff member
3. Bring the concern to the attention of the site administrator
4. Refer to the appropriate complaint procedure provided on the District's website

Parent Conferences

Parent conferences will be conducted within the first trimester of each year; however, a parent conference may also be initiated throughout the school year by either the parent or teacher. Parents should contact their student's teacher via ParentSquare to request a conference.

Committees & Advisories

Parents have many opportunities to be involved in the decision-making process for the school and for the District. The descriptions below provide information on the different types of organizations and their functions.

School Site Council (SSC)

The SSC is composed of elected parents and staff volunteers. The purpose of the SSC is to advise and assist in the development of the Single Plan for Student Achievement. The SSC is also responsible for developing and updating the Comprehensive School Safety Plan unless they have designated the task to a school safety committee. All members of the school community are invited to attend SSC meetings.

English Learner Advisory Committee (ELAC)

Each California public school with 21 or more English learners must form an ELAC composed of elected parents of English learners. The ELAC is responsible for:

- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Making parents aware of the importance of regular school attendance.
- Electing at least one member of the ELAC to the District English Learner Advisory Committee.

District English Learner Advisory Committee (DELAC)

Each California public school district with 51 or more English learners must form a DELAC unless the district designates for this purpose a subcommittee of an existing districtwide advisory committee. The DELAC advises the Board of Education on at least the following tasks:

- Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.
- Conducting of a districtwide needs assessment on a school-by-school basis.
- Establishment of district program, goals, and objectives for programs and services for English learners.
- Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
- Review and comment on the school district reclassification procedures.

- Review and comment on the written notifications required to be sent to parents.
- If applicable, review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).

Multi-Tiered Systems of Supports (MTSS)

The MTSS is composed of teachers and support staff. The team meets regularly and acts upon referrals for students with challenges in academic, attendance, and/or behavioral areas. This group works with parents and students to develop interventions and individual plans to assist students in becoming successful.

Parent Teacher Association (PTA)

Our PTA mission is to positively impact the lives of all children and families at Gaines Elementary School. Join the PTA and explore ways to get involved and make a difference in our school community.

Volunteering

Volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. Parents and other members of the community are encouraged to share their time, knowledge, and abilities with students. Volunteers must act in accordance with District policies, regulations, and school rules. Volunteers may not bring siblings and other younger children, who are not enrolled in school, into the classrooms.

In order to volunteer at school, individuals must complete the Volunteer Request Form on the PUSD website and follow the guidelines from Personnel Services.

It's a Team Effort!

Students are successful when all educational partners work as a team. The team is made up of students, teachers, parents, and administration working together toward the common goal of student success.

Students are responsible when they:

- Are prepared to work and bring all necessary materials when they come to class.
- Concentrate on their schoolwork and put forth their best effort.
- Behave in a way that does not interfere with their learning or that of others.
- Show courtesy and respect for adults and fellow students.
- Show their pride by keeping the campus clean and orderly.
- Respect school property and the property of others.
- Are absent only when they are truly sick or there is a true emergency.
- Follow all school rules.

Parents are responsible when they:

- Stress the importance of education now and for future success.
- Know, understand, and support school rules.
- Guide their child to develop acceptable behavior. This includes self-control and accountability for their actions and choices.
- Allow students to receive correction and redirection when they make poor choices.
- Contact teachers or the principal when they have a question or concern.
- Attend Back-to-School Night, Open House, parent conferences, and other school activities.

Teachers are responsible when they:

- Maintain a welcoming, supportive, nurturing, and safe learning environment where all perspectives are valued.
- Provide high quality curriculum and instruction based on State content standards

- Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports and other available means.
- Provide reasonable opportunities for parents to volunteer and participate in their child's class, and to observe classroom activities.
- Respect and validate cultural and linguistic diversity.
- Maintain high expectations and help every child develop a love of learning.

The principal is responsible when they:

- Create a welcoming, accessible environment for all students and parents.
- Support the District's and school's mission, vision, goals, discipline guidelines and rules.
- Ensure a warm, safe, and caring learning environment.
- Serv as an instructional leader by supporting teachers in the classrooms.
- Provide parents the opportunity to volunteer, participate in and observe classroom activities.
- Facilitate frequent and on-going communication between parents and teachers.

SCHOOL SAFETY

Arrival & Dismissal

Parents are expected to follow traffic laws and not block traffic or neighboring driveways or direct children to cross through traffic.

For the safety of all, it is very important for all drivers to be vigilant of pedestrians at all times especially during high-traffic times such as drop-off and pick-up.

DROPOFF

- School gates open at 7:30 a.m. and supervision of students begins at 7:30 a.m. The Think Together Program is available to families at 7:00 a.m. and they provide morning activities and breakfast. Families must enroll their children to benefit from before school care.
- Students in grades 1-5 are encouraged to enter school at the BACK WALKING GATE located at the northwest side of the school off of Jackson Street. This entrance to the school is closest to their morning line-up area.
- Students in grades Transitional Kindergarten (TK) and Kindergarten (K) will be encouraged to enter school through the FRONT GATE west of the front office located on Jackson Street. This entrance to the school is closest to their morning line-up area.
- Students enrolled in the PK program, are encouraged to be drop off their children between 7:45 a.m. - 7:55 a.m. and must connect with classroom staff at drop off and pick up to ensure that they are supervised at all times.
- The entrance gates close at 8:00 a.m. Students who arrive after 8:00a.m. must report to the front office to obtain a tardy slip prior to reporting to class. Any arrivals after 8:00 a.m. are considered TARDY and must be marked by the classroom teacher accordingly.

PICKUP

- Students in Transitional Kindergarten (TK) will meet their parent/guardian at the TK GATE located on Garfield Avenue. Students will be reunited with their parent/guardian once identified by an adult staff member.

- Kindergarten (K) students will meet their parent/guardian at the FRONT GATE entrance. Students will be reunited with their parent/guardian once identified by an adult staff member.
- Students in 1st-5th grade who are picked up by car or who walk will exit campus at the BACK GATE located at the northwest side of the school on Jackson Street near the basketball courts.
- For students who are picked up by car, please display your child's NAME CARD visibly on your dashboard to help us safely match students with the correct driver and car. A NAME CARD will be provided to all families at the start of the school year.
- Students who ride the bus will be escorted to the front of the school for bus loading.
- All students will be instructed to leave school grounds at the dismissal bell unless they have verified enrollment in the Think Together after school program.

Bell Schedules

Morning Line Up				
	Grade Level	Regular/Minimum Days		
Students line up for class	TK-5	7:55		
Everyone begins instruction	TK-5	8:00		
Recess				
	Grade Level	Regular/Minimum Days		
	Pre-K/TK	9:15 – 9:30		
	Kinder	9:30 - 9:45		
	Grade 1	9:30 – 9:45		
	Grade 2	9:45– 10:00		
	Grade 3	10:00 – 10:15		
	Grade 4	10:15 – 10:30		
	Grade 5	10:30 – 10:45		
Lunch				
	Grade Level	Cafeteria Time	Playground	Line Up
	Pre-K/TK	10:30 – 10:50	10:50 – 11:10	11:10
	Kinder	10:50-11:10	11:10-11:30	11:30
	Grade 1	11:10-11:30	11:30-11:50	11:50
	Grade 2	11:30-11:50	11:50-12:10	12:10

	Grade 3	11:50-12:10	12:10-12:30	12:30
	Grade 4	12:10 – 12:30	12:30 – 12:50	12:50
	Grade 5 MINIMUM DAY	12:30 – 12:50 12:10 – 12:30	12:50 – 1:10 12:30 – 12:50	1:10 12:50
P.M. Recess				
	TK		12:30 – 12:45	
	Kinder garten		12:45 – 1:00	
	Grade 1		1:00 – 1:15	
	Grade 2		1:15 – 1:30	
	Grade 3		1:30 – 1:45	
Dismissal				
	Grade Level	Regular Day	Minimum Day	
	TK – 3	2:08	12:55	
	Grades 4 & 5	2:20	12:55	

Parking Lot

At Gaines Elementary School, there is limited parking available and families do not have access to the employee parking lot. Visitors are encouraged to utilize off-street parking in the community and are encouraged to adhere to the posted signs keeping in mind that street sweeping may impact their ability to park in specific areas and certain days of the week.

All visitors, including parents, must park in designated areas and adhere to all curb markings and staff directions. There is no double-parking or parking in loading and red zones or in bus loading zones. The speed limit in the parking lot is 5 MPH.

Bicycles, Scooters & Skateboards

Students are allowed to ride their bicycles, scooters, or skateboards to and from school, but must walk/carry them onto and off school grounds in the morning and after school.

Bicycle Helmet Law

California law requires all students to wear a properly fitted and fastened bicycle helmet in order to operate, or ride as a passenger on, a bicycle, nonmotorized scooter, or a skateboard, or to wear in-line or roller skates. This requirement also applies to a minor who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle.

Bike Racks

All bicycles, scooters, and skateboards must be locked up in the bike rack area; they cannot be stored in the front office or in any classrooms nor carried around on campus during the school day. Students must provide their own lock and key as none will be provided by the school. The school is not responsible for the loss or damage to bicycles, scooters, skateboards, or helmets.

School Bus Safety

The safety of students while riding the bus to and from school is of utmost importance. In order to ensure bus safety for all students, the following rules for behavior will be strictly enforced:

- All students must remain seated in their assigned seats with their seatbelts fastened at all times.
- The bus driver can change a student's assigned seat if the student does not follow the rules.
- Students may place their personal items on the floor, in their laps, or in the seat next to them if there is room. Students may not sit on their backpacks or other personal items.
- Students must face forward and keep the aisles clear at all times.
- Windows must remain closed unless otherwise directed by the bus driver.
- Students must refrain from yelling on the bus. This includes shouting comments to pedestrians or people in vehicles.
- Eating or drinking on the bus is not permitted.
- Students must refrain from defacing or destroying bus property.
- All students must comply with the request of the bus driver and/or any school staff while getting on and off the bus and/or while riding the bus.
- Fighting, cursing, or any kind of disturbance on the bus will not be tolerated. This includes while students are getting on and off the bus and while waiting at the bus stop.

For the safety of students, the bus driver, and staff, all buses are equipped with surveillance cameras with audio capabilities. Bus violations will result in a bus referral, parent notification, and other consequences such as bus privileges being revoked. All school rules apply; therefore, violations of any school rules while riding the bus will be addressed in the same way as if the incident occurred on campus.

Visitors to Campus

All visitors who wish to gain access to the school, including parents, contractors, and volunteers, must report to the main office to register and receive a visitor's badge through the Raptor Visitor Management System. Registration includes presenting a photo ID and stating the purpose for entering school grounds. Raptor will scan the photo ID and log the name of the visitor as well as the date, time, and purpose of the visit. Visitors without a photo ID will have their information manually inputted into the system by a staff member. Raptor will screen the visitor's name and date of birth against the national database of registered sex offenders. No other data from the photo ID is gathered or recorded and the information is not shared with any outside agency.

Once a visitor has been approved, a visitor's badge will be printed for them to wear for the duration of the visit. Unless otherwise directed by the principal or designee, a staff member will accompany visitors while they are on school grounds. Upon completion of the visit, a visitor must return immediately to the school office to turn in the visitor's badge and sign out.

Anyone on school grounds without permission is in violation of the law and may be reported to law enforcement. The principal or designee may refuse to register any visitor if the principal or designee reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke a visitor's registration if there is a reasonable basis for concluding that the visitor's presence on school grounds would interfere, or is interfering, with the peaceful conduct of school activities or would disrupt, or is disrupting, the school, students, or staff.

No Interruption Policy

To maintain an optimal learning environment that is free from distractions, the school will not accept items delivered to the school – such as balloons, flowers, presents, etc. sent on birthdays, Valentine’s Day, or other special occasions. Students should also not bring these items to school as gifts for others. If they are brought to school, or left at the office by the delivery person, the items will be held in the office until the end of the school day. The school is not responsible for contacting the recipient of the item(s) nor does the school assume responsibility for any items that are lost, stolen or damaged.

Student’s forgotten homework assignments, smartphone, backpack, books, lunch, or money will be accepted in the main office. However, these items may only be picked up by the student during non-instructional time. Parents can help avoid classroom interruptions by doing the following:

- Before leaving for school each day:
 - Checking that the student has their Chromebook, backpack, and school supplies.
 - Ensuring the student has their homework and project.
 - Ensuring the student knows whether to stay after school, wait for a ride, or walk home; especially when it rains.
- Not calling the office to relay messages to their student unless it is an absolute emergency. (*Note: All emergencies will need to be cleared by an administrator.*)
- Scheduling their student’s doctor and dentist appointments after school.

Birthday Celebrations

While the school recognizes students’ enjoyment in celebrating their birthdays at school, the focus needs to be on instruction. As such, the following are guidelines regarding birthday celebrations:

- Celebrations may not take place during instructional time.
- With teacher approval, a parent can arrange with the teacher to have treats distributed to their student’s classmates during lunch or after school.
 - Parents are encouraged to send non-food items, such as stickers or pencils, in consideration of the District’s wellness policy and for students with food allergies and/or dietary restrictions.
 - All treats must be pre-packaged and store-bought and delivered to the teacher before school begins in the morning.
- Delivery of balloons and gifts for any student will not be accepted.

Emergency Information

Emergency cards are required to be completed and submitted at the beginning of each school year and should be updated whenever there is a change. For each student, there must be at least two adults listed with their current contact information so that they may be contacted if the school is unable to reach a student’s parent or in case of an emergency where the student must be removed from school.

Only the individuals listed on a student’s emergency card may remove a student from school. If there is a restraining or protective order against a former spouse or another individual, a copy of the order must be provided to the school office.

Disaster

In the event of a disaster (*e.g.*, earthquake, fire) during school hours, students will be kept at school until it is safe to release them. Students will only be released to their parents or authorized adults who are listed on the student’s emergency card and who can present a photo ID. Parents should prepare their students for an emergency by:

- Reviewing the school’s comprehensive school safety plan, which is available on the school’s website.
- Being aware of the emergency procedure instructions given to their student at school.

- Keeping their student's emergency card on file at the school and updated at all times.

During an emergency, it is essential that the school telephone lines are available to school personnel and those providing emergency relief; therefore, the school should be called only if it is absolutely necessary.

INSTRUCTIONAL PROGRAM

Grading Policy

Parents will be notified in advance if their student is in danger of failing a subject area. Students will receive three report cards throughout the year following each trimester. Grades are reflective of a student's progress towards meeting end-of-year standards. All students are graded on a numerical 4-point scale called a rubric. All students should aim for a "3" or "4", which means that they are at or above grade level and meeting state content standards. Report cards are distributed after the end of each trimester.

Academic Awards

Students at Gaines are recognized for academic achievement by their classroom teachers and the staff. Each reporting period, staff identify Trimester Awards based on achievement in the following areas: English Language Arts, Mathematics, Safe & Civil Award, Most Improved & Principal's Award for grades 3-5. Trimester Assemblies are held for students and families to recognize student achievement and families have opportunity.

Chromebooks

Each student will be provided with a Chromebook as part of their daily educational tools – to use in class for academic purposes and for homework and research at home. Students are responsible for the care and security of the device both on and off campus and will be asked to sign the "Rules Concerning Use of District-Owned Chromebooks and Related Accessories" agreement with their parent at the start of each school year. Students will be held responsible for inappropriate use and will be disciplined accordingly.

Students are expected to bring their fully charged device to campus daily. If a student's Chromebook is lost or damaged, the student and the parent are to go to the ROP trailer at the District Office to report it and receive a replacement device. However, the loss or damage of Chromebooks will be addressed similarly to any loss or damage to textbooks and library books.

Textbooks & Library Books

Each year, students are provided with textbooks for their grade level and library books to read for pleasure. These books are the property of the school and need to be returned at their required time, which is 14 days from check-out for library books and before the close of the school year for textbooks. If a student disenrolls before the end of the school year, then all books must be returned on the last day of enrollment. It is the student's responsibility to take care of their books and return them in the same condition in which they were received. The following are guidelines to assist students with understanding the textbook and library book policy and student responsibilities:

- Textbooks are issued to each student at the start of the school year, or upon enrollment, through their classroom teacher. Library books can be checked out throughout the year from the Library Technician.
- Each book contains a barcode, allowing the school to track the specific books that have been loaned to each student.

- Trading books with another student is not allowed. As provided above, books are barcoded and identified in the system under the applicable students' name. If damage is caused to a book that has been traded, responsibility for the damage will still fall on the student who is assigned to that book.
- Students are responsible for any loss and/or damage of all books loaned to them. (*See notification on "Property Damage" in this publication for more information.*)

Homework Policy

Homework is an integral part of the instructional program as they provide students with time to reinforce skills learned in the classroom. Students should also spend every night reading. Good study habits lead to academic success.

Parents should provide an appropriate environment in the home in which the student can complete their homework and/or read. Parents are also encouraged to check their student's homework log or AVID planner on a regular basis to ensure that homework is being written down and completed.

Make-Up Work

Students should take the initiative to make up missed assignments due to absences. The following provides specific guidelines based on the type of absence:

1. **School Activities.** Students must clear all school activities with their teacher(s) in advance in order to receive the make-up assignments. Lists of students involved in activities will be approved and distributed to teachers (for verification purposes) by administration.
2. **Excused Absence.** Students will be given the opportunity to make up the schoolwork missed because of an excused absence and to receive full credit if the work is turned in by the established deadline.
3. **Unexcused Absence.** Students who miss schoolwork because of unexcused absences will be given the opportunity to make up missed work for full or reduced credit at the discretion of the teacher.
4. **Out-of-School Suspension.** If the student's absence is the result of a suspension, the teacher may require the student to complete any assignments and tests missed during the period of suspension. When a parent of a student who has been suspended for two or more days from school requests homework that the student would otherwise have been assigned, the student's teacher must provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment may not be included in the calculation of the student's overall grade in the class.

Field Trips

Academic field trips are meant to supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. They are to be conducted in connection with the adopted course of study or school-related social, educational, or other extracurricular or co-curricular activities. Field trips may also be intentionally planned to incentivize appropriate behavior and academic progress during the school year. For these trips, students who do not meet the established criteria (*e.g.*, grades, behavior, attendance) will not be eligible to participate.

Before a student can participate in a school-sponsored trip, parent permission slips must be signed and returned to the school. All school rules apply on school-sponsored field trips; therefore, violations of any school rules will be addressed in the same way as if the incident occurred on campus. If a student is serving suspension on the day of the scheduled field trip, that student is not eligible to attend the trip. School administration may also exclude from the trip any student whose presence on the trip poses a safety or disciplinary risk. All students must ride on the bus to and from the field trip location.

All chaperones must be 18 years of age or older. To maintain student safety during a field trip, a student's siblings and/or other family members are not permitted to accompany the chaperone. Additionally, anyone who is not cleared by administration to serve as a volunteer or chaperone will not be allowed to have contact with students at any time during the field trip.

STUDENT ATTENDANCE

Attendance Expectations

Students are expected to come to school every day and on time! Regular attendance plays an important role in student achievement and is an important life skill that will help students graduate from college and keep a job. When students do not attend school regularly, they miss out on fundamental academic skills and the chance to build a habit of good attendance. When students are late or leave school early, they are missing instruction or instructional activities that could lead to learning loss. It can also be distracting to the other students and the teacher.

Absences can be minimized by scheduling medical, dental, and other appointments after school or when school is not in session. Vacations should be planned around holidays and school vacations. Parents must make school attendance a priority.

[School Year Calendar 2025-2026](#)

Attendance Awards

Part of academic success is showing up to school every day. ATTENDANCE TO SCHOOL IS VERY IMPORTANT. All students are encouraged to earn Attendance Recognition Awards. Our schoolwide goal is to have 95% or better attendance for all grade levels.

Absence Verification

Whenever a student is absent from school, the student's parent must contact the school within three school days by phone or in writing (*e.g.*, written note, email, fax, ParentSquare) and provide the student's name, date(s) of absence, and reason for such absence. Absences that are not verified within three school days following the absence change from an *unverified absence* to an *unexcused absence*.

It is important for parents and students to understand that writing a note to verify an absence does not excuse the absence. Absences can only be excused if they meet the criteria listed under "Excused Absences"; however, a doctor's note may be requested by the principal or designee when the student has been absent more than 10% of days enrolled in the school year due to illness. Absences that are not excused are marked as unexcused in the student's attendance record.

Truancy & Attendance Accountability

A student is classified as a *truant* after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the school has made a conscientious effort to meet with the family, the student is considered a *habitual truant*. A student who is absent from school without a valid excuse for 10% or

more of the school days in one school year, from the date of enrollment to the current date, is considered a *chronic truant*.

Tardy Policy

All entrance gates will close at 8:00a.m. and SCHOOL BEGINS at 8:00a.m. A warning bell will sound at 7:55a.m. indicating that it is time for students to line up in their designated line-up area. All students who arrive past 8:00a.m. will report to the front office to obtain a tardy slip. Late arrivals to class will be marked TARDY by the classroom teacher.

Leaving School Early

A student who must leave school during the day must be signed out by the student's parent or a person listed on the student's emergency card – any person not listed on the emergency card will not be permitted to remove the student from school. Upon arrival at the main office, the parent or other authorized adult must present a valid photo ID and the student will be called out of class.

Excessive Absences & Chronic Absenteeism

A student is considered a chronic absentee when the student is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused absences, as well as suspensions from school – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

Excessive absences may result in the student failing a class due to missed assignments and/or inability to show mastery of the content. They may also result in the student's loss of privileges and/or referral to the School Attendance Review Board (SARB). Parents and students should regularly check the attendance records for any errors.

Excused Absences

Once verified by a parent, a student's absence will be excused for any of the following reasons:

1. Personal illness, including an absence for the benefit of the student's mental or behavioral health
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, or chiropractic appointment
4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or, as determined by the student's parent, a person so closely associated with the student as to be considered the student's immediate family (limited to up to five days for each incident)
5. Jury duty
6. Illness or medical appointment of the student's child
7. Upon advance written request by the parent and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
 - a. Attendance or appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than one school day each semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election
9. To spend time with an immediate family member who is an active-duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment (limited to three days)

10. Attendance at the student's naturalization ceremony to become a United States citizen
11. Participation in a cultural ceremony or event which relates to the practices, habits, beliefs, and traditions of a certain group of people
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (limited to one school day-long absence each school year, unless otherwise permitted by the Superintendent or designee)
13. When a student's immediate family member or, as determined by the student's parent, a person so closely associated with the student as to be considered the student's immediate family has died: (limited to not more than three days for each incident)
 - a. To access services from a victim services organization or agency
 - b. To access grief support services
 - c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent to be in such close association with the student as to be considered immediate family
14. Participation in military entrance processing
15. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (limited to not more than four days per school month)
16. Work in the entertainment or allied industry (limited to not more than five consecutive days, and not more than five absences per school year)
17. Participation with a nonprofit performing arts organization in a performance for a public school audience (limited to not more than five absences per school year)
18. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances

For the purpose of the absences described above, immediate family means the student's parent, brother or sister, grandparent, or any other relative living in the student's household.

HEALTH & WELLNESS

Nutrition

All students are entitled to one free breakfast and one free lunch each school day. Meals are provided through the Student Nutrition Services Department.

Parents who prefer to have their student eat food that was prepared at home should have the student bring it in a proper lunch bag when they come to school in the morning. Parents are asked to avoid packing food and beverages that are high in sugar content, such as soda, cookies, gum, candy, etc. Additionally, outside food delivery (*e.g.*, parent or other adult, DoorDash, Grubhub, Uber Eats) is prohibited.

Food Allergies/Special Dietary Needs

There are students who have special dietary needs and/or are allergic to certain foods or ingredients (*e.g.*, peanuts, tree nuts, wheat, milk, etc.). When exposed to an allergen, affected students may experience shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. Students will not be excluded from school activities nor otherwise discriminated against, harassed, intimidated, or bullied because of their food allergy.

Please help keep all students safe and healthy at school by keeping in mind the following:

1. Parents are responsible for notifying the principal or school nurse, in writing, regarding their student's food allergies or other special dietary needs.

2. When a student's food allergy or food intolerance substantially limits one or more major life activities, the student may be evaluated to determine if accommodations pursuant to Section 504 are required.
3. School lunch meals make dietary accommodations for students who have a medically certified disability that is verified by a medical statement.
4. Each school site may designate an allergen-free area to ensure students with allergies are safe.
5. Students should not share or exchange meals or utensils with other students.
6. Without identifying the student, the principal or teacher may notify parents of other students in the class that a student is allergic to a specific food and may request those certain foods not be provided at class parties or other school events.
7. Parents are encouraged to bring non-food items, such as stickers or pencils, for school celebrations in lieu of food items which present a challenge for students with food allergies.
8. When sending food for others to consume, do not send any foods that do not have food labels.

Water Consumption

Students have the right and are encouraged to bring a reusable bottle to fill and refill water to consume while at school. Drinking water plays an important role in maintaining a child's overall health in the following ways:

- Supports muscles, joints, and tissues
- Improves digestive system
- Keeps growing bodies hydrated
- Positively impacts cognitive performance, particularly short-term memory
- Improves visual attention and fine motor skills
- Can prevent excess weight gain when substituting sugary drinks

Gaines has several water bottle filling stations that students can access before school, after school, recess and lunch. Students are encouraged to bring a tightly-sealed water bottle that is clearly labeled with their first and last name. Students are discouraged from having drinks near their district-issued electronic devices. Water bottles with long straps are prohibited.

Medications at School

If a student is on a continuing medication regimen for a non-episodic condition, the student's parent must notify the school through the data confirmation process at the start of each school year or notify the school's Health Office Technician at any time during the school year. The notification must include the name of the medication being taken, the current dosage, and the name of the supervising doctor. With parental consent, the principal or school nurse may communicate with the doctor and may counsel with staff regarding possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.

Parents should talk to their student's doctor about making a medicine schedule that does not require the student to take the medicine while at school. However, when necessary, please follow the guidelines provided below. All written requests must be provided on an annual basis or when the medication, dosage, frequency of administration, or reason for administration changes.

Assistance with Administration of Medication

The school nurse or other designated school employee may assist a student who needs to take prescribed medication during school hours only upon written request of both the doctor and the parent. The written request from the doctor must include details as to the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent indicating the desire that the school assist the student in matters set forth in the doctor's statement.

Self-Carry and Self-Administration of Medication

In order for a student to carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication at school, the parent must provide a written statement consenting to the self-administration and a written statement from the doctor detailing the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine or inhaled asthma medication. The parent's written statement must provide a release for the school nurse or other designated school personnel to consult with the student's health care provider regarding any questions that may arise with regard to the medication, and release the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. A student may be subject to disciplinary action if the student uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed.

Delivery, Storage, and Disposal of Medication

Parents must supply the school with all medicine the student must take during the school day, with each medicine stored in a separate container labeled by a pharmacist licensed in the United States. The container must list the student's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take. The medicine must be delivered to the school by a parent or other adult, unless the student is authorized to carry and take the medication by themselves. All discontinued, outdated, and/or unused medicine must be picked up before the end of the school year.

Illness: When to Stay Home

Under California law, a student may be required to stay home (or go home) from school in specified circumstances where an apparent illness presents a significant risk to other students or school personnel. Safe, in-person learning is critical to the well-being and development of children. The following information from the California Department of Public Health provides guidance on considerations when a student has symptoms of illness.

Fever (over 100 degrees). Keep the student home until the fever has gone away in the night without using fever-reducing medications and is still gone in the morning AND other symptoms are improving and the student can participate comfortably in routine activities.

Sore throat. Students may attend school unless they have one of the following:

- Fever (see fever guidance)
- Inability to swallow
- Breathing difficulties

Note: If a student is diagnosed with strep throat, they should receive antibiotics for at least 12 hours before returning to school.

Abdominal pain or stomachache. Pain experienced anywhere between the chest and groin; pain may be continuous or may come and go. Students may attend school unless they experience one of the following:

- Pain is severe enough that the student has difficulty participating in routine activities
- Pain starts after an injury
- Bloody or dark stools
- Diarrhea (see diarrhea guidance)
- Vomiting (see vomiting guidance)
- No urine for 8 hours
- Fever (see fever guidance)

Eyes that are irritated, pink eye or drainage. Students may attend school unless they have one of the following:

- Fever (see fever guidance above)
- Problems seeing (vision changes)
- Pain/discomfort the student cannot tolerate
- An injury to the eye

Note: Pink eye is often caused by a virus. Children typically get better after 5-6 days without antibiotics. Staying home from school is not necessary. Frequent hand washing should be encouraged.

Vomiting or diarrhea. Students may attend school unless they experience one of the following:

- Vomiting has occurred 2 or more times in 24 hours
- Fever (see fever guidance above)
- Vomiting or diarrhea appears to be bloody
- Stool cannot be contained in toilet

Note: If the student has been diagnosed with a specific infection (such as Salmonella, E. Coli, norovirus, etc.) or if there is concern over an outbreak, the local health department will be contacted for guidance.

Rash or itching. Students may attend school unless they have one of the following:

- Oozing, open wound or infection that cannot be covered and is in an area that might come in contact with others
- Skin that looks bruised without a known injury or in an unusual location
- Rapidly spreading dark red or purple rash
- Tender, red area of skin, rapidly increasing in size or tenderness
- Associated symptoms of a serious allergic reaction (rash with throat closing, abdominal pain, vomiting or wheezing)
- There is concern for diseases like chickenpox or measles

Note: For diagnosed conditions, follow the advice of the health care provider. In general, for conditions such as lice, impetigo, ringworm, scabies and pinworms, students may return after appropriate treatment is started.

Head Lice

Head lice can happen to anyone. They are very common and can live in the scalp and hair of all children regardless of sex, race, color, cleanliness, or economic status. Head lice do not jump or fly; they are spread person-to-person through head-to-head contact and will die within 1-2 days away from a person's head. The most important fact to remember is that the problem needs to be treated quickly before it spreads to others in the home and community.

Signs of lice infestations:

- Persistent scratching of the head or back of the neck. Head lice are very tiny and extremely difficult to see.
- Nits (lice eggs) which are white specks attached to the hair are usually near the scalp. Nits are difficult to remove from the hair whereas dandruff is very easy to remove.

Treatment:

- Contact the student's physician or the local health clinic to obtain the most effective lice shampoo treatment.
- Wash all clothing, towels and bed linens that have been in contact with the infected person in hot water and dry in a hot dryer.
- Spray and vacuum all carpets, furniture and mattresses, with a lice killing spray.
- Combs and brushes should be soaked in a lice shampoo for one hour.

Preventing re-infestation:

- Check all family members every other day for two weeks. If any nits are seen, another shampooing in 7-10 days may be needed.
- Instruct the infected person not to borrow personal items such as combs, brushes, head bands, and clothing from other people.

If live head lice are seen on a student at school, the student's parent will be contacted, and the expectation is that the student be picked up from school. The parent will be provided with educational materials and instructions on how to properly treat and control head lice. To be readmitted to school, the student will need to be checked by

qualified school personnel to ensure that no live head lice are present. For more information, visit the [California Department of Public Health](#) website.

Access to Student Mental Health Services

A child's mental health is essential to their social and cognitive development, and to learning healthy social skills and how to cope when there are problems. Mentally healthy children have a positive quality of life and can function well at home, in school, and in their communities. Mental health problems that are not recognized and treated in childhood can lead to severe consequences, including exhibiting serious behavior problems, at higher risk of dropping out of school, and increased risk of engaging in substance abuse, criminal behavior, and other risk-taking behaviors. As such, the District is committed to promoting the well-being of its students by ensuring that, at least twice a year, students and parents are each provided with information on how to initiate access to available student mental health services at school and/or in the community. This annual notification serves as one form of notification; the other notification will be provided during the school year through a ParentSquare message.

Access to student mental health services may be accessed by contacting the administrator, counselor, or social worker at the school site. Minors covered by Medi-Cal have the same right to consent to mental services as minors who do not rely upon Medi-Cal.

STUDENT CONDUCT

Behavior Expectations

The school and each of its classroom teachers have established behavior expectations for students that are consistent with Board policy and applicable state and federal laws. It is the responsibility of the teachers and administrators to see that rules are carried out in a fair and reasonable manner. Every teacher, administrator and other designated employee will hold students to a strict account for their conduct on the way to and from school, in the classroom and other school buildings, on school grounds, and on the school bus.

Students must conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language. Specifically, students are expected to:

- Display appropriate and respectful behaviors towards adults and peers.
- Follow instructions of all school staff members the first time they are given.
- Respect the property of the school and of others.
- Keep the school clean and safe.

Playground Expectations

Students are to play in designated areas in full view of staff and do the following:

- Use all playground equipment properly and safely.
- Take turns on the equipment (*e.g.*, count to 15 while on the swings).
- Follow game rules.
- Return playground equipment to the proper place when recess is over.
- Stay away from puddles, mud, and water.
- Leave rocks, sticks, woodchips, and other objects that can cause physical injury alone.
- Settle differences peacefully: STOP-THINK-WORK IT OUT.
- Not chew gum or eat candy on the playground.
- Keep mobile communication devices in the classroom or backpack.
- Return to class on time.

Cafeteria Guidelines

To ensure all students experience a healthy and positive social experience eating in the cafeteria, the following guidelines must be followed:

- Students are to walk to the cafeteria quickly and quietly.
- Students are to remain on the lunch line until directed to enter the cafeteria.
- Students should remain in the lunch shelter for 20 minutes to provide adequate time to eat.
- Students may not share food with one another.
- All food is to be eaten at a lunch table or in a designated area at the lunch shelter; food may not be taken out to the playground.
- Staff are available to assist students when needed, such as helping them open their milk or getting food from the salad bar.
- Students are expected to pick up their trash and clean their own trays before leaving the lunch shelter.
- Parents are not allowed to enter the cafeteria while students are eating.

Restroom Guidelines

Students are only permitted to use their designated grade level-appropriate restroom. To ensure restrooms are kept clean, students are to follow four simple rules: GO-FLUSH-WASH-LEAVE.

Disciplinary Consequences

Specific behaviors are forbidden by state and federal laws and by District policy. Violations of these laws and policies may result in advising and counseling students, conferencing with parents, detention after school hours, loss of privileges, community service, involvement of law enforcement, placement in alternative programs, suspension, or expulsion.

The severity of disciplinary consequences depends upon several factors such as the nature or seriousness of the offense and whether the offense is a first offense. Ordinarily, suspension (and expulsion) is imposed only when other means of correction fail to bring about proper conduct, or whenever the student has committed a serious, first-time offense; or when it is also determined that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

Corporal punishment will not be used. The use of reasonable and necessary force by an employee to protect oneself or students or prevent damage to District property is not considered corporal punishment.

Search & Seizure

In promoting a safe learning environment, school officials will take appropriate action to eliminate, to the extent possible, the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or District property under their control and may seize illegal, unsafe, or otherwise prohibited items.

School officials may conduct a search when there is a reasonable suspicion that the search will uncover evidence that a student is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion must be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, and backpacks.

All student lockers, desks, and school-issued electronic devices are the property of the District. The principal or designee may conduct a general inspection of school properties on a regular, announced basis, with students standing by their assigned lockers, desks, or school-issued electronic devices. Any items contained in a locker or desk will be considered to be the property of the student to whom the locker or desk was assigned.

Searches of individual students are conducted in the presence of at least two district employees. The parent of a student subjected to an individualized search will be notified as soon as possible after the search.

Mobile Communication Devices

Unrestricted use of smartphones and other mobile communication devices by students during the school day interferes with the educational mission of the school, lowers student performance, promotes cyberbullying, and contributes to an increase in teenage anxiety, depression, and suicide. As such, students are prohibited from possessing or using a mobile communication device except under the following circumstances:

- In the case of an emergency, or in response to a perceived threat of danger
- When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
- When a licensed physician or surgeon determines that the possession or use of a mobile communication device is necessary for the student's health and well-being
- When the possession or use of a mobile communication device is required by the student's individualized education program or Section 504 plan

The school is not responsible for the loss, theft, or damage of a student's mobile communication device which is brought onto school grounds or to a school activity off school grounds. If a student's mobile communication device is confiscated for improper use during the school day (*i.e.*, videotaping, taking pictures, playing games, recording conversations, etc.), the student's parent will be contacted and will need to pick up the device from school.

Dangerous Objects

Often, students like to bring objects, such as a collector's item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (*e.g.*, nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury to others, which could then lead to disciplinary consequences.

If a student is in possession of a prohibited weapon, imitation firearm, knife of any kind, or other dangerous instrument which creates a threat or perceived threat of a homicidal act, any employee or other school official who is alerted to or observes such threat will immediately report the threat to law enforcement. The principal or designee will also notify law enforcement when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. If the student commits any of the acts described in this notification, the student will be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

Other Prohibited Items

To ensure the safety of all students and to maintain an environment focused on instruction, students are not to bring the following items to school or to a school activity off school grounds:

- Incendiary devices (*e.g.*, matches, lighters, firecrackers)
- Laser pointer
- Jewelry, such as large hoops or dangling earrings
- Toys, stuffed animals, and blankets
- Photo or card collections
- Handheld video games
- Personal sports equipment
- Gum and candy
- Large amounts of money
- Items to sell (*i.e.*, candy, food, drinks, merchandise, etc.) that are not part of a school-approved fundraiser

If any of the prohibited items are brought onto campus and are deemed to be disruptive to the learning environment or dangerous to persons, such items will be confiscated by school personnel. The student's parent will need to pick up the confiscated items at the main office.

Property Damage

Parents may be held financially liable if their student willfully cuts, defaces, or otherwise injures any property, real or personal, of the District or school employee, or willfully does not return District property loaned to the student upon demand of an authorized school employee. School property includes, but is not limited to, electronic files and databases. The school may further withhold the grades, diploma, and transcript of the student until the parent has paid for the damages. If the student or the parent is unable to pay for the damages, or return the property, a program of voluntary work will be assigned to the student in lieu of the payment of monetary damages.

Disrespectful, Unacceptable Language

The use of any disrespectful, unacceptable language is not conducive to a safe and secure learning environment. Students are expected to refrain from such use while on school grounds and at school-sponsored activities.

The following are types of speech/language that are considered disrespectful and unacceptable, whether spoken or written:

- **Habitual profanity.** The regular and/or frequent use of expletives and/or language which is profane.
- **Verbal abuse.** A form of abusive behavior involving the use of language, such as language that is countering, discounting, accusing/blaming, judging/criticizing, trivializing, undermining, threatening, name-calling, controlling, or punishing.
- **Racial or religious slurs.** Offensive words used to describe individuals of a race, a particular color, country or faith.
- **Hate speech.** Language which degrades, intimidates, or incites violence or prejudicial action against another person based on that person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic.
- **Vulgarity.** Language which offends good taste and manners and is deemed to be raunchy, gross, offensive, crude, rude, and/or suggestive.
- **Obscene language.** Language which is abhorrent to morality or virtue, specifically designed to incite lust or depravity; considered to be taboo in polite situations; repulsive by reason of crass disregard of moral or ethical principles.
- **Roasting.** Language used in a joking manner to degrade another student.

Public Display of Affection

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors at school or at school-related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary action. Public displays of affection deemed inappropriate include, but are not limited to, kissing, fondling, lewd or other inappropriate conduct.

Sexual Harassment

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. Sexual harassment of students at school or at school-sponsored or school-related activities is prohibited. Retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment is also prohibited. Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity will be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) will be taken into

account. Any employee found to have engaged in sexual harassment or sexual violence toward any student will be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

The following individual has been designated as the District's Title IX Coordinator: Dr. Linsey Gotanda, Deputy Superintendent, at 15110 California Avenue, Paramount, CA 90723, lgotanda@paramount.k12.ca.us, or (562) 602-6006. The Title IX Coordinator is responsible for coordinating the District's efforts to comply with Title IX sexual harassment complaint procedures, as well as to oversee, investigate, and/or resolve sexual harassment complaints processed under the Uniform Complaint Procedures.

Instructional Program

As a preventative measure, students will receive age-appropriate instruction and information on sexual harassment, including:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual harassment under any circumstance.
3. Encouragement to report observed instances of sexual harassment even when the victim of the harassment has not complained.
4. A clear message that student safety is the District's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, will be investigated and action will be taken to respond to harassment, prevent recurrence, and address any continuing effect on students.
6. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.
7. Information about the rights of students and parents to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the District investigation of a sexual harassment complaint continues.
8. A clear message that, when needed, the District will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation.

Defining Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex, in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of District policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent:

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District's education program or activity.
3. Sexual assault, dating violence, domestic violence, or stalking.

Examples of Sexual Harassment

Examples of types of conduct which are prohibited, and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Reporting/Investigating Allegations of Sexual Harassment

Students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student, an employee, or a third party or who have experienced off-campus sexual harassment that has a continuing effect on campus are strongly encouraged to report the incident to their teacher, the principal, the District's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment must notify the Title IX Coordinator within one school day. The report must be made whether the alleged victim files a formal complaint or requests confidentiality.

Once notified, the Title IX Coordinator will determine whether the complaint or allegation is to be addressed through AR 5145.71 – Title IX Sex Discrimination and Sex-based Harassment Complaint Procedures or BP/AR 1323.3 – Uniform Complaint Procedures. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator will ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3. The Title IX Coordinator will offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances. If, upon the conclusion of an investigation, sexual harassment is determined to have occurred, the Title IX Coordinator, or designee in consultation with the Coordinator, will take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

Records of all reported cases of sexual harassment are maintained in accordance with law and District policies and regulations to enable the District to monitor, address and prevent repetitive harassing behavior in its schools.

To review the full text of [BP 5145.7, Sex Discrimination and Sex-Based Harassment](#), please click on the link.

Suspension & Expulsion

Suspension means the removal of a student from ongoing instruction for adjustment purposes. A student may be suspended from school for up to five consecutive school days for an incident, depending on the severity of the offense. Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. Students may be suspended or recommended for expulsion whenever the principal/designee of the school determines the student has committed an act in violation of EC 48900, 48900.2, 48900.3, 48900.4, and 48900.7, as listed below, in any of the schools of the District or in another district, and the act is related to a school activity or school attendance which occurs at any time including, but not limited to, any of the following:

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

The following are grounds for which a student may be suspended or expelled:

EC 48900.

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon another person, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the same as such controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
(Note: Only teachers may suspend a student from class for this reason.)
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying.
- (t) Aided or abetted the infliction or attempted infliction of physical injury on another person.

EC 48900.2. Committed sexual harassment. (Grades 4-12 only)

EC 48900.3. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (Grades 4-12 only)

EC 48900.4. Intentionally engaged in harassment, threats, or intimidation against district personnel or students. (Grades 4-12 only)

EC 48900.7. Made terrorist threats against school officials and/or school property.

Suspension from Class by the Teacher

When all attempts to correct a student's behavior have failed, the teacher may suspend the student from class for the remainder of the day and the following day for any act listed under the notification on "Suspension & Expulsion".

A student suspended from class will not be returned to class during the period of suspension without the approval of the teacher of the class and the principal. During this period of suspension, the student will not be placed in another regular class; however, if the student is assigned to more than one class per day, the student may be placed in any other regular classes except those held at the same time as the class from which the student was removed. The teacher may require the student to complete any assignments and tests missed during the suspension.

As soon as possible, the teacher will ask the student's parent to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator will attend, if requested by either the parent or teacher.

When suspending a student from class for committing an act of obscenity, habitual profanity or vulgarity, disruption of school activities, and/or willful defiance, the teacher may require any parent who lives with the student to accompany the student for a portion of a school day in the class from which the student has been suspended. A written notice will be sent to the parent regarding the implementation of this requirement.