KORNBLUM SCHOOL

2025 - 2026
BEHAVIOR CODE

Kornblum School
3620 El Segundo Blvd.
Hawthorne, CA 90250

Phone: **(310) 970- 4294**
Fax: **(310) 970- 4298**

www.hsdKornblum.org

***Office Hours*: 8:00 am – 4:30 pm**

KORNBLUM SCHOOL

Bridget Cruz-Brown
Principal

John Gary
Dean of Students

Tomiko Bobo
Counselor

Patricia Eubanks
Secretary II

Jennifer Graneta
Clerk II

Juan Ramirez
Computer Technician

Terry Aurthy
Security Officer

K.C. Ellis
Speech Pathologist

Alexandra Bissell
School Psychologist

Alejandro Moreno
Special Projects Teacher

Chi Azongwa
Resource Specialist

Perla Arellano
Community Schools and
Community Engagement
Teacher

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SCHOOL HOURS

Grades TK, K, 1st, 2nd, 3rd	**8:30 a.m.**	**to**	**2:30 p.m.**
Grades 4th, 5th	**8:30 a.m.**	**to**	**3:00 p.m.**

MINIMUM DAY SCHOOL HOURS
8:30 a.m. to 2:00 p.m.

There is no supervision on site prior to 8:00 a.m.
There is no supervision on site after 3:00 p.m. (2:30 p.m. on Wednesday)



<u>Reminder:</u> Students will be dismissed at 2:00 p.m. <u>every</u> Wednesday.

KORNBLUM BELL SCHEDULE 2025-2026

Kindergarten and TK	School Begins	8:30 a.m.	
	Physical Education	9:50-10:10 a.m. TK (12:30-12:50)	
	Lunch	11:00 a.m. – 11:40 a.m. 11:20 – 11:40 Recess	
	Recess	1:10-1:30 p.m.	
	Dismissal	2:30 p.m. (**2:00 p.m. Wed.)**	**320 minutes**
Grade 1	School Begins	8:30 a.m.	
	Recess	10:15 a.m. - 10:35 a.m.	
	Lunch	11:20 a.m. – 12:00 p.m. 11:40 – 12:00 - Recess	
	Physical Education	1:35 p.m. -2:00 p.m.	
	Dismissal	2:30 p.m. (**2:00 p.m. Wed.)**	**300 minutes**
Grade 2	School Begins	8:30 a.m.	
	Recess	10:15a.m. - 10:35 a.m.	
	Lunch	11:40 a.m. **-** 12:20 p.m. 12:00 – 12:20 - Recess	
	Physical Education	2:05 – 2:30 p.m.	
	Dismissal	2:30 p.m. (**2:00 p.m. Wed.)**	**300 minutes**
Grade 3	School Begins	8:30 a.m.	
	Recess	10:15 a.m. - 10:35 a.m.	
	Lunch	12:00 p.m. **-** 12:40 p.m. 12:20 – 12:40 - Recess	
	Physical Education	2:05 p.m. – 2:30 p.m.	
	Dismissal	2:30 p.m. (**2:00 p.m. Wed.)**	**300 minutes**
Grade 4	School Begins	8:30 a.m.	
	Physical Education	8:30 a.m. - 9:20 a.m. (Mon. and Tues.)	
	Recess	10:40 a.m. - 11:00 a.m.	
	Lunch	12:10 p.m. - 12:50 p.m. 12:30 – 12:50 - Recess	
	Dismissal	3:00 p.m. (**2:00 p.m. Wed.)**	**330 minutes**
Grade 5	School Begins	8:30 a.m.	
	Physical Education	9:25 a.m. - 10:15 a.m. (Mon. and Tues.)	
	Recess	10:40 a.m. - 11:00 a.m.	
	Lunch	12:30 p.m. - 1:10 p.m. 12:50 – 1:10 – Recess	
	Dismissal	3:00 p.m. (**2:00 p.m. Wed.)**	**330 minutes**

KORNBLUM RAINY DAY BELL SCHEDULE

	RECESS	11:00 - 11:30 Kindergarten
9:50-10:10	TK, K and 1st grade recess	11:25 - 11:55 First Grade
10:15-10:35	2nd and 3rd grade recess	11:50 - 12:20 Second Grade
10:40-11:00	4th and 5th grade recess	12:00 - 12:30 Third Grade
		12:15 - 12:45 Fourth Grade
		12:40 - 1:10 Fifth Grade

Kornblum School's Vision Statement

School Climate

Kornblum School's community members embrace a commitment to the ongoing pursuit of academic excellence. We encourage and empower one another's creativity, diversity, and strengths to increase achievement. There is mutual respect, support, and appreciation for students, families, and staff. The school is a safe place, physically, socially, and educationally. All of these qualities are transferred to the everyday lives of everyone in the school community, which creates a positive and lasting impression within the school and outward to our global society.

Students

Students are provided with clear, high academic and behavioral expectations. The school addresses the students' needs and concerns. Students' needs are met through a standards-based curriculum and activities that promote self-worth, confidence, motivation, and a positive attitude. Students apply critical thinking skills to both academics and their daily lives. Progress is monitored through quality, on-going assessments which are analyzed and utilized for differentiation of instruction. Kornblum students take responsibility for their actions. They work collaboratively with staff, peers, and families to reach and/or surpass state standards. Our students comprehend at a proficient or advanced level of thinking. They leave our school with a developed love of learning.

Home-School Relations

Families are advocates of their child's learning. They take ownership of their child's academic success. Parents enable their child to have consistent and positive educational growth. There is successful, mutually respectful, and supportive collaboration between families, staff, and students through honest, complete, and objective communication. Parents are encouraged to be involved in the school community. They are educated through organizations, events, and classes. Families know what is expected of their child and the school. The families and the school combine efforts to create a positive and outstanding environment for all.

Personnel

Our staff is professional and has complete respect for students, families, and all staff members. Our positive and nurturing outlook fosters an engaging environment. School staff and various other experts collaboratively plan to improve student achievement through a variety of educational strategies, data analysis, and implementation of the best research-based practices. Teachers, provided with quality time for preparation and collaboration, in and across grade levels, provide students with a well-rounded curriculum. The Kornblum staff pursues on-going efforts for the promotion of lifelong learning for the entire school community.

Community Partnerships

The local neighborhood, outside professionals, and members of the community at large are encouraged to take an active role in exposing our students to the connection between the classroom and outside careers, activities, and responsibilities. Community members commit time to mentor, inform, and tutor Kornblum students.

Kornblum Behavior Code

Students will follow the four Cardinal Rules listed below. There are behaviors students will exhibit when following the rules in different locations. These behaviors are listed below each rule.

1. **Be Responsible**
2. **Be Safe**
3. **Be Respectful**
4. **Give Your Best Effort**

Classroom Expectations

Be Respectful	Be Responsible	Be Safe	Give Your Best Effort
Follow all directions given by staff immediately	Be prepared for school	Follow all directions given by staff immediately	Do my best in all tasks assigned to me
Speak to staff and peers in a respectful tone	Raise my hand to be recognized	Keep my hands and feet to myself	Persevere when tasks seem difficult
Maintain my personal space and respect the personal space of others	Give my full attention to the speaker	Use all materials as they are designed to be used	Ask for assistance when needed
Say only positive things	Bring only school items	Put things where they belong	Encourage others to do their best
Use appropriate language	Complete all assignments	Keep aisles clear	
Work cooperatively with my classmates	Follow classroom procedures	Line up and walk silently with my hands behind my back	
Raise my hand or use the appropriate signal to speak or get out of my seat	Work quietly	Walk inside the classroom	
Silent when announcements are being made	Keep my areas and belongings clean and organized	Practice good hygiene	
Silent when staff is on the phone	Take care of all school property		
	Demonstrate honesty		

Playground Expectations

Be Respectful	Be Responsible	Be Safe	Give Your Best Effort
Maintain my personal space and respect the personal space of others	Use the restroom and drink water during recess	Follow all directions given by staff	Show good sportsmanship (Win with grace, lose with dignity)
Say positive things about others	Take care of school property, making sure nothing is damaged	Use the equipment as it is designed to be used	Play fairly with others
Use appropriate language	Stay in designated play areas	Line up quietly with my hands behind my back immediately at the end of recess	Win with grace and lose with
Speak to others in a respectful tone	Report any problems to the yard supervisors or other staff	Walk quietly to and from the playground	
Tell the truth	Play fairly	Walk to and from play areas	
Follow directions given by staff immediately	Be accountable for my behavior	Wait for the slide to be clear before I slide down	
	Return equipment to the appropriate area	Slide down the slide feet first	

	Follow the rules of the activities on the playground	Wait my turn patiently keeping my hands and feet to myself	
	Report to my line immediately at the end of recess		
	Stand in line with my hands behind my back		

Cafeteria Expectations

Be Respectful	Be Responsible	Be Safe	Give Your Best Effort
Listen and follow the directions of all staff immediately	Know my lunch number	Keep my hands and feet to myself	Do my best to follow the rules
Speak to all staff in a respectful tone	Get my utensils after getting my tray and milk	Use the cafeteria materials as they are designed to be used	
Eat with my mouth closed	Only take what I am going to eat from the salad bar	Put my tray and trash into the garbage cans at the designated time	
Talk after I have finished eating	Eat only once seated inside of the cafeteria	Line up quietly and walk with my hands behind my back when entering and exiting the cafeteria	
Keep my hands in my own tray	Sit at my assigned table	Use the appropriate voice level in the cafeteria	
Eat only my food	Keep my area clean		
Maintain my personal space and respect the personal space of others	Raise my hand to be recognized by staff		
Say only positive things about others			
Use appropriate language			
Say, “Please, thank you and excuse me.”			

Restrooms

Be Respectful	Be Responsible	Be Safe	Give Your Best Effort
Knock on a stall door to see if it is occupied	Lock the stall door when using the restroom	Wash your hands with soap and water after using the restroom	Do my best to follow the rules
Use low voices in the restroom	Put toilet paper only in the toilet	Use toilets, urinals, mirrors, sinks and hand dryers as they are designed to be used	
Wait patiently for your turn	Clean up your mess	Walk in and out of the restroom	
Maintain my personal space and respect the personal space of others	Let staff know if there is a problem		

	Leave the restroom immediately after you have washed your hands and return to class or assigned area		

Transitions

Be Respectful	Be Responsible	Be Safe	Give Your Best Effort
Walk silently in line from one place to another	Carry my own backpack	Keep my hands and feet to myself when in line	
Maintain my personal space and respect the personal space of others		Keep a safe distance between me and the person in front of me	

Dismissal Area

Be Respectful	Be Responsible	Be Safe	Give Your Best Effort
Speak to students and staff in a respectful tone	Keep my belongings with me at all times	Sit while waiting to be picked up	Do my best to follow all the rules
Say only positive things about others	Stay within the gates until I am picked up	Keep my hands and feet to myself	
	If I walk home, I leave campus immediately	Only go home with the person chosen by my parents	
	Let staff know if there is a problem	Walk in the dismissal area	
	Ask permission to use the restroom		

Library

Be Respectful	Be Responsible	Be Safe	Give Your Best Effort
Listen and follow the directions of all staff immediately	Treat my library book with care	Walk when inside the library	Do my best in all tasks assigned to me
Wait quietly to check-out and check-in my library book	Return my library book when it is due	Push my chair in when I prepare to leave the library	Persevere when tasks seem difficult
Whisper when in the library	Keep my library card in a safe place		Ask for assistance when needed
Sit quietly on the carpet	Read my library book to help me prepare for the AR test		
	Read all questions carefully when I take the A.R. test		
	Return all library books to their place on the bookshelf		

Computer Lab

Be Respectful	Be Responsible	Be Safe	Give Your Best Effort
Maintain my personal space and respect the personal space of others	Maintain the current settings on the computer	Keep my hands away from power cords and electrical outlets	Do my best in all tasks assigned to me
Say positive things about others	Keep all food and liquids outside of the lab	Sit in my assigned chair appropriately	Persevere when tasks seem difficult
Use appropriate language	Take all of my belongings with me when I leave		Ask for assistance when needed
Speak to staff and peers in a respectful tone and low voice	Keep my hands on my assigned computer and equipment		
Follow directions given by staff immediately	Go only to the sites assigned by staff		
Raise my hand or use the appropriate signal to speak or get out of my seat	Complete assignments		

POSITIVE INCENTIVES

We are proud of our students and believe it is important to recognize outstanding citizenship, academic achievement, and attendance. A variety of incentive and reward programs are provided for these students throughout the year. Included in the list of positive incentive activities are award assemblies, certificates of achievement, and specially planned school activities. The entire school staff looks for and rewards students who make good choices and follow school rules.



- **Gotcha Tickets:** Students who follow the Cardinal Rules without being told may be given Gotcha Tickets. This makes them eligible for prizes given at our monthly raffle during the Spirit Assembly. Students will also be able to purchase items at the monthly Cardinal Store.

- **Spirit Assembly:** Every month the entire student body attends the assembly and students wear their school spirit shirts. The school community celebrates being Kornblum Cardinals. Sometimes classes or student groups perform.

- **Student of the Month:** Students from each class receive certificates for exhibiting one of the Cardinal Rules.

- **Cardinal Free Recess:** Students who abide by the Cardinal Rules and do not receive referrals or are suspended during the month receive an extra recess.

- **Award Assemblies:** Awards are presented for: Honor Roll, Principal's List, and Effort. The assembly is held at the end of each report card period. Parents are invited to attend. A camera is recommended for this special event.

DISCIPLINARY PROCEDURES

If students break the school rules, the disciplinary action taken depends upon the severity of the problem. Specific problems and disciplinary actions which pupils may face are described in the **"Hawthorne School District Standards for Student Behavior".**

In general, the following actions are taken:

1. Consequences listed on the classroom progressive discipline plan are followed.
2. Counseling by the teacher, school counselor, dean and/or administrator.
3. Contact established with the parent/guardian.
4. Any or all of the following:
   a. Time-out during recess.
   b. Time-out in another classroom.
   c. Exclusion from school-sponsored activities.
   d. After school detention
   e. Suspension from classroom.
   f. Suspension from school.
   g. Referral to District Discipline Committee, School Attendance Review Board and/or law enforcement agencies.

KORNBLUM SCHOOL PROCEDURES

Assemblies: Students are expected to be courteous at all times. Students will enter the assembly with their teacher and sit with their class. Appropriate disciplinary measures will be taken if a student is removed from the assembly due to poor behavior.

Cell Phones: Cell phones may not be brought to school. These items will be taken away from your child if they are visible, audible or being used on campus. Parents must pick up confiscated cell phones and/or batteries from the office. Phones will not be returned to students.

Change of Emergency Information: Parents and guardians are required to report any change of address, telephone number, emergency contact or place of their employment to the office immediately. Address changes will require proof of address. Students may be dropped from Kornblum School when information is found to not be current and when parents are unreachable.

Classroom Interruptions: Classroom instruction will not be interrupted for telephone messages to the teacher or your child without the consent of an administrator. You may leave a note or a message for your child's teacher through our secretarial staff. Please make certain your child has clear instructions from you prior to school each day as to who is picking them up and of any changes in their daily routine.

Classroom Parties: Birthday parties are not allowed during instructional time. Homemade items are not permitted to be shared with students. Check with your child's teacher for allowable tokens such as books, pencils, stickers and other small items that may be provided if you wish. However, each class will be allowed to have a classroom party two times a year.

Containers: Water in a plastic bottle, box or unbreakable containers are acceptable. Soda cans, glass bottles of beverages, and fast food drinking containers are not to be brought to school.

Curriculum: Curriculum is guided by the Common Core Standards. Textbooks and materials are standards based and have been approved by the Board of Trustees. Assessment is ongoing throughout the year. Trimester assessments, standardized (SBAC) and curriculum based tests are used as benchmarks for academic achievement. Parents are encouraged to attend Back to School Night, Parent Conferences, Parenting Workshops

and meetings, Open House, ELAC Meetings, Literacy Nights and other all events held at Kornblum School to learn additional information that is important in assisting your child's educational development.

Fundraisers: Any student who participates in a school fundraiser must be responsible and return all money or unsold items to school. Any student that has outstanding money will not participate in future fundraisers. Students and parents may not sell items on campus that are not directly connected to Kornblum School.

Harassment / Intimidation / Bullying: Behavior in this nature is not allowed at school, on the way to school or home from school. Appropriate disciplinary consequences will be administered if students are found to be harassing, intimidating or bullying others. Parents need to discuss bullying others and being bullied with their children. See Kornblum's Anti-bullying rules and definition of bullying under Kornblum's Behavior Code.

Homework: Homework assignments in the K-5 grades shall promote the reinforcement of skills and family participation and communication. Assignments shall help develop good personal study habits and should include:

- Assignments to be completed and returned on the due date
- A special project which requires work over an extended period
- Reading and or having your child read to you daily

Kindergarten	**(15 – 30 minutes)**	four to five days a week
First and Second Grade	**(15 – 30 minutes)**	four to five days a week
Third, Fourth, and Fifth Grade	**(45 – 60 minutes)**	four to five days a week

Independent Study Procedures: Parents are strongly encouraged to coordinate vacations during the non academic days shown on the school year calendar. On occasion a student may need to miss school during the school year. Independent study must be approved at least one week prior by the Principal. Student attendance, academic standing and assessment timelines will be closely reviewed. Approval is pending until notified by the school office. Please contact the office for the proper procedures and paperwork submittal.



Kornblum\El Segundo Blvd: Be patient and always use caution while driving on streets near Kornblum School. Stop for school buses, daycare vans and at all stop walks. **Refrain from honking your vehicle's horn and playing loud music.** (This interrupts the instructional programs.) It is recommended to park your vehicle and walk to the gate at dismissal time. Do not park your car or block the staff parking lot entrances and crosswalks with your vehicles or use these spaces to make U-turns. Do not double-park in the parking lot or circular drop off area. **Students are not allowed to walk to the parking lot without an adult escort.**

Lost and Found: First and last names should be placed on all items that can be easily misplaced. Many items are turned in and are never claimed. Check the office for small lost items. Larger articles and clothing can be located in the lost and found cart near the cafeteria. At the end of each trimester, jackets and outerwear remaining are donated to a charity.

Lunch: Payments for lunch can be made for the entire week, month, or entire school year in our school office in the drop off box or online. You or your children may drop off money and or a check in an envelope with your child's name on it. Checks should be made out to the Hawthorne School District. Sack lunches forgotten at home may be dropped off on our school office counter by parents. Please write your child's name and teacher's name on the sack and a staff member will take it to the cafeteria lunch bin to be retrieved by your child. We cannot heat up any food for students.

Medication/Health Office: Students may receive a pass from their teacher or supervisor to go to the health clerk if they are ill or have an injury. Students may not bring non-prescribed medication to school. If a prescribed medication must be taken during school hours, the parent must make prior arrangements with the health clerk for proper procedures. Parents of a student that have visible symptoms of hives, rashes, temperature, ringworm, lice and any other possible contagious symptoms will be notified to obtain a medical clearance from a physician. This clearance must be submitted to the health office personnel before the student may return to school. Parents of students with special health care routines and or allergies must discuss their child's needs with school personnel at the time of enrollment. Any student returning to school on crutches, or with a cast, must be

cleared to attend school by the health clerk and approved by the Principal. A written statement from your doctor will be required for re-admittance; otherwise students may not go on the school playgrounds with casts and or crutches. Health screenings such as: vision, hearing and dental are conducted at various times during the year. These screenings are mandatory by law unless they violate the religious beliefs of the family. Families may submit a written statement regarding this to a school administrator. *Ed. Code 49452-49455.*

Students who have not completed the required immunization(s) and or medical clearances may be excluded from school until documentation is submitted by the parents.

Personal Property: Students are responsible for their personal property. Music devices, money, cameras, toys, hats, jewelry, cards, etc. should be left at home. This includes cell phones and other electronic devices. If these items are accidentally brought to school your child's teacher may hold it for them until after school. Students should never leave money, a purse/wallet or backpack unattended. They should never handle another person's belongings. Appropriate discipline measures will be taken if students have been involved in theft of personal or school property.

Report Cards: Three report cards are issued. Two parent-teacher conferences will be held in the fall and spring reporting periods. Parents need to attend each parent teacher conference to assist with the monitoring of academic and behavioral progress at school. Students should participate in the conferences as well. The parent or individual with guardianship on file with the HSD will only be given information about the student.

Restrooms: Restrooms are to be used before and after school, recess and lunch periods. Classroom teachers use discretionary restroom procedures and those procedures differ from class to class depending on the teacher's plan. Students must sign in and out on a class restroom log. Students must immediately report any inappropriate conduct such as graffiti, arguing, and destruction of school property to their teacher. Restroom misconduct may result in a suspension from school.

Student Study Team:

Kornblum places a high priority on the Student Success Team (SST) process utilizing a systematic problem solving approach to identify strategies to improve student achievement.

An SST meeting provides a positive, collaborative setting where: Strengths and needs can be shared and solutions considered that help to identify and solve problems that may be affecting student progress. Additional support from the school can be considered. The school counselor facilitates the SST meetings.

Text Book and Materials: All students are supplied with the core adopted textbooks and materials. If students lose, damage books or other school property, parents will be responsible for covering the replacement costs. PLEASE REMIND YOUR CHILDREN TO TAKE CARE OF BOOKS and school property. Books are expected to be covered and all items are to be handled with care. All fines for books must be paid to receive report cards, and or transfer papers to other schools.



Visitors: ***Kornblum is a closed campus.*** Visitors must always report to the school office to **show ID,** sign in and obtain a visitor's badge. Visitors are responsible for the supervision of any children they bring on campus after school hours. Parents may schedule a classroom visit with the counselor, dean or principal. Classroom visits must be limited to less than 20 minutes to ensure the least amount of distractions in the regular routine. The parent or individual with guardianship on file with the HSD will only be permitted to observe the student. Siblings and or other guests are not allowed to attend classroom observations. The administrator or administrative designee will escort all parents on classroom observations. Parents should not interrupt the teaching process in the classroom. Parents must turn off their cellphones or on vibrate prior to entering the classroom.

Pets: There are no pets allowed on campus with the exception of certified seeing-eye dogs. Please keep all animals outside of the exterior school gates on the sidewalk.

Volunteers: State law mandates that volunteers have cleared fingerprints and negative TB tests on file. Our office staff is willing to provide additional information regarding this process. Volunteers are needed to assist at crosswalks, on the playground and cafeteria.

Parent Center: Our Parent Center is located in C-29. The hours are 8:00 a.m. – 3:00 p.m. Parents are welcome and encouraged to visit. Parents may volunteer in the Parent Center to assist with teacher projects, school-wide event planning and meet with others. There are computers set up for parents which can be used to research. Parents are asked to sign in and obtain a guests badge. Parents will also need to complete, and observe the users agreement. Only non-school aged children are allowed in the Parent Center.

School Uniforms: All students are expected to be in uniform daily. Students may wear a navy blue, light blue or white polo shirt with khaki, black or navy blue pants, shorts, skorts or jumpers. Jeans are not part of the uniform. School t-shirts may be worn on spirit days. Flyers and phone calls will be made to remind parents of spirit weeks when students dress according to a theme. These days are also on the school website.

Parent Chaperones: All parents interested in becoming a field trip chaperone must attend a mandatory meeting to understand the roles and responsibilities of a chaperone. There is one meeting per trimester. All parents will not be able to chaperone field trips due to limited space.

MANDATED SCHOOL ATTENDANCE

Attendance: California State Law requires all persons under 18 years of age to attend school. Parents are responsible for their child's attendance and getting their children to school on time. Excused absences are granted for illness, doctor/dentist appointments, court appearances, and death of immediate family members. The same is true for excused tardies. An absence will be considered unexcused if a note has not been provided within 72 hours of the child's return to school. A note written by the parent/guardian needs to be presented to the teacher or school office on the first day a student returns for verification purposes. Parents will receive a letter regarding attendance for 3 or 5 unexcused absences. In addition, students who have been absent (excused or unexcused for 10% of their attendance for the school year) will receive an attendance letter. The school may also contact the parent at home, work or through home visitations as well.

The school uses the ACT Program through the District Attorney's Office and the School Attendance Review Board (SARB) to discourage truancies unexcused absences, and excessive absences in general. Ten absences from school are considered excessive and will result in a notification from the school. Parents/guardians may be asked to conference with one or both of the above two agencies in regard to student attendance and or tardies.

Tardies: All students must arrive on time for school. A warning bell rings daily at 8:25 a.m. Students should be in line and ready for school prior to 8:30 a.m. Students that are tardy must report to the office to obtain a tardy pass to class. Parents will need to park and escort their children to the office for a pass to class.

Abolish Chronic Truancy Program (ACT) – Los Angeles County District Attorney's Office:
The Hawthorne School District uses the ACT Program through the District Attorney's Office and the School Attendance Review Board (SARB) to discourage truancies, unexcused absences, and excessive absences in general. Ten absences from school are considered excessive and will result in an automatic notification from the school. Parents/guardians may be asked to conference with one or both of the above agencies in regard to student attendance and/or tardies. If excessive absenteeism persists, students will be placed in the ACT Program. The parents of students who are enrolled in the ACT program, but who continue to accumulate unexcused absences will be summoned to attend an individual meeting with a representative from the District Attorney's Office, where a School Attendance Review Team (SART) contract will be established.

If attendance for students on a SART contract does not improve, parents will be called before the School Attendance Review Board (SARB) and a range of consequences may be instituted.

School Attendance Review Board (SARB): Students that continue to exhibit chronic attendance problems after becoming part of the Abolish Chronic Truancy (ACT) Program and/or having continued absences after meeting with the School Attendance Review Team (SART) will be referred to appear before the School Attendance Review Board (SARB) with their parent/guardian. The School Attendance Review Board includes the following agencies:

- Los Angeles County Children and Family Services
- Los Angeles County Probation Department
- Law Enforcement Agencies
- Community Representatives
- Community-Based Organizations
- Child Welfare and Attendance Personnel
- School Guidance Personnel
- Los Angeles County District Attorney's Office

School Attendance Review Board (SARB):

Who is referred to SARB?

- Students with chronic attendance and tardy problems.
- Students with chronic behavior problems which have not been resolved through school and community efforts.

Specified laws related to attendance:

- ***Education Code, Section 48200*.** Students between the ages of 6 and 18 are require to attend school full-time unless otherwise exempt.
- ***Education Code, Section 48263.*** Habitually truant and habitually insubordinate student may be referred to SARB.
- ***Education Code, Section 48292, and Penal Code, Section 272.*** Failure to attend school as required may result in the filing of a complaint against the parents with the District Attorney's Office.

DRESS CODE

The following is the most recent **HSD Board Policy and Administrative Regulations** which outline the District's philosophy and expectations regarding student dress and grooming.

ADMINISTRATIVE REGULATION (AR 5132)
Students
DRESS AND GROOMING

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board policy and administrative regulations. Dress standards shall be regularly reviewed and revised when appropriate. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. Students and parents/guardians will be notified of any changes through written means such as school bulletins and parent/guardian newsletters.

General Rules: The district prohibits any manner of apparel, shoes, accessories or appearance likely to cause a substantial disruption of, or a material interference with, the educational process, student health or safety, or campus order. All students are expected to comply with the district dress code and regulations and site-specific dress and grooming standards enacted by each individual school site. Students cannot opt out of these mandatory dress standards. A student who violates these standards shall be subject to appropriate disciplinary action.

Students and parents/guardians share primary responsibility for student compliance with the dress code. School personnel shall be responsible for enforcing the dress code when students are on campus, at school functions, extracurricular activities or other special school activities.

1. Student clothing, accessories, shoes and personal items (jackets, headgear, backpacks, handbags, fanny packs, gym bags, notebooks, water bottles, etc.) shall be free of writing, pictures or any other insignia which display crude, vulgar, obscene and/or sexual content, profanity, or drug-related, alcohol-related, or tobacco-related content, advertising or symbols, or which advocate racial or ethnic prejudice, death or violence, or which contain gang-related symbols or insignia.

2. Gang-related attire is strictly prohibited, as defined below and by the specific dress code established at each individual school site.

3. Clothing must not be revealing.

    a. No short shorts. Inseam must measure 6 inches long.

    b. No short skirts. Side Seam must measure 21 inches long.

    c. No low-cut tops which expose excessive cleavage or tops that expose an area larger than the collarbone.

    d. Tops/shirts/blouses should cover all undergarments, including bra straps.

    e. No backless tops or shirts (i.e. that do not cover the back entirely).

    f. No see-through clothing.

    g. No short tops that would result in bare midriffs. Midriff (stomach) must be covered when arms are raised over head.

    h. No halter tops or tube tops.

    i. No spaghetti-strap tops.

    j. No athletic undershirts shall be worn as outerwear.

    k. No excessively large shirts that reach below the crotch area.

4. Pants/shorts/skirts

    a. Pants, jeans, shorts and skirts must be worn at least at the natural waistline at all times. Pants, shorts and skirts shall not be worn in a manner that results in exposed undergarments.

    b. Baggy pants and pants that are saggy or drag on the ground are prohibited. Pants and shorts must be fitted at the waist and crotch and must be appropriate in size for the students' height and weight. Pants must not be more than 2 inches bigger than the student's actual size in width and/or in length.

    c. Tights or leggings may not be worn solely as outerwear.

    d. No excessively wide pant legs will be permitted.

    e. If the width of pants, shorts or skirts is too large so as to result in the exposure of undergarments, the student shall be required to wear a belt.

    f. Prohibited items include sleepwear, bathrobes, and tights worn as outerwear.

    g. Jeans or pants that cannot be raised to the natural waist when fastened are not permitted.

    h. No pants with holes, cuts or tears of any size and no sagging (wearing pants below the waist that show any clothes underneath). No exceptions.

5. Belts must be threaded through all belt loops.

    a. No belt ends hanging down from the buckle.

    b. No spiked or studded belts.

c. No chain belts or wallet chains.

6. Shoes must be worn at all times and must meet safety standards. They must be close-toed and have a strap across the back.

   a. No sandals.

   b. No crocks.

   c. No slippers.

   d. No platform soles.

   e. No combat-style boots.

   f. No untied or unfastened shoes or boots.

7. Each school shall allow students to wear sun-protective clothing, including, but not limited, to hats and caps for outdoor use during the school day, but must be removed when entering buildings. (Education Code 35183.5).

   a. Bandanas, triangle scarves, beanies and hair nets are prohibited and shall not constitute "sun protective" clothing.

   b. Headgear used for sun-protective purposes is subject to all dress code regulations regarding prohibited content.

8. Accessories and jewelry that may cause injury, pose a safety hazard, or substantially disrupt or materially interfere with student safety or instruction are prohibited. This can include, but is not limited to:

   a. Long dangling earrings, nose rings, hoops.

   b. Long and thick chains/necklaces.

   c. Spiked jewelry.

   d. Jewelry worn in pierced areas of the body that substantially disrupt or materially interfere with student safety or instruction.

9. Students will be required to wear athletic shoes in physical education classes. However, no grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066).

10. Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting.

Gang-Related Apparel

This administrative regulation is the legal basis for both the district-wide and the local school dress codes which prohibit gang-related attire for the purpose of ensuring student health and safety and to protect against the actual or threatened disruption of school activities. The banning of gang-related apparel shall be part of each individual school site's comprehensive safety plan.

Gang-related apparel or insignia can include, but is not limited to, the following:

1. Sweatshirts, jackets, jerseys or other clothing with professional team logos or insignia.

2. Specific gang-related colors, as determined by individual school sites.

3. Clothing with lettering styles attributed to local gangs or gang activity, as determined by individual school sites.

4. Prison Insignia.

5. Baggy pants with frayed or slit cuffs.

6. Pendleton shirts.

7. Belt buckles with gang-affiliated numbers, symbols or insignia.

8. Fingerless gloves.

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least twice a year and updated whenever related information is received. Check with the school administration to obtain a complete list of gang-affiliated apparel that is prohibited at each school site.

Enforcement of Dress Code Policy

Students are expected to comply with the district and local school dress codes on a daily basis. A student who violates the dress code may not remain at school or at a school function unless the violation is corrected. School administration shall have discretion to determine how a violation can be corrected, which can include, but is not limited to, requiring students to: (a) turn the clothing inside out, or (b) removing the accessory. Parents/Guardians may also be called to bring a change of clothing. Repeated violations will constitute defiance and will be subject to progressive discipline, including, but not limited to, detention and suspension.

No student shall be considered noncompliant with the dress code policy in the following instances: (a) when noncompliance derives from financial hardship; or (b) when the student wears clothing, buttons, badges, armbands, or other accouterment aimed at exercising the right to freedom of expression as provided in Education Code 48907, including the expression of ideological or political points of view.

Student free speech rights shall not include the wearing of clothing, buttons, armbands or other accouterment that signify or are related to gangs, gang membership or gang activity as provided by Education Code 35183, or are obscene, libelous or slanderous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, or which result in the substantial disruption of the orderly operation of the school.

Regulation HAWTHORNE SCHOOL DISTRICT approved: May 21, 2008 Revised: July 29, 2011

DRUG AWARENESS

A perplexing yet preventable health problem of school age children is tobacco, alcohol, drug use and abuse. Hawthorne School District continues to work cooperatively with community, parents, law enforcement and other agencies in education, prevention, intervention and suppression of tobacco, alcohol and drugs in our schools and community.

Possession, use and/or sale of alcohol, tobacco or other drugs by minors are illegal and will not be tolerated. Students violating this policy shall be subject to any or all of the following disciplinary procedures: student conference; contact with parent/guardian; removal from class; suspension from school; and/or expulsion.

The Hawthorne School Board of Trustees recognizes that smoking represents a health and safety hazard which can have consequences for the smoker and non-smoker. The Board has declared the Hawthorne School District to be tobacco-free. Smoking is prohibited on any District property or in any District vehicle at all times.

Substance abuse awareness and prevention education is a primary goal of the schools. Self-esteem, decision making, coping and communication techniques are an important part of this educational process. With community, parents and schools working “TOGETHER WE CAN” have drug-free, tobacco-free schools and communities.

PUBLIC NOTICE

California Penal Code 626.7
Direction to leave public school
California Educational Code 44811

Insults, Abuses

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars ($100), by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills.

(a) If a person who is not a student or officer or employee of a public school, and who is not required by his/her employment to be on the campus or any other facility owned, operated, or controlled by the governing board of that school, enters a campus or facility, and it reasonably appears to the chief administrative officer of the campus or facility, or to an officer or employee designated by the chief administrative officer to maintain order on the campus or facility, that the person committing any act likely to interfere with the peaceful conduct of the activities of the campus or facility, of has entered the campus or facility for the purpose of committing any such act, the chief administrative officer or his/her designee may direct the person to leave the campus or facility. If the person fails to do so or if the person willfully and knowingly reenters upon the campus or facility within 30 days after being directed to leave, or within seven days if the person is a parent or guardian of a student attending that school, he/she is guilty of a misdemeanor and shall be punished as follows:

(1) Upon a first conviction, by fine of not more than five hundred dollars ($500), by imprisonment in county jail for a period or not more than six months, or by both fine and imprisonment.

(2) If the defendant has been previously convicted once of a violation of any offense defined in this chapter or Section 415.5, by imprisonment in a county jail for a period of not less than 10 days or more than six months, or by both that imprisonment and a fine of not more than five hundred dollars ($500), and the defendant shall not be released on probation, parole, or any other basis until he/she has served not less than 10 days.

STANDARDS FOR STUDENT BEHAVIOR

Students and parents should be aware that this Code of Conduct only describes the major problem areas. At any time, students may be counseled by teachers or administrators regarding their behavior. If this occurs, students will be informed as to what they must do to make their behavior acceptable. Possible consequences, if needed, will also be explained.

Students and parents should read and discuss this Code of Conduct carefully. This informational Code of Conduct should be kept at home for future reference. This basic code of conduct is designed to support and guide students. We hope it will provide students with a school that they are proud to attend and an atmosphere where they have freedom to learn.

1. AREAS OF CONCERN

AIDING OR ABETTING PHYSICAL INJURY
Inciting or assisting in the infliction of physical injury.

BULLYING/CYBERBULLYING
Using verbal/nonverbal methods as well as electronic media to harass or intimidate others.

DAMAGE/DESTRUCTION OF PROPERTY
Destroying or mutilating property or materials belonging to the school, school personnel, or other persons.

DEFIANCE OF AUTHORITY/DISRUPTION OF SCHOOL ACTIVITIES
Refusal to comply with reasonable requests of school personnel. Disrupting the daily routine of school activities.

ELECTRONIC SIGNALING DEVICES
Possession or use of any electronic signaling device (pagers/cell phones).

EXCESSIVE/UNEXCUSED ABSENCES, TARDIES
An accumulation of excused or unexcused absences. Arriving late to school or class. Any absence not due to illness, medical or dental appointments, quarantine by the health department, or funeral services for the immediate family.

EXPLOSIVE DEVICES
The use, possession, or sale of explosive devices.

EXTORTION, ROBBERY
The solicitation of money, for something of value, from another person, in return for protection, or in connection with a threat to cause harm.

FIGHTING, ASSAULT
Engaging in or threatening any act which causes or might cause harm to another person.

FIREARMS/DANGEROUS OBJECTS WEAPONS, REPLICAS, LASER POINTERS, FIREWORKS
The possession of any object, which might be used to cause, threaten to cause or have the potential to cause bodily injury to another person.

FORGERY, GAMBLING
Writing and using the signature or initials of another person. Participating in games of chance for the purpose of exchanging money or something of value.

INTIMIDATION, THREATS, SEXUAL HARASSMENT TERRORISTIC THREATS
Threatening, harassing or intimidating others (including gang activity) or unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature. This includes terroristic threats against school officials.

PARAPHERNALIA
Devices designed or intended for the use or consumption of controlled substances.

POSSESSION/SALE OF DRUGS, ALCOHOL
The use, possession or sale of drugs, narcotics or alcohol substances, or the selling of other controlled substances or their look-alikes.

PROFANITY, OBSCENE ACTS, VULGARITY
Acts or languages which are considered obscene or lewd.

SEXUAL ASSAULT
As defined by California Penal Code Sec. 240 & 242.

SMOKING, POSSESSION OF TOBACCO/ELECTRONIC CIGARETTES OR PIPES
Possession or use of any tobacco/nicotine products.

THEFT, POSSESSION OF STOLEN PROPERTY

2. DISCIPLINARY ACTIONS

Disciplinary actions will be taken when a student involves himself/herself in one or more of the above problem areas. This includes when a student is at school or while on the way to or from school, at a school-sponsored event or school related activity. These actions may include but are not limited to one or more of the following:

CONFERENCE
A school official (teacher, administrator, counselor, etc.) will talk to the student and possibly parent to address the student's behavior and corrective actions to be taken. Parents may be contacted by telephone or written correspondence.

INFORMAL CONFERENCE
A school official (teacher, administrator or counselor) will talk to the student and discuss how the student should behave.

FORMAL CONFERENCE PARENT CONTACT
A formal conference is held between the student, parent, and one or more school officials. During this conference, plans will be made to correct his/her behavior. Parent or guardian is contacted by telephone, personal contact, letter or certified letter.
A conference may also be conducted between the student, his/her parent(s) or guardian(s) and appropriate school personnel.

REMOVAL FROM CLASS
The student is removed from class, but remains at school during school hours or receives appropriate disciplinary action.

OPPORTUNITY CLASS
Is directed towards students in the 6^{th} – 8^{th} grade. Students are assigned for a variety of attendance and disciplinary reasons. Assignments are for a minimum of 30 school days.

SUSPENSION FROM SCHOOL
The student is informed that he/she is subject to suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent or guardian is notified by telephone if possible, and a letter is mailed to the parent the next day. Notification regarding the suspension to the parent(s) or legal guardian will include clear instructions.

EXPULSION
The student is informed that he/she is subject to expulsion. The student is also informed regarding the due process procedure. The student's parent or guardian is notified by telephone and letter that the student is subject to expulsion. Notification to the parent or guardian will include clear instructions regarding the due process procedure. The school district Superintendent or designee will meet with the parent or guardian and school officials to determine if expulsion of the pupil shall be recommended to the Board of Trustees. The due process procedure is immediately initiated. The expulsion does not become effective until the due process procedure has been completed.

Taking or attempting to take property that doesn't belong to you, or possession of stolen property.	

3. RELATIONSHIP BETWEEN AREA OF CONCERN AND DISCIPLINARY ACTION

The following chart indicates in general the types of disciplinary actions that apply to each problem area. In each instance a list of possible disciplinary actions are listed. These actions may be applied to a first time or repeated offense. If a student has demonstrated excellent behavior and then becomes involved in a problem area, school officials will consider the student's good behavior prior to any action being taken. If a student has continually been involved in problem areas, the disciplinary action would probably be more severe. Students should not feel they will automatically receive the maximum action. Factors such as the length of time since the last problem, attitude, and severity of the problem will be taken into account before any action is taken.

Students with serious discipline problems may be referred to the Hawthorne School District Discipline Committee by the school administrator.

AREAS OF CONCERN	***RANGE***	**ACTION TO BE TAKEN- POSSIBLE OUTCOMES**
Firearms/Brandishing a Knife	Mandatory	Suspension, Expulsion Recommendation, Police Report, Police Citation
Possession/Sale of Drugs/Alcohol	Mandatory	Suspension, Expulsion Recommendation, Police Report, Police Citation
Sexual Assault	Mandatory	Suspension, Expulsion Recommendation, Police Report, Police Citation
Aiding or Abetting the Infliction of Injury	First/Repeated Occurrence	Conference, Detention, Suspension, Police Report, Police Citation
Assault/Battery Upon School Employee	First/Repeated Occurrence	Suspension, Expulsion Recommendation, Police Report, Police Citation
Damage/Destruction of Property (School/Personal)	First/Repeated Occurrence	Conference, Detention, Suspension, Police Report, Police Citation, Restitution
Defiance of Authority Disrupting School Activities	First/Repeated Occurrence	Conference, Detention
Electronic Signaling Devices (cell phones, Pagers, etc.)	First/Repeated Occurrence	Conference, Detention, Suspension, Confiscation
Excessive/Unexcused Absences, Tardies Truancy	First/Repeated Occurrence	Conference, Detention, Opportunity Class Assignment, SART/SARB Referral, Police Citation
Extortion/Robbery	First/Repeated Occurrence	Conference, Detention, Suspension, Expulsion Recommendation, Police Report, Police Citation
Fighting, Assault, or Physical Injury (attempted, threatened, caused)	First/Repeated Occurrence	Suspension, Expulsion Recommendation, Police Report, Police Citation
Forgery, Gambling	First/Repeated Occurrence	Conference, Detention, Suspension, Expulsion Recommendation, Police Report, Police Citation
Knives, Dangerous Objects, Explosive Devices, Fireworks, Replicas, etc.	First/Repeated Occurrence	Conference, Detention, Suspension, Expulsion Recommendation, Police Report, Police Citation
Intimidation, Threats, Harassment/Assault Terrorist Threats, Bullying/Cyber Bullying	First/Repeated Occurrence	Conference, Suspension, Expulsion Recommendation, Police Report, Police Citation

Laser Pointers Possession/Use	First/Repeated Occurrence	Conference, Suspension, Expulsion Recommendation, Police Report, Police Citation

AREAS OF CONCERN	***RANGE***	***ACTION TO BE TAKEN- POSSIBLE OUTCOMES***
Paraphernalia	First/Repeated Occurrence	Conference, Suspension, Expulsion Recommendation, Police Report, Police Citation
Profanity, Obscene Acts, Vulgarity	First/Repeated Occurrence	Conference, Detention, Suspension, Expulsion Recommendation, Police Report, Police Citation
Smoking Use/Possession of Tobacco/Electronic Cigarettes or Pipes	First/Repeated Occurrence	Conference, Detention, Suspension, Expulsion Recommendation, Police Report, Police Citation
Theft, Possession of Stolen Property	First/Repeated Occurrence	Conference, Detention, Suspension, Expulsion Recommendation, Police Report, Police Citation

4. YOUR RIGHTS DUE PROCESS

This pamphlet has explained the major disciplinary problem areas and the actions that will result for those students who cannot follow the rules. All students are entitled to due process. This means there are certain procedures which school officials must follow prior to taking appropriate disciplinary action. There are also procedures which students' parents or guardians must follow if they do not agree with the school's actions.

Administrators may take appropriate action when information becomes available about student misconduct that originates away from the school grounds or school activities that has a direct and detrimental effect on or seriously threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the District. When assessing the impact of the conduct or behavior originating away from the school grounds on a District school, staff, students, and/or the educational environment, District administrators will take into consideration the seriousness of the alleged student conduct and the protection of students, faculty, staff, and administrators from the effects of violence, drugs, disruption of the educational environment, or other relevant factors. District administrators should evaluate each situation relating to conduct originating away from school grounds on a case-by-case basis. Student conduct originating away from school grounds, which may be subject to discipline as provided herein includes, but is not limited to, electronic acts that result in a substantial disruption to the educational environment, or for which a substantial disruption to the educational environment is reasonably foreseeable under the circumstances.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given the due process procedures as described below. The following summary is only to acquaint students and parents with such procedures.

SUSPENSIONS AND EXPULSIONS

The school principal has the right to suspend a student for a period of up to five days per incident. In cases of this type, an informal conference between the principal or his/her designee, the student and any other appropriate persons will be conducted. The principal will attempt to notify parents by telephone that this action is taken and will send a copy of the suspension notice by mail the next day. A formal conference will be scheduled between the parent, the pupil and the principal or his/her designee to discuss the action and plan for the pupil's return to school. The school principal has the right to recommend to the district superintendent that a student should be expelled (expulsion) from the district. In cases of this type, the hearing will be conducted before an administrative panel of the Hawthorne School District.

If a student has violated a school rule, and is subject to expulsion, both the student and his/her parent will be formally notified. Part of the notification process will include detailed instructions regarding the due process procedure.

PARENT/STUDENT SIGNATURE PAGE



It is the responsibility of the parent or guardian to read and understand the Kornblum School Behavior Code to make sure their child is aware of the rules and the consequences of breaking those rules; and to cooperate with the school in maintaining and encouraging proper standards of behavior for their child.

As provided in the Education Code of the State of California, parents/guardians shall be held responsible financially and otherwise for willful misconduct of their children.

I have read the Kornblum School Behavior Code and the Hawthorne School District Standards for Student Behavior and have discussed the contents of both with my child.

_____ _____

Signature of Parent or Guardian Signature of Student

_____ _____

Cell Phone Number Home Telephone Number

_____ _____

Date Date

_____ _____ _____

Print Student's Name Grade Room number

HOJA PARA LA FIRMA DEL CÓDIGO DE CONDUCTA POR PARTE DEL PADRE, MADRE O TUTOR Y DEL(A) ALUMNO(A)

Los padres tienen la responsabilidad de leer y entender el Código de Conducta de la Escuela Primaria Kornblum, para asegurarse de que sus hijos estén al tanto de las reglas y las consecuencias de infringir las mismas y para cooperar con la escuela manteniendo y alentando el cumplimiento de las normas de conducta apropiadas para sus hijos.

Como lo ha provisto el Código de Educación del Estado de California, los padres/guardianes podrán enfrentar una responsabilidad económica o de otro tipo, debido a la mala conducta voluntaria de sus hijos.

Yo leí el Código de Conducta de la Escuela Primaria York y las Normas del Distrito Escolar de Hawthorne para la Conducta del Alumno y discutí el contenido de ambos con mi hijo(a).

Yo leí el Código de Conducta de la Escuela Primaria Kornblum y las Normas del Distrito Escolar de Hawthorne para la Conducta del Alumno y discutí el contenido de ambos con mi hijo(a).

_____ _____

Firma del Padre, Madre o Guardián Firma del(a) Alumno(a)

_____ _____

Número de Teléfono Celular Número de Teléfono de Casa

_____ _____

Fecha Fecha

_____ _____ _____

Imprima el Nombre del Alumno Grado Nro. de Salón