

REDLANDS UNIFIED SCHOOL DISTRICT

MISSION ELEMENTARY SCHOOL

Home of the Mustangs



Parent / Student Handbook

2026 – 2027

PRINCIPAL

Dr. Mollee O'Day

ASSISTANT PRINCIPAL

Mrs. Melody DeLavel

Mission Elementary School
10568 California Street, Redlands, CA 92373
Phone (909) 307-2480
<http://redlandsusd.net/Mission>
Facebook: Mission Elementary • Instagram: @Mission_RUSD

Table of Contents

Table of Contents.....	2
Redlands Unified School District Board of Education	6
Cabinet Members	6
Welcome Letter from the Principal.....	7
Mission Statement.....	8
2026–2027 School Calendar & Bell Schedule	9
Bell Schedule.....	Error! Bookmark not defined.
Save the Date (Sample Key Events)	9
Mission Elementary Daily Schedules — 2026–2027.....	10
Daily Schedule.....	10
Minimum Day Schedule	10
Parent Involvement.....	11
English Learner Advisory Committee (ELAC)	11
African American Advisory Council (AAPAC).....	11
School Site Council (SSC)	11
Coffee with the Principal.....	11
Parent Teacher Association (PTA).....	11
Become a Parent Volunteer	12
Each School Year	12
Field Trip Chaperones.....	12
Routines, Procedures & Information	14
Office Hours	14
School Hours	14
Dismissal	14
Early Student Release.....	14
Contacting Your Student During School Hours.....	14
Office Phone	14
Contacting Your Child's Teacher	14
Classroom Parties	15
School Library	15
Parent Observations.....	15
Lost & Found Items.....	15
Personal Property.....	15
Dress Code Policy.....	16
Drop Off / Pick Up Procedures	17

Safe Walking to School	17
Bicycles & Skateboards	17
Transportation	17
Animals on Campus	17
Parking Lot Drop Off & Pick Up	17
Parking	18
Aeries Student Information System	19
Data Confirmation	19
Change of Address, Telephone Number, and Contacts	19
ParentSquare	19
Teacher/School Communication	19
Health Services	20
Vision & Hearing Screening	20
Health Office	20
Medications	20
Injuries Outside of School	20
Technology on Campus	21
Cell Phones, Smart Watches/Glasses/Devices & Electronic Games — Ed Code 51319	21
Electronic Listening/Recording Devices — Ed Code 51512	21
School Technology	21
Personal Property	21
Safety & Emergency Preparedness	22
Use of Security Cameras	22
Redlands Student Safety Procedures	23
Safe & Secure Mode	23
Lock Down	23
Critical Alert	23
Child Endangerment Policy	24
Children and Family Services	24
District Regulations for Reporting Child Abuse	24
Prior Parental Permission	24
Homework Philosophy	25
Parent Responsibilities	25
Student Responsibilities	25
Report Cards & Parent Conferences	26
Report Cards	26
Parent Conferences	26

Attendance Matters	27
Reporting Student Absences	27
Tardy	27
Independent Study / Short-Term RISE Packets	27
SART Process	27
Absences & Tardies	28
Students on a Transfer	28
Positive Attendance Recognition	28
Multi-Tiered Systems of Support	30
Student Support Programs	30
Social Emotional Supports for Students	31
RUSD Elementary Counseling Mission Statement	31
RUSD Elementary Counseling Vision Statement	31
RUSD Elementary Counseling Belief Statements	31
Mental Health Crisis Resources	32
Enrichment Opportunities	33
Physical Education	33
5th Grade Physical Fitness Test Info	33
VAPA (Visual and Performing Arts)	33
Band, Orchestra & Choir	33
GATE	33
Student Recognition & School-Wide Behavior Expectations	35
Positive Behavior Intervention & Supports (PBIS)	35
School Lunch Program	37
Breakfast & Lunch Programs	37
Special Meal Program	37
Cafeteria Behavior	37
Lunch Periods	37
Playground Behavior	39
Behavior	39
At the End of Recess	39
Injuries	39
Restrooms	39
Playground Expectations	39
Playground Games	39
Parent Concern Procedure	40
What to Do If Your Child Is Having a Problem at School	40

District Civility Policy	40
School Accountability Report Card (SARC)	42
Title I School-Level Parent and Family Engagement Policy	43
Involvement of Parents in the Title I Program	43
Building Capacity for Involvement.....	44
Accessibility	45
School-Parent Compact (Title I Requirement).....	45
School-Parent Compact	46
Student.....	46
Parent.....	46
School.....	46
Helpful Hints	47
Your Support Is the Key to Your Child's Learning	47
District Suspension and/or Expulsion Policies.....	48
Education Code 48900	48
Education Code 48900.3 — Hate Violence	48
Education Code 48900.4	48
Education Code 48900.7	48
Education Code 48915(a) — Recommended Expulsion	49
Education Code 48915(c) — Mandatory Discipline	49
Education Code 48910 — Suspension by Teacher	49
Education Code 48913 — Completion of Assignments	49
District Bullying Policy	50
Reporting	50
Definition of Bullying.....	50
Nondiscrimination Statement.....	52
Redlands USD Administrative Regulation Nondiscrimination/Harassment (AR 5145.3 — Students)	52
Redlands USD Administrative Regulation: Sexual Harassment (AR 5145.7 — Students).....	54
SB 906 (Portantino) — School Safety: Homicide Threats.....	56

Redlands Unified School District Board of Education

Michele Rendler, President

Patty Holohan, Vice President

Jeannette Wilson, Clerk

Melissa Ayala-Quintero, Member

Candy Olson, Member

Cabinet Members

Juan Cabral, Superintendent

Pattu Buchmilier, Assistant Superintendent – Educational Services

Jason Hill, Assistant Superintendent – Business Services

Lisa Bruich, Assistant Superintendent – Human Resources

Rudy Wilson, Ed.D., Assistant Superintendent – Compliance

Smoke Free, Drug Free Environment: Mission Elementary School provides a smoke free, drug free environment. Illegal drugs and tobacco products/smoking are not permitted on any school property, at any time, within the State of California.

Welcome Letter from the Principal

Welcome to the 2026–2027 School Year, Mission Colt Families and Students!

Dear Mission Parents and Community,

As Principal of Mission Elementary, it is my pleasure to welcome everyone back for another great year at Mission. The Mission staff is looking forward to a great year. Mission is committed to strengthening positive relationships between students, staff, families, and community. We are dedicated to fostering a dynamic, character-centered school where 21st century academics are promoted through equitable, inclusive, and data-driven practices which celebrate individual student successes.

We hope you will find our website helpful and informative. All information is sent out via our AERIES communication platform, ParentSquare. This app-based system sends emails and text messages immediately and helps keep you up to date with the happenings at our school. Additionally, we have an Instagram account (@Mission_RUSD) that we use to send out updates and quick announcements of the daily happenings at our school.

There are many ways for parents to get involved at Mission. Volunteering in classrooms is one way to make a direct impact on students while supporting teachers. At Mission we are fortunate to have a strong and dedicated PTA who supports our students and staff. Our PTA provides funding for field trips, classroom supplies, campus improvements, and assemblies, just to name a few. I encourage each and every one of you to join the PTA and support their events. We also have various committees for parent input, such as the School Site Council (SSC) and an English Learner Advisory Committee (ELAC). As a member of one of our committees, you will work directly with staff to discuss and help implement programs that directly impact student learning.

I am honored to serve as the Principal at Mission Elementary. It is truly a privilege to be part of a community where parents, staff, and students care for each other and strive to build positive relationships that support academic and social growth. Please feel free to contact me at 909-307-2480 or at mollee_oday@redlands.k12.ca.us.

Once again, welcome back! Let's make it another great year at Mission together!

Dr. Mollee O'Day

Mission Statement

We, the educators at Mission Elementary School, are committed to providing a comprehensive instructional program for each student. This effort will give each individual the opportunity to develop the concepts and skills necessary to become an interacting member of an ever-changing society. This will be accomplished in a multicultural setting which promotes a good self-concept and positive feelings toward others.

2026–2027 School Calendar & Bell Schedule



MISSION PTA
Email: MissionSchoolPTA@gmail.com
Instagram: @missionelementarypta



MISSION ELEMENTARY

2026–2027

MISSION ELEMENTARY

Phone: (909) 307-2480
Instagram / Twitter: @mission_RUSD



August

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mission Mustangs are Respectful, Responsible, Safe, and Kind

First/Last School Day

Non-School Day

Minimum Day

School Event

WEEKEND ELOP

NO ELOP - Staff PD

Bell Schedule

- Kindergarten**
- 8 am – 1:50 pm
 - 8 am – 12:15 pm (minimum day)
- 1st – 5th Grade**
- 8 am – 2:05 pm
 - 8 am – 12:30 pm (minimum day)
- T/K Regular Day**
- AM 8 am – 11:41 am
 - PM 10:19 am – 2:00 pm
- T/K Minimum Day**
- AM & PM 8 am – 11:41 am

- Save the Date**
- 8/11 - TK/K Orientation
 - 8/13-9/13 PTA Membership Drive
 - 8/13 - First Day of School
 - 8/17 - Back to School Night Gr. 1-5
 - 8/31 - PTA Grand Friends Event
 - 9/14 - PTA Jog-A-Thon
 - 10/22 - PTA Fall Festival
 - 11/17 - PTA Family Book Fair
 - 1/21 - PTA Family Bingo Night
 - 2/1 - PTA Donuts w/ Dudes
 - 2/11 - PTA Family Dance
 - 3/11 - PTA Paint Night
 - 5/10 - PTA Muffins w/ Misses
 - 5/20 - PTA Family Movie Night

Save the Date

- 8/11 – TK/K Orientation
- 8/13 – First Day of School
- 8/17 – Back to School Night, Grades 1–5
- 9/14 – PTA Jog-A-Thon
- 10/22 – PTA Fall Festival
- 11/17 – PTA Family Book Fair
- 1/21 – PTA Family Bingo Night
- 2/11 – PTA Family Dance
- 3/11 – PTA Paint Night
- 5/10 – PTA Muffins with Misses
- 5/20 – PTA Family Movie Night

For the complete month-by-month calendar with all non-school days, minimum days, and ELOP dates, please refer to the calendar graphic distributed by the school and posted in the Mission Elementary Sunday message.

Mission Elementary Daily Schedules — 2026–2027

Breakfast is served daily from 7:30–7:55 a.m.; students enter through the gate by the front office. All student arrival is 7:30–7:58 a.m. — the front office, parking lot, and kindergarten gates open for arrival. The line-up bell rings at 7:58 a.m.

Tardy bell rings at 8:00 a.m. — students need to be in line by 8:00 a.m. to be considered on time for school. Tardy slips will be handed out starting at 8:00 a.m.

Daily Schedule

Grade	Arrival	Recess / Breakfast	Lunch	Recess	Recess	Dismissal
TK-AM	8:00*	9:20-9:35	10:20-10:40	10:40-11:00		11:41 am
TK-PM	10:19 Gate open 10:10		10:20-10:40	10:40-11:00	12:50 - 1:05	2:00 pm
K	8:00*	9:35-9:50	10:40-11:00	11:00-11:20	12:35-12:50	1:50 pm
1	8:00	9:40-9:55	11:00-11:20	11:20-11:40	12:45-1:00	2:05 pm
2	8:00	9:55-10:10	11:20-11:40	11:40-12:00	1:00-1:15	2:05 pm
3	8:00	9:55-10:10	11:40-12:00	12:00-12:20	1:00-1:15	2:05 pm
4	8:00	10:10-10:25	12:00-12:15	12:15-12:30		2:05 pm
5	8:00	10:10-10:25	12:15-12:30	12:30-12:45		2:05 pm

Minimum Day Schedule

Grade	Arrival	Snack / Recess	Dismissal
TK-AM	8:00 am	9:25–9:45	11:41
TK-PM	8:00 am	9:25–9:45	11:41
K	8:00 am	9:35–10:00	12:15
1	8:00 am	9:50–10:15	12:30
2	8:00 am	10:15–10:40	12:30
3	8:00 am	10:15–10:40	12:30
4	8:00 am	10:40–11:05	12:30
5	8:00 am	10:40–11:05	12:30

Parent Involvement

English Learner Advisory Committee (ELAC)

ELAC is a committee for parents or other community members who want to advocate for English Learners and who advise the principal and school staff on programs and services for English learners, and advise the School Site Council (SSC) on the development of the Single Plan for Student Achievement (SPSA). ELAC meets 4 times per year.

African American Advisory Council (AAPAC)

AAPAC is a committee for parents or other community members who want to advocate for African American students and who advise the principal and school staff on programs and services for African American students, and advise the School Site Council (SSC) on the development of the Single Plan for Student Achievement (SPSA). AAPAC meets 4 times a year.

School Site Council (SSC)

SSC is a group of elected people with responsibility for annually developing, monitoring, and evaluating the effectiveness of the School Plan. The role of the SSC is to oversee the school planning process of the Single Plan for Student Achievement (SPSA) to raise the academic performance of all students. SSC meets 5 times per year.

Coffee with the Principal

Coffee with the Principal is a meeting for all parents who want to meet with the principal on programs and services for all students and learn what is happening at Mission.

Parent Teacher Association (PTA)

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

Become a Parent Volunteer

We welcome parents who wish to help teachers and students during the school day. Classroom teachers coordinate volunteer schedules, so please contact your child's teacher for more information. Volunteer packets are available on the Mission School website.

Each School Year

1. Fill out a School Volunteer Application, found on our school website under the Families tab. Ensure items #2–4 are up to date.
2. All adults working with children must maintain a Tuberculin Test (TB) clearance on file. You may get a TB test at your primary clinic or doctor.
3. Complete all required training.
4. Fingerprints cleared through our Human Resources Department. This service is free and only needs to be done once during your child's attendance in our district. You will need to schedule an appointment once your volunteer application has been approved.
5. The Redlands Board of Education must approve your application before any field trips or volunteering.

Field Trip Chaperones

Complete the steps listed above to become an approved volunteer.

Siblings who are not scheduled to participate may not go on field trips with parents.

Volunteers & Visitor Information

Volunteers are an important part of the Mission Elementary community. Your time, talents, and support make a positive difference in the lives of our students. To ensure a safe, respectful, and productive learning environment, all volunteers are expected to follow the guidelines below.

Before You Volunteer each day

- Check in through the front office for every visit.
- Wear a visitor/volunteer badge at all times.

Volunteer Expectations

- Work under the direction of the classroom teacher or supervising staff member.
- Follow teacher directions and classroom routines.
- Encourage student independence rather than completing work for students.
- Remain in your assigned classroom or designated volunteer location at all times.
- Return to the office before leaving campus.
- Volunteer only during your scheduled time.
- Maintain confidentiality regarding students, staff, and families.
- Do not discuss student behavior, academics, medical information, or discipline with others.
- Use respectful language and interactions.
- Serve as a positive role model for our students.

Volunteers May Not

- Volunteer during recess, lunch supervision, arrival, dismissal, or any student supervision duty.
- Supervise students independently.
- Roam the campus or visit other classrooms.
- Enter staff workrooms, the staff lounge, or other staff-only areas.
- Bring younger siblings, relatives, or guests while volunteering.
- Take photographs or videos of students.
- Share student information or photographs on social media.
- Interrupt classroom instruction or conference with the teacher during instructional time.
- Confront, discipline, question, or correct students other than those directed by the classroom teacher.

Scheduling Volunteer Time

- Volunteer time must be scheduled in advance.
- Classroom volunteering is arranged with the classroom teacher.
- School-wide events must be coordinated through school administration.
- Individuals who arrive without a scheduled volunteer assignment may be asked to return at another time.

Campus Safety

- Volunteers must remain with the classroom teacher or supervising staff member at all times.
- Volunteers may not enter playgrounds, fields, or other supervision areas unless specifically directed by school administration for a school-sponsored event.
- If you need to leave your assigned area, check with the classroom teacher or return to the office.

Right to Refuse or Revoke Volunteer Privileges

- Mission Elementary School reserves the right to deny, limit, suspend, or revoke volunteer privileges at any time to maintain a safe, respectful, and productive learning environment.
- Volunteer privileges may be denied or revoked for failing to follow procedures or staff directions; entering unauthorized areas; leaving the assigned classroom; violating confidentiality; interfering with instruction or school operations; behaving in a disruptive, confrontational, or inappropriate manner; or failing to comply with district or school volunteer requirements.
- Administrative decisions regarding volunteer participation and campus access are final.

Volunteer Quick Guide

- **District Approval Required**
- Check in at the office
- Wear your volunteer badge
- Stay in your assigned classroom/event area
- Follow the teacher/staff directions
- No recess or lunch supervision
- No staff lounge access
- Keep student information confidential
- Check out before leaving campus

Routines, Procedures & Information

Office Hours

The school office is open 7:30 a.m. until 5:00 p.m., every day students are in attendance.

School Hours

Gates open at 7:30 a.m. for students eating breakfast. There is no supervision for students before 7:30 a.m. The line-up bell rings at 7:58 a.m. Classes start at 8:00 a.m. for all students. The tardy bell rings at 8:00 a.m. Students need to be in line before the tardy bell rings.

Dismissal

The front gate will be opened when the dismissal bell rings. Students must leave campus when school is dismissed. Students enrolled in an after-school program must go directly to the program. All students must be picked up at dismissal time, as there is no supervision for them if you are late picking them up.

Early Student Release

The parent, guardian, or person authorized on the emergency card must come into the school office to sign out the student. A parent or guardian must notify the office if someone on the emergency card is picking up the student early from school. No student will be released to anyone not on the child's emergency card. Please keep your child's information current in AERIES.

Authorized persons must have a current picture ID in order to verify identity and to release the student. We will call the student when the person arrives at the office and the ID has been verified. We will NOT call the student up to wait in the office, and we cannot accept a phone call requesting a student to wait in the office. Please allow extra time for picking up the student, as classes may be in multiple locations during the day.

Contacting Your Student During School Hours

If you have money, jackets, or other items to be delivered to your child, please leave these items in the office. Before your child leaves for school each day, or the night before, please take time to give instructions for lunch, clothing, and/or after-school arrangements. Deliveries for students, including food, flowers, or other items, are not allowed by third party individuals (i.e. Doordash). Items delivered by someone on the students contact page, will be held for the end of the day. We are unable to interrupt classroom instruction for deliveries.

Office Phone

The office telephone is for business use only. Students may use it only if they have an emergency situation. (Forgotten musical instruments, library books, or homework are NOT emergencies.)

Contacting Your Child's Teacher

You can contact your child's teacher in two ways: through your ParentSquare account to send a direct message, or by leaving a message at the school office (909-794-8610). The teacher may not be able to call you back until after school hours.

Classroom Parties

Per Board Policy, there is a limit of three classroom parties per year for kindergarten through sixth grade at the elementary level. Unfortunately, we cannot have birthday parties at school, and we are not able to hold parties or pass out treats before lunch. You CAN send individual party favors that the teacher or student can hand out as students are being dismissed. Food items must be store-bought, must NOT require refrigeration, and must be NUT FREE. Items need to arrive with students in the morning at drop-off; we cannot guarantee items dropped off at the office later in the day will make it to the room by the end of the day. You MUST notify the teacher in advance of the special day.

School Library

Students have the opportunity to check out books at various times throughout the week. Books can be checked out for a period of one week and are renewable if the student is not finished with them by the due date. Students may check out one book at a time. To renew a book, the student must bring it in. The library is open after school until 3:45 p.m. so students can check out books. If a student finds a torn or marked page before checking it out, they should bring it to their teacher's attention so it can be fixed.

Parent Observations

Mission is proud of the educational programs offered daily, and it's a pleasure to have parents and guardians visit their child's classroom. To ensure student safety and prevent disruption to instruction, visitation requests must follow these guidelines:

- Notify administration and the teacher at least forty-eight (48) hours before visiting. This allows the teacher to inform you of any scheduled testing, study trips, assemblies, or other programs. Volunteers need to follow the schedule provided by the teacher.
- All visitors must sign in through the Raptor system with a photo ID, and check out through the Raptor system when leaving. This is an important safety precaution that allows the school to identify and locate anyone on campus during the school day.
- Do not bring small children when visiting classrooms, as they often distract students from their work; unfortunately, the school is unable to provide babysitting services.
- Administration will accompany the parent during the observation.

Lost & Found Items

Lost and found items are kept outside the front office. Please check outside the front office any time your child is missing a jacket, sweater, lunch pail, etc. (Please also put your child's name on personal items.) Unclaimed lost and found items are donated monthly to Redlands charitable organizations. Students who bring personal items are responsible for those items; the school is not responsible for the loss, damage, or theft of an item.

Personal Property

Students assume responsibility for loss or damage to their personal clothing, equipment, books, electronics, cell phones, smart watches, instruments, etc. The school endeavors to protect personal property but is not responsible for it. Large sums of money and articles of real or sentimental value should never be brought to school.

Dress Code Policy

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

- 1.** Shoes will be worn at all times. A substantial sole is required, and enclosed toe and heel footwear is highly encouraged. Shoes with wheels in the sole, are not allowed.
- 2.** Clothing shall be sufficient to conceal undergarments at all times.
- 3.** Clothing or accessories shall be free of writing, pictures, or any other insignia which are crude, violent, obscene, or sexually suggestive, or which advocate racial, ethnic, religious, or other prejudice or the use of tobacco, drugs, or alcohol.
- 4.** Earrings, jewelry, or accessories that present a safety hazard to the wearer or others are not suitable for school wear.
- 5.** Only prescription sunglasses may be worn in class. Other types of sunglasses may be worn on campus outside of class.
- 6.** Identified gang attire, such as bandannas, haircuts, hair rollers, or any gang paraphernalia, is prohibited.
- 7.** Students are allowed to wear sun-protective clothing, including hats, while outdoors during the school day.

Drop Off / Pick Up Procedures

Safe Walking to School

Students and parents must follow all traffic laws and safety rules when walking and bicycling to and from school. We encourage you to use crosswalks to cross the street rather than crossing in the middle of a block.

Bicycles & Skateboards

Children in 3rd–5th grade may ride their bicycles, scooters, or skateboards to school with written parent permission. They must follow all safety and traffic laws, and must wear a helmet according to California state law. Students and visitors are not permitted to ride bicycles on school grounds, nor may they ride two persons on a bike. Bicycles must be parked and locked in the storage area by the MPR, with one bike per lock; the school is not responsible for stolen or damaged bikes.

Skateboards and scooters may be ridden to and from school only if: (1) they are never ridden on school grounds; (2) the student carries them to and from the classroom; and (3) the classroom teacher agrees to house them in the classroom during the school day.

Transportation

Students must have their transportation-issued bus pass daily to ride the bus and are expected to follow the expectations set by the Redlands Unified Transportation Department. Transportation to and from school is a privilege, not a right, and can be revoked. The policy for Bus Referral consequences is as follows:

- 1st Referral: a written warning with a reteaching of bus expectations.
- 2nd Referral: administration will contact parents and discuss expectations.
- 3rd Referral: transportation will be denied for up to five (5) school days.

Consequences may be more severe, including suspension from school or the bus for a longer period, depending on the incident.

Animals on Campus

Mission acknowledges the important role pets play in our community, but the safety of our students is our first priority. Per district policy (BP 1330.2 Community Relations), animals and pets are prohibited on district property by employees, students, or the general public, with the following exceptions: animals may be permitted for specific educational purposes as determined by the principal; guide dogs for blind persons are never prohibited; and persons bringing animals onto district property assume resulting liability.

If you choose to walk to school with your pet, please wait with your pet on the public sidewalk and not immediately in front of the school, and share this information with family members who also pick up your student.

Parking Lot Drop Off & Pick Up

1. Students in 1st–5th grade enter through the large gate next to the administration building beginning at 7:30 am. For safety reasons, students should not arrive before 7:30 am, as the main gates remain closed and there is no supervision before that time.

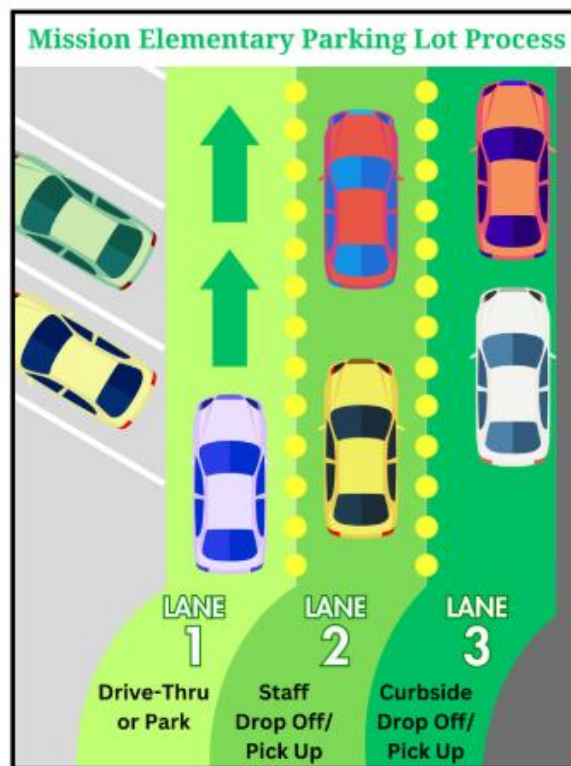
2. All TK/Kindergarten students should be dropped off and picked up by the entrance to the TK/K playground beginning at 7:30 am. Morning TK/K hours begin at 8:00 am; afternoon TK/K hours begin at 10:18 am except on minimum and collaboration days.
3. Only TK/K bus riders will enter through the Bus Gate located east of the TK/K playground.
4. Students in 1st–5th grade are dismissed from the main gate located next to the administration building.
5. Any individual picking up your child **MUST** be 18 years of age and have appropriate identification.

Parking

- Lane 1 is for those wishing to drive through the parking lot or park.
- Lane 2 is where school staff will drop off/pick up students to their cars.
- Lane 3 is for students to be dropped off curbside.

Parents are not to leave their car when using Lane 2 and Lane 3. Please do NOT motion your children to cross the traffic lanes without an adult.

Vehicle entry is limited in the parking lot during morning arrival and afternoon dismissal due to space constraints. Buses, vehicles with handicapped signs, and RUSD personnel will be given preferential parking during these times. **Double parking in the aisles along marked spaces or parking in fire lanes is strictly prohibited.** Please follow all traffic and safety rules — use sidewalks and crosswalks, do not jaywalk or jump fences, and park only in unmarked/unreserved spots. The Sheriff Department will enforce traffic and parking laws on the street and in the parking lot.



Aeries Student Information System

Data Confirmation

Each year at the beginning of the year, you will be required to complete a data confirmation to access the Aeries Parent Portal account, which is used to access student report cards during the school year. Through the Aeries Portal, you can:

- Stay connected to the school and teachers.
- Update your student's authorizations, download the student handbook, and update contacts.
- Get a comprehensive view of your child's progress through the student profile.

Change of Address, Telephone Number, and Contacts

Parents/guardians who change telephone numbers should log in to Aeries Parent Portal to update their contact information. If Aeries Parent Portal doesn't allow you to make changes, please inform the Attendance Office as soon as possible. Students who move need to update their new address by contacting the attendance clerk for address verification. Please list at least two usable phone numbers (home and work, or a relative/neighbor), and list only those adults who have a legal right and your permission to pick up your child.

Copies of any court orders need to be on file in the school office. It is the policy of Mission Elementary School that your child absolutely will not be released to an individual not listed as an emergency contact without parental permission.

ParentSquare

Teacher/School Communication

Teachers and administration at Mission use Aeries Communications powered by ParentSquare for school and districtwide communication, primarily via email and text. Here is how it works:

1. You will need an Aeries Portal account created and confirmed before using ParentSquare.
2. You may receive messages in the form of posts from school sites or the district, primarily via email, text, and in-app notifications.
3. You may receive smart alerts via email, text, in-app notifications, and/or phone calls.
4. You may select your preferred mode of communication and whether to receive a digest of notifications or real-time notifications.
5. We encourage you to engage ("like") and comment on posts sent to you.

With ParentSquare, you can quickly communicate directly with teachers and staff in your preferred language. Download the ParentSquare app to get started; if you need assistance, please contact the front office.

Health Services

Vision & Hearing Screening

The District provides vision and hearing screening for all Kindergarten, 2nd, and 5th grade students. This information is recorded on each student's health record, kept in the nurse's file. Students referred by teachers or parents will also be screened regardless of grade.

Health Office

In case of an accident or illness at school, the school will administer first aid. Parents and/or other persons listed in Aeries will be contacted as soon as possible in most cases.

The health office relies solely on Aeries to contact parents regarding their child's health — please keep your contact information current.

Except for first aid at the time of injury, school personnel cannot treat injuries; medical treatment is the responsibility of the parent and physician. When a student must go home due to illness or injury, it is the responsibility of the parent or other person(s) listed in Aeries to pick up the child. Students with cuts, splinters, injuries, and illnesses received at home **MUST BE TREATED AT HOME**, as the school does not have a registered nurse on duty to check or treat health problems. Please do not send your sick child to school.

Medications

State law forbids any student from having medication in their possession on school property, including all over-the-counter medicines (aspirin, cough drops/syrup, ointments, etc.) as well as prescription medications. If your child needs to take any medicine during school hours, it must have a written doctor's prescription, and the physician must complete the legally required form available in the school office. Prescription medication **MUST** be in the original bottle labeled with the child's name, physician, drug, and expiration date, and must include dosage and time schedule information. All medication is locked in the health office; your child is responsible for reporting to the health office to take their medication. Parents may come to the school to administer medication in the health office — please check with health office personnel for the correct procedure.

Injuries Outside of School

If your child sustains a physical injury outside of school time that requires a cast, sling, or crutches, you will be required to provide a doctor's note outlining any restrictions. The student and parent will need to visit the school health technician upon return to school. Unfortunately, our health technician is unable to assist with rewrapping or adjusting a sling, crutches, etc.

Technology on Campus

Cell Phones, Smart Watches/Glasses/Devices & Electronic Games — Ed Code 51319

Cell phones should not be visible or used during the school day. Devices must be turned off upon entry through the gates and remain off until dismissal. Phones or smart watches/glasses/devices should not be used for any purpose (calls, text messaging, calculating, picture taking, etc.) during the school day. If a staff member sees or hears a phone or smart watch being used, it can be confiscated and taken to the office. Electronic games of any kind are not to be brought to school. Students who bring personal electronic items are responsible for them; the school is not responsible for loss, damage, or theft.

Classrooms have a designated space for student cell phones during the school day. Students will leave their phone in their backpack or the designated classroom area and are responsible for taking it home at the end of the day. Cell phones that are out during the school day will be confiscated and the parent notified.

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner that infringes on the privacy rights of any other person. No student shall be prohibited from possessing or using an electronic signaling device determined by a licensed physician or surgeon to be essential for the student's health, limited to health-related purposes. (Education Code 48901.5)

Electronic Listening/Recording Devices — Ed Code 51512

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

School Technology

Each student is given an email address for school-related business when they register in Redlands USD; the address remains the same through high school and is for student use only. Students are also given access to a Clever account with district- and school-approved applications. Please note that student accounts are monitored for safety, even while used at home. Students and/or parents will be responsible for damage to school technology caused by their student(s). Teachers review proper use of school technology and district applications at the beginning of each school year.

Personal Property

Students assume responsibility for loss or damage to their personal clothing, equipment, books, electronics, cell phones, smart watches, and instruments. The school endeavors to protect personal property but is not responsible for it. Large sums of money and articles of real or sentimental value should never be brought to school.

Safety & Emergency Preparedness

Admin and staff walk the campus and classrooms daily to help ensure student safety. During the school day, visitors are limited to entering through the office, as gates on campus are locked as allowed by safety codes. Mission Elementary School practices monthly fire drills and quarterly earthquake or disaster drills, and all persons present must follow established drill procedures. During an actual emergency, a central student release station will be established, and no student will be released to anyone without proper identification and/or until emergency authorities declare it safe to do so.

Early Student Release

The parent, guardian or person authorized on the emergency card must come into the school office to sign out the student. A Parent or Guardian must notify the office if someone on the emergency card is picking up the student early from school. No student will be released to anyone not on the child's emergency card. Please keep your child's information current in AERIES. Students will be called after the individual comes to the office and the ID has been verified. **AUTHORIZED PERSONS MUST HAVE A CURRENT PICTURE ID IN ORDER TO VERIFY IDENTITY AND TO RELEASE THE STUDENT.** We will call the student when the person arrives at the office and the ID has been verified. We will **NOT** call the student up to wait in the office. ***We cannot accept a phone call requesting a student to wait in the office.*** Please allow extra time for picking up the student as the class is in multiple locations during the day.

Use of Security Cameras

The Board of Education authorizes the use of video camera surveillance on District property and district-provided transportation vehicles to promote the safety of students, employees, and visitors, and to safeguard District facilities and equipment from vandalism and theft. Signage is posted to inform students, employees, and visitors that surveillance may occur and is actively monitored by school personnel. Violations of Board policies, regulations, or law may be used as evidence in disciplinary action and may be referred to law enforcement. Video recordings may become part of a student's educational record.

Redlands Student Safety Procedures

Safe & Secure Mode

Safe & Secure Mode is a security procedure used to reduce student and staff movement outside school buildings, due to a medical emergency, area disturbance, etc. It allows school to carry on while enabling a quick move to Lockdown if needed. Parents/guardians can access and check out their student(s) during this mode if they see fit.

- Teachers continue teaching as normal.
- Restroom use is allowed with clear administrator/teacher direction.
- Increased staff presence during passing periods and dismissal.
- Lunch/activities held in a more secure area unless site admin decides otherwise.
- Perimeter gates, where applicable, are locked and monitored, allowing central access points.
- PE classes are moved off fields into a more secure location (gym, class, MPR).

Lock Down

Lock Down is called when a law enforcement event is happening in the vicinity of a school. All administrators are expected to place their school in Lock Down in this scenario.

- Gather any stray students in hallways and ensure classroom doors are locked.
- Close open windows and project a calm demeanor to help students remain calm.
- Do not allow anyone to leave the classroom; check email frequently for updates.
- If students are on the playground or fields, quickly move them to a secure classroom, locker room, or multi-purpose room.

Critical Alert

A Critical Alert is called when a significant, threatening event is happening on or adjacent to campus that creates potential danger to students and staff.

- Implement all Lock Down items above; turn off or reduce lighting so the room appears vacant.
- Keep students seated on the floor, away from doors and windows; do not look out windows.
- Turn off cell phone ringers; do not allow students to talk on phones.
- Do not call the office; quietly take roll and email a list of missing/extra students to administrators and secretaries.
- Do not evacuate until told to, even if fire bells sound, unless notified via PA, email, or phone.
- Do not open the door, even if someone knocks claiming to be staff (administrator/custodian has a master key).

Child Endangerment Policy

Children and Family Services

If any staff personnel suspects a child is being physically, sexually, or otherwise abused or neglected, they are legally responsible for reporting it to Children and Family Services. (School employees are "mandated reporters.") All child abuse reports are confidential by law; staff may not discuss the report with anyone except police or a C.F.S. worker.

District Regulations for Reporting Child Abuse

All administrative, certificated, and classified employees of Redlands Unified School District must report all instances of known or suspected child abuse immediately, or as soon as possible, by telephone to a Children and Family Agency, followed by a written report. Any person who fails to report an instance of child abuse that they know or reasonably should know to exist is guilty of a misdemeanor.

Prior Parental Permission

While the district strives to keep parents involved and informed, it is sometimes necessary for school officials, law enforcement, and Children and Family Services to speak to students without first notifying their parents. The district does not require parental permission before speaking with students about school or district issues during school time, consistent with the California Supreme Court's holding in *In Re Randy G.* (2001) 26 Cal. 4th 556. As a parent, you will be informed if a situation arises that requires your consent or participation. If you are concerned about contacts between your child and law enforcement officers, please address your concerns to the local law enforcement agency.

Homework Philosophy

Classroom teachers assign homework to reinforce or practice applications of a skill that has been learned or is in the process of being learned. Outlined below are suggestions to help students complete homework regularly:

Parent Responsibilities

- Designate a place for your child to do their homework where they can focus.
- Turn off all electronics during homework time.
- Teach your child to set priorities and budget their time.
- Ensure your children complete homework regularly — ask to see it, don't just ask if it's done.
- Talk to your child's teacher if there are homework-related questions or concerns.

Student Responsibilities

- Practice setting homework priorities and managing your time.
- Complete all homework assignments to the best of your ability.
- Ask for assignments missed due to absences.

Report Cards & Parent Conferences

Report Cards

Students in TK/K receive report cards at the end of each semester, in December and June. Students in 1st–5th grade receive report cards at the end of each trimester, in November, March, and June. Report cards are uploaded to the AERIES parent portal for parents to review; district report cards and grade-level standards can be viewed on the school website.

Parent Conferences

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

Attendance Matters

Line-Up Bell rings at 7:58 a.m. • Tardy Bell rings at 8:00 a.m.

Reporting Student Absences

Children learn best when they are present in school. When your child will be absent, please call the school at 909-307-2480 or use the ParentSquare app to message the attendance clerk, Carmen Alvarez, directly with the reason for the absence. Failure to clear an absence with a legitimate reason within 48 hours will result in a truancy being marked on the student's attendance record.

A student will be marked absent by the teacher. The automated caller notifies guardians of all absent students after 10:00 a.m. each day. If the school does not hear from you, it will call to inquire about the absence.

Tardy

All students are responsible for being in line when the tardy bell rings at 8:00 a.m. Any student not in line by then is tardy.

Chronic Absenteeism and SARB

A student is considered chronically absent when they miss 10% or more of enrolled school days for any reason — excused or unexcused (Education Code 60901). Chronic absenteeism is one of the strongest predictors of academic difficulty, and Mission's attendance team monitors it closely as part of our School Plan for Student Achievement (SPSA). A student is considered truant after three unexcused absences or three tardies of more than 30 minutes; a student truant three or more times in a school year is a habitual truant, and continued truancy may result in referral to the district's School Attendance Review Board (SARB) or Student Attendance Review Team (SART).

If your family is facing circumstances that make regular attendance difficult, please reach out to your child's teacher or the school office — we would rather partner with you early than reach the point of a formal referral.

Independent Study / Short-Term RISE Packets

Students are eligible for Independent Study when absent for 1 or more consecutive days, up to a maximum of 14 days per school year. Contact the Attendance office or your child's teacher for assistance. Once completed, Independent Study does not count as an absence and helps avoid attendance letters.

SART Process

The school is required by the State Department of Education to monitor and track attendance and inform parents of days absent. As mandated by the State, attendance letters are sent home after 5, 10, and 15 absences, regardless of whether absences are excused or unexcused. Students who are chronically absent will be scheduled for a Student Attendance Review Team (SART) meeting.

California Education Code states that students are considered chronically absent if they miss 10% or more of the school year.

At a SART meeting, a contract is signed by the student, parent(s), and administrator. If attendance continues to be a problem, further measures will be taken; students on transfers may have their transfer revoked.

Absences & Tardies

Excused

Medical appointments, illness, funeral attendance (immediate family members only), religious reasons, late school bus, or mandated court appearance of the student. **These absences still count toward total absences from school; even a full-day absence with a doctor's note still counts against attendance.** If a doctor's note is turned in to the office, a medical tardy does not count against attendance.

Unexcused

Any other reason for not being in school.

Truancy

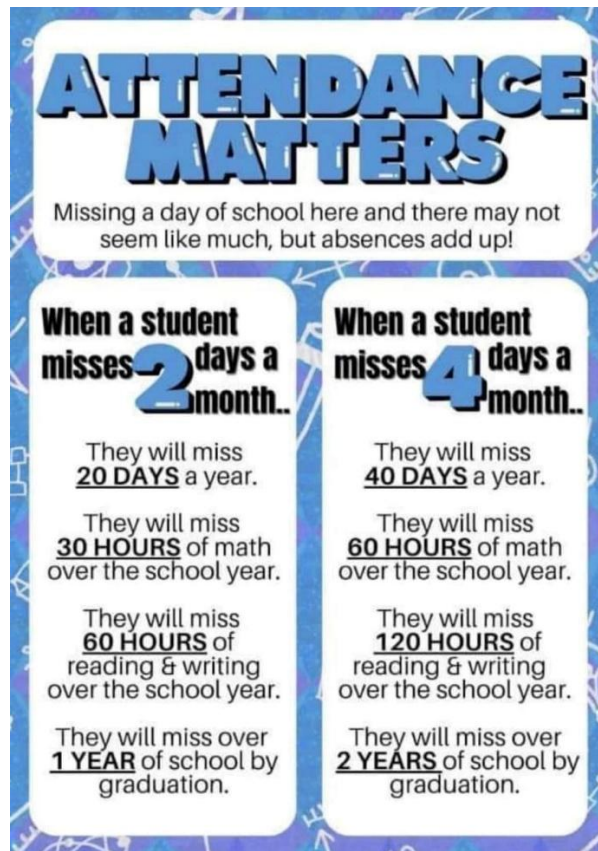
Failure to clear an absence with a legitimate reason within 48 hours results in a truancy being marked on the student's attendance record. Being tardy 30 minutes or more on three different days will also result in a truancy.

Students on a Transfer

Students on an intra- or inter-district transfer sign an agreement with the district office regarding attendance, academics, and behavior. Please review that agreement to ensure you are adhering to the expectations.

Positive Attendance Recognition

- On Time: Each class colors in a letter each day that every student is present and on time. When the class spells out "ATTENDANCE," the class earns a treat approved by Nutrition Services, every 10 days of school.
- Weekly Attendance: Students who attend every day during the week receive additional points in their student store account.
- Trimester Attendance: Students with perfect attendance for the trimester are recognized at an awards ceremony at the end of the trimester.
- Yearly Perfect Attendance: Students with perfect attendance for the entire year receive special recognition at the end of the school year.

An infographic titled "ATTENDANCE MATTERS" in large, bold, blue letters. Below the title, a text box states: "Missing a day of school here and there may not seem like much, but absences add up!". The infographic is divided into two columns. The left column is headed "When a student misses 2 days a month.." and lists consequences: missing 20 days a year, 30 hours of math, 60 hours of reading & writing, and over 1 year of school by graduation. The right column is headed "When a student misses 4 days a month.." and lists consequences: missing 40 days a year, 60 hours of math, 120 hours of reading & writing, and over 2 years of school by graduation. The background is a blue and purple pattern with faint mathematical symbols like pi, infinity, and numbers.

ATTENDANCE MATTERS

Missing a day of school here and there may not seem like much, but absences add up!

When a student misses 2 days a month..	When a student misses 4 days a month..
They will miss 20 DAYS a year.	They will miss 40 DAYS a year.
They will miss 30 HOURS of math over the school year.	They will miss 60 HOURS of math over the school year.
They will miss 60 HOURS of reading & writing over the school year.	They will miss 120 HOURS of reading & writing over the school year.
They will miss over 1 YEAR of school by graduation.	They will miss over 2 YEARS of school by graduation.

Multi-Tiered Systems of Support

Our Mission family believes that our students are smart and capable of being excellent students. Students should develop skills and responsibility for their academic progress and their behavior. We, as a collaborative school community, believe it is our responsibility to provide them with a safe environment in which we nurture the whole child, academics, and socio-emotional learning.

Student Support Programs

Title I

Mission has a schoolwide TITLE I program. TITLE I is a federally funded program in which resources are allocated to help target students with the most academic need. Resources are used to help participating students meet the state's academic achievement standards, with a focus on increasing student achievement and fluency, vocabulary, reading comprehension, spelling, writing, and math problem solving. A portion of TITLE I funding is also allocated to parental involvement activities.

English Language Development (ELD)

This program is for students identified through state criteria (ELPAC) as Limited English Proficient. These students are placed with teachers who have completed CLAD training. Federal guidelines require daily targeted English Language Development instruction based on each student's ELPAC level. Mission's goal for all English Learners is reclassification before leaving for middle school.

Intervention

At Mission, our goal is for all students to meet grade-level standards. Students needing additional review on concepts in language arts or math are provided intervention within the general education classroom setting. The classroom teacher is the first point of contact for more information on intervention for your student.

Student Study Team (SST)

The Student Study Team is a general education problem-solving committee made up of school personnel and parents. The purpose of the SST is to recommend appropriate interventions for students experiencing difficulty in school. Parents are invited to attend SST meetings as their child's advocate. Possible reasons an SST meeting might be requested include academics, behavior, attendance, health, social/emotional, or speech/language concerns that may impact a student's education.

Special Education

SAI (Specialized Academic Instruction): Students identified as eligible receive instructional support for up to 49% of their school day in a small-group setting provided by a specially trained teacher and paraprofessionals.

LSH (Language, Speech, and Hearing) services are provided to students identified as needing special assistance in speech articulation and language development/processing, taught on a pull-out basis by a speech pathologist through the IEP process.

Social Emotional Supports for Students

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

RUSD Elementary Counseling Mission Statement

The mission of Redlands Unified School District Elementary School Counselors is to provide an equitable, developmentally appropriate, and data-driven, comprehensive school counseling program that is accessible to all students. School Counselors aim to close the achievement gap by utilizing a multi-tiered system of support to meet the needs of the whole child, empowering them through social-emotional learning, academic development, and career exploration.

RUSD Elementary Counseling Vision Statement

Students who experience the RUSD Elementary Comprehensive Counseling Program successfully manage their lives as healthy, responsible, and productive 21st century leaders who respect themselves and others, and are college and career ready as lifelong learners adapting to life's challenges in a positive and healthy manner.

RUSD Elementary Counseling Belief Statements

- Every student has their own strengths and talents.
- Every student has the right to learn healthy coping skills for life's stresses, now and in the future.
- The program advocates for a positive school climate where every student feels safe and cared for.
- Each student should have access to a full-time, state-certified, master's-degree-level school counselor.
- Every student has the right to feel happy and safe, both physically and emotionally.
- Every student deserves to be part of a culturally compassionate and inclusive school environment.
- Every student deserves equal access to education and equitable access to developmental resources.
- There is no such thing as bad kids, just kids who make poor choices.
- Each student can achieve academic, career, and social/emotional success when given appropriate and timely support, interventions, and rigorous, relevant instruction.

Mission Elementary, along with all other RUSD elementary schools, uses the Second Step curriculum for classroom lessons — a social-emotional learning curriculum designed to promote skills for learning, empathy, emotional regulation, bullying prevention, and problem solving.

RUSD's virtual Wellness Center offers music, videos, and activities to support social and emotional wellness at <https://sites.google.com/redlandsschools.net/redlandswellnesscenter/home>. For behavioral support at home, the Redlands Unified School District Behavior Hotline is available in English and Spanish at (909) 748-6765.

The school counselor provides a safe environment for students to practice skills and explore ideas, feelings, attitudes, and hopes. School counseling does not replace outside counseling/therapy services — the school counselor offers support during the school day, not long-term therapy. If you believe your child would

benefit from long-term therapy, the school counselor can help connect you with outside agencies and therapists.

Mental Health Crisis Resources

- Crisis Walk-In Clinic, 211 San Bernardino County: dial 2-1-1
- National Suicide Prevention Lifeline: dial 9-8-8
- The Crisis Text Line: text HOME to 741741
- California Youth Crisis Hotline: 1-800-843-5200

Enrichment Opportunities

Physical Education

Students receive weekly physical education with a credentialed teacher throughout the school year. Students in kindergarten, 1st, 2nd, and 3rd grades participate in enrichment once a week for 50 minutes, while students in 4th and 5th participate twice a week. Students receive a grade for their participation from the credentialed PE teacher.

5th Grade Physical Fitness Test Info

The physical fitness test (PFT) for California students is the FITNESSGRAM. Its main goal is to help students start life-long habits of regular physical activity, and to measure and support your child's fitness at school and at home.

- Who takes this test? All students in grades 5, 7, and 9. Students with disabilities are given as much of the test as their condition permits.
- Why? Results monitor overall fitness and may be used to evaluate the PE program.
- When? Administered between February 1 and May 31; the school will provide specific dates and times.
- How? Given over multiple days across five fitness areas, with individual results provided orally or in writing.

Five Fitness Areas & Test Options

Aerobic Capacity	Abdominal Strength	Trunk Strength/Flex.	Upper Body Strength	Flexibility
One-Mile Run/Walk; PACER test	Curl-Up Trunk Extensor	Trunk Lift	Push-Up; Modified Pull-Up; Flexed-Arm Hang	Back-Saver Sit and Reach; Shoulder Stretch

VAPA (Visual and Performing Arts)

The district's VAPA program gives access to visual and performing arts opportunities to all students in kindergarten through fifth grade, taught by a credentialed fine arts teacher. Students in K–3rd grade participate in VAPA for two quarters during the school year, while 4th and 5th grade students participate weekly. VAPA may include art, music, singing, theater, band, and orchestra, and will vary by grade level as the district continues to refine the program.

Band, Orchestra & Choir

The Elementary Instrumental Music and Choir Program offers year-long instruction in woodwind, brass, and string instruments to 4th and 5th grade students, offered during the weekly VAPA time slated for those grades. Participation builds foundational music skills and promotes self-confidence, teamwork, school engagement, and higher academic achievement.

GATE

Redlands Unified School District offers a Gifted and Talented Education (GATE) program providing qualitatively different instructional strategies for students who demonstrate intellectual capacity placing

them among the top three to five percent of students nationwide. Students are identified beginning at the end of third grade through an assessment given to all third graders, usually after winter break, and may later be invited to after-school enrichment GATE activities. See the Redlands USD website for more information on testing and criteria.

Student Recognition & School-Wide Behavior Expectations

We believe that acknowledging a child for effort and achievement contributes significantly to their attitude toward learning. Each month, time is set aside for student recognition in many different areas, and teachers work to ensure every student is recognized at least once during the school year. Invitations for assemblies will be sent out via the student's teacher.

Positive Behavior Intervention & Supports (PBIS)

Positive Progressive Steps

Our policy at Mission School is to develop the WHOLE child. It is our goal to build scholars and practice a positive approach that creates a nurturing learning environment. Our progressive response model means we attempt to correct behavior with a positive approach — each referral to the office may result in more severe consequences than the one before, and administration reserves the right to skip or modify steps depending on the severity of the infraction. Students are rewarded with "Mustang Bucks" when they follow schoolwide expectations, earned anywhere on campus (classroom, cafeteria, playground, library, computer lab, quad area, office) for various reasons.

Positive Reinforcement May Include

- Verbal praise
- Positive referrals to the office
- Colt Point activities
- Student store purchases
- Extra recess
- Classroom incentives

Progressive Discipline Steps — Corrective Consequences

Staff members consider a variety of consequences for students based on factors such as frequency or severity. Violation of Ed Code 48900, 48900.2, 48900.3, and/or 48900.4, even on first occurrence, can result in immediate removal from the classroom, an Office Discipline Referral (ODR), and possible suspension.

Examples of potential consequences:

- Verbal warning/counseling by the staff member
- Reflection time within the classroom
- Reflection time in the office
- Parent contact
- Low Level/Minor Discipline Referral (MDR)
- Office Discipline Referral (ODR) to Admin. Team contact

Mandatory Discipline for Weapons & Drugs

Because Mission is an MTSS and PBIS campus, the objective of corrective discipline is to ALWAYS correct the behavior and restore harm. Per California's "Zero Tolerance" law, if a student has a weapon or drugs on campus, they must be recommended for suspension or expulsion; however, depending on the situation, the specific discipline assigned is at the administrator's discretion.

Student Lunch

Breakfast, Lunch & Supper Programs

All students enrolled in Redlands Unified School District qualify to receive one free breakfast and lunch through the CEP program. This year we will continue to offer second-chance breakfast at morning recess for students who did not eat before school. Mission is an Expanded Learning School and also offer free supper for students daily. Students are required to enter their student number for breakfast and supper in order to get a meal. All families must complete the online enrollment verification process to participate. Monthly breakfast and lunch menus are available at <https://rusdnutrition.org/?page=main>.

Special Meal Program

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

Outside Food and Deliveries

Students are not allowed to share food. Students are not allowed to receive food deliveries from 3rd parties, such as DoorDash. Students are encouraged to bring food in the morning, when they arrive at school. Families that drop off food in the office, the office staff will attempt to have students pick up the items from the office, but classroom instruction will not be interrupted for deliveries.

Cafeteria Behavior

The PBIS model is upheld in the cafeteria; the following behavior is expected to ensure a pleasant atmosphere during the lunch period:

- Eat your own food — food is not to be shared.
- Walk at all times and remain seated while eating.
- Wait to be excused, and clean up all trash in your area.
- Use good manners, being polite and courteous to others.
- Raise your hand for assistance.
- Bring all food items to the cafeteria — food is not to be taken to the playground.
- Use appropriate noise level and behavior entering and leaving the cafeteria.
- Listen for directions.

Lunch Periods

Each lunch period is divided into two time slots; students have 20 minutes to eat, followed by recess.

Regular Day

- 10:20 AM – TK • 10:40 AM – Kindergarten • 11:00 AM – 1st Grade
- 11:20 AM – 2nd Grade • 11:40 AM – 3rd Grade • 12:00 PM – 4th Grade • 12:15 PM – 5th Grade

Minimum / Collaboration Day

- 9:25 AM – TK • 9:35 AM – Kindergarten • 9:50 AM – 1st Grade
- 10:15 AM – 2nd & 3rd Grade • 10:40 AM – 4th & 5th Grade

Playground Behavior

Behavior

Students are to show respect for teachers, office staff, parents, campus monitors, and fellow students. Fighting, cursing, and gross insubordination will not be tolerated.

At the End of Recess

When the recess bell rings, all games stop immediately. Equipment will be carried by hand (not bounced, kicked, or thrown) to the class line and held there. Drinking fountains and restrooms will not be used after the bell, as the recess period is for that purpose. Students will walk directly to class lines after the bell rings.

Injuries

If a student is injured on the playground, they will see a campus monitor, who will determine if the student needs to see the nurse and provide a hall pass. Parents may be notified depending on the injury (e.g., head injury = yes, scraped knee = no).

Restrooms

Restrooms on campus are designated by grade level for student use, including during recess. During classroom instruction, each teacher has a set procedure for students to request restroom use and obtain a hall pass. Students should use assigned restrooms respectfully; they are not a place to play, socialize, or eat.

Playground Expectations

Students are expected to Be Safe, Be Character Centered, and Be Ready to Learn while on the playground. All students must keep their hands and feet to themselves and conduct themselves in a way that will not harm themselves or others. All students must be on the playground during recess and are not permitted in the halls or by classrooms to ask if a teacher needs help.

Playground Games

Students must keep their hands and feet to themselves at all times, especially during recess games. The following contact games are NOT allowed at any time on the playground:

- Tag
- Tackle Football
- War / gladiator / sword games
- Wrestling

Parent Concern Procedure

What to Do If Your Child Is Having a Problem at School

Sometimes problems arise that need to be resolved. The staff at Mission are happy to discuss any concerns and work together to resolve the issue.

- Step One: Message the teacher via the ParentSquare app to explain the problem and clarify the situation.
- Step Two: Make an appointment to meet with the classroom teacher to develop a plan to better support your student.
- Step Three: Make an appointment with the administrator and teacher to discuss the situation and address the concern.

District Civility Policy

Civility on School Grounds (CC 1708.9, EC 32210): Any person who willfully disturbs any public school or public school meeting is guilty of a misdemeanor and may be fined up to \$500. It is unlawful for any person, except a parent/guardian acting toward their own minor child, to intentionally injure, intimidate, or interfere by force, threat of force, or physical obstruction with any person attempting to enter or exit public or private school grounds.

Board Policy 3515.2: The Governing Board is committed to providing a safe environment for district students, staff, and others while on district property or engaged in school activities. The Superintendent or designee shall remove any individual who, by presence or action, disrupts or threatens to disrupt normal district or school operations, threatens health or safety, or causes or threatens damage to district or school property.

Uniform Compliant Procedures (UCP) – Notice of Rights

The Redlands Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The District's Uniform Complaint Procedures (UCP) are used to investigate and resolve complaints alleging:

- Unlawful discrimination, harassment, intimidation, or bullying based on a protected characteristic (see Nondiscrimination Statement, below).
- District noncompliance with state or federal law governing programs such as Title I, special education, career technical education, or child nutrition.
- Unlawful student fees, deposits, or charges for participation in an educational activity.
- District noncompliance related to the Local Control and Accountability Plan (LCAP).
- Denial of rights to a student who is a foster youth or a student experiencing homelessness, including placement decisions and graduation requirement exemptions.
- Retaliation against anyone who files or participates in a complaint.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct, or six months from the date the complainant first learned of it. All other UCP complaints must be filed within one year of the alleged violation. The District will

investigate and issue a written decision within 60 calendar days of receiving the complaint, unless the complainant agrees in writing to an extension.

If a complainant disagrees with the District's decision, they have the right to appeal in writing to the California Department of Education (CDE) within 30 calendar days of receiving the District's decision, and may also have the right to pursue civil law remedies.

To file a complaint or request a copy of the District's Uniform Complaint Procedures, contact:

Dr. Rudy Wilson, Assistant Superintendent of Compliance

20 W. Lugonia Avenue, Redlands, CA 92374 · (909) 307-5300

compliance@redlands.k12.ca.us

redlandsusd.net/departments/human-resources/complaint-procedures

Complaints regarding instructional materials, emergency facility conditions, or teacher vacancy/misassignment follow the related Williams Uniform Complaint process, available at redlandsusd.net/departments/human-resources/complaint-procedures/williams-uniform-complaint or through the school office.

School Accountability Report Card (SARC)

The School Accountability Report Card (SARC) is issued annually by each elementary and secondary school and provides parents and other interested people a variety of information about the school. The idea behind the report card is not to pass final judgment, but to assess progress — to take stock of where we have been, where we are, and where we are headed.

We believe Mission Elementary excels in many areas, and we recognize the areas where we need to improve. We invite everyone to join in our continued effort to provide the best education for each child, which happens only when home and school work together as partners in developing each child's potential.

The current Mission Elementary SARC is available on the school website: <http://redlandsusd.net/Mission>

Title I School-Level Parent and Family Engagement Policy

Mission Elementary has developed a written Title I parental involvement policy with input from Title I parents. The school site annually involves parents in the joint development and agreement of the policy, which is reviewed as part of the Single Plan for Student Achievement (SPSA) and through site advisory groups such as the School Site Council (SSC) and English Learner Advisory Committee (ELAC). The policy has been distributed to parents and describes the means for carrying out the following Title I parent and family engagement requirements [20 USC 6318 Section 1118(a)-(h) inclusive].

Involvement of Parents in the Title I Program

To involve parents and family members in the Title I program at Mission Elementary, the following practices have been established:

A) *The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents and family members of the school's participation in the Title I program and explain the requirements and the right of parents to be involved.*

[20 USC 6318 Section 1118(c)(1)]

- **Information about Title I is given at our annual Back-to-School Night in August.**

B) *The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, childcare, or home visits, as such services relate to parent involvement.*

[20 USC 6318 Section 1118(c)(2)]

- **A flexible number of meetings will be held at various times based on parent need and will include childcare.**

C) *The school involves parents in an organized, ongoing, and timely way in the planning, review, and improvement of the Title I program, including the school parent and family engagement policy and the development of the schoolwide program plan.*

[20 USC 6318 Section 1118(c)(3)]

- **An annual survey of parents is conducted to assess needs.**
- **The Mission Elementary Parent Involvement Policy and the School-Parent Compact are reviewed annually by the SSC, ELAC, the school leadership team, and Mission Elementary staff.**
- **The progress of the Title I program is reviewed each time SSC meets.**

D) *The school provides parents of Title I students with:*

- Timely information about the Title I program [20 USC 6318 Section 1118(c)(4)], communicated through Aeries communications, Twitter, Back-to-School Night, Mission Parent University, SSC, ELAC, and PTA.
- A description and explanation of the curriculum, assessments, and achievement levels of challenging State academic standards [20 USC 6318 Section 1118(c)(5)], shared via Back-to-School Night, formal and informal parent-teacher conferences, SSC, PTA, ELAC, Coffee with the Principal, and IST meetings.
- If requested by parents, opportunities for regular meetings to formulate suggestions and participate in decisions relating to their children's education, with responses provided as soon as

practicable [20 USC 6318 Section 1118(c)(4)], through formal and informal conferences, IST meetings, Back-to-School Night, SSC, ELAC, PTA, and Mission Parent University.

E) If the schoolwide program plan is not satisfactory to the parents of participating children, the school submits any parent comments on the plan when the plan is made available to the local educational agency.

[20 USC 6318 Section 1118(c)(6)]

- **Parents are provided time at each meeting to submit comments to SSC and may share dissatisfaction with school plan activities.**
- **Mission Elementary will submit all written documentation of parent comments reflecting dissatisfaction to the LEA / Redlands Unified School District.**

Building Capacity for Involvement

Mission Elementary engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

A) The school provides parents with assistance in understanding challenging state academic standards, state and local assessments, Title I Part A requirements, and how to monitor their child's progress and work with educators to improve achievement.

[20 USC 6318 Section 1118(e)(1)]

- **Support is provided through formal and informal conferences, IST meetings, SSC, ELAC, PTA, Mission Parent University, Family Engagement Nights, and the Aeries Parent Portal.**

B) The school provides parents with materials and training to help them work with their children to improve achievement.

[20 USC 6318 Section 1118(e)(2)]

- **Mission Elementary provides parent workshops on math, reading, and STEM/STEAM, as well as social-emotional learning supported by our school counselor.**

C) The school educates teachers, specialized instructional support personnel, administrators, other leaders, and staff — with the assistance of parents — in the value of parent contributions, and in how to reach out to, communicate with, and work with parents as equal partners.

[20 USC 6318 Section 1118(e)(3)]

- **Parental involvement is discussed regularly at grade-level meetings, PLC/Data Team meetings, leadership meetings, and MTSS meetings, with strategies integrated into our educational program and/or SPSA.**

D) The school, to the extent feasible and appropriate, coordinates and integrates parent involvement programs with other federal, state, and local programs, and conducts activities such as parent resource centers.

[20 USC 6318 Section 1118(e)(4)]

- **Coordination is led by PTA, SSC, ELAC, and/or Mission's school counselor.**
- **Community partnerships — including Mission Church and Grove School — support academic excellence through recognition assemblies and supplying materials.**
- **Outreach is conducted through Aeries communication, Instagram, Twitter, Kindergarten Orientations, Back-to-School Night, conferences, and referrals to viable parent resources.**

E) *The school distributes information related to school and parent programs, meetings, and activities in a format, and to the extent practicable a language, that parents can understand.*

[20 USC 6318 Section 1118(e)(5)]

- **School information is distributed in the languages spoken by families at the school, as outlined by law.**

F) *The school provides other reasonable support for parental involvement activities as parents may request.*

[20 USC 6318 Section 1118(e)(14)]

- **Parent involvement strategies within the SPSA are integrated based on parent input.**

Accessibility

To the extent practicable, Mission Elementary provides opportunities for the informed participation of all parents and family members — including those with limited English proficiency, those with disabilities, and those of migratory students:

- All parents, including those with limited English proficiency, are provided information in an understandable format as outlined by law.
- Interpreters, or the language line, are used at parent meetings to translate information.
- Access to all facilities and parking is provided to parents with disabilities.

School-Parent Compact (Title I Requirement)

Mission Elementary distributes to parents and family members of Title I students a School-Parent Compact, jointly developed with parents, outlining how parents, staff, and students will share responsibility for improved academic achievement [20 USC 6318 Section 1118(d)]:

A) *Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children to meet challenging state academic standards.*

- Ways parents support learning, including volunteering in the classroom.
- Parental participation, as appropriate, in decisions relating to their children's education and positive use of extracurricular time.

B) *Address the importance of ongoing communication between teachers and parents, through at least the following:*

- Parent-teacher conferences in elementary schools, at least annually.
- Frequent reports to parents on their children's progress.
- Reasonable access to staff, and opportunities to volunteer and observe classroom activities.
- Regular two-way, meaningful communication, to the extent practicable in a language family members understand.

School-Parent Compact

This compact outlines how parents and family members, the entire school staff, and students will share the responsibility for improved academic achievement. It describes how the school will partner with parents to help students achieve the State of California's high academic standards and recognizes the importance of ongoing communication between the school, teachers, and parents.

Student

As a student, I realize that my education is important to me. I will do my best to improve my academic success and achievement by:

- Practicing the PBIS expectations by being safe, character-centered, and ready to learn.
- Participating in class.
- Reading after school each day.
- Giving school communication to my family.
- Attending school regularly and on time.
- Being responsible for my own behavior.

Parent

As a parent, I will support my child's learning in the following ways:

- Monitoring attendance and ensuring they are well-rested.
- Monitoring homework completion.
- Participating or volunteering as appropriate.
- Communicating with my child's teacher as needed.
- Attending parent/teacher conferences.
- Helping my child resolve conflicts in a non-violent manner.
- Monitoring the use of extracurricular time, when applicable.
- Participating in decisions related to my child's education.

School

As a school, we will empower students to meet the State's academic achievement standards by:

- Providing high-quality curriculum and instruction.
- Providing a safe, supportive, and effective learning environment.
- Organizing parent/teacher conferences at least once per year.
- Providing, at minimum, trimester reports to parents on their child's progress.
- Providing reasonable access to staff and the classroom.
- Providing opportunities to volunteer and participate in school and classroom activities.
- Striving to be aware of the individual needs of each child.
- Ensuring meaningful communication with families in a language they understand, when practicable.

Helpful Hints

Your Support Is the Key to Your Child's Learning

- Sleep is essential for your child — alertness is a key to learning. Be sure your child gets at least eight hours of sleep each night.
- You are the most important person to your child. What you expect of them is what they will try to achieve; what you model is how they will behave.
- Praise is the best "pay" your child can receive from a parent.
- Patience, patience, patience.
- Oversee your child's use of time; know what they do, suggest activities, and engage in activities together.
- Read with your child and/or to your child each day.
- Limit TV and video games, with parental consent, and watch some programs together to discuss what you both learned. The school offers two free online programs — Accelerated Reader (AR) and Freckle Language Arts/Math — that assist with each student's needed learning skills, accessible through the Clever login on our website.
- Be sure your child can recite their address and telephone number, and knows their complete name and their parent/guardian's first and last name.
- Children improve academic skills when they begin the day with breakfast, do homework regularly, and have a balance of planned, supervised activities outside of school. Establish a quiet place for daily homework and a place to store school materials out of reach of siblings.
- Nutrition: Breakfast is served 7:30–7:50 a.m. Research (including studies at the University of Iowa) shows that eating breakfast helps promote concentration, patience, and attentiveness, while children who skip breakfast tend to react more slowly and have more trouble concentrating later in the morning.

District Suspension and/or Expulsion Policies

Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or principal determines that the pupil has:

- Caused, attempted to cause, or threatened to cause physical injury to another person, or willfully used force or violence except in self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object (unless written permission was obtained from a certificated employee, concurred in by the principal).
- Unlawfully possessed, used, sold, or furnished, or been under the influence of, any controlled substance, alcoholic beverage, or intoxicant.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant, or represented a substance as such.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school or private property.
- Stolen or attempted to steal school or private property.
- Possessed or used tobacco or nicotine products (this does not prohibit use/possession of a student's own prescription products).
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed, offered, arranged, or negotiated to sell drug paraphernalia.
- Disrupted school activities or willfully defied the valid authority of school personnel.
- Knowingly received stolen school or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit sexual assault or sexual battery as defined by the Penal Code.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.

A student may also be suspended or recommended for expulsion for committing sexual harassment as defined in EC 212.5. This does not apply to students in kindergarten through grade 3.

Education Code 48900.3 — Hate Violence

A pupil in grades 4–12 may be suspended or recommended for expulsion for causing, attempting to cause, threatening to cause, or participating in an act of hate violence.

Education Code 48900.4

A pupil in grades 4–12 may be suspended or recommended for expulsion for intentionally engaging in harassment, threats, or intimidation that is severe or pervasive enough to materially disrupt classwork, create substantial disorder, or invade the rights of a student by creating an intimidating or hostile educational environment.

Education Code 48900.7

A pupil may be suspended or recommended for expulsion for making terrorist threats against school officials or school property.

Education Code 48915(a) — Recommended Expulsion

The principal or superintendent shall recommend expulsion for the following acts, unless particular circumstances make expulsion inappropriate: causing serious physical injury to another (except in self-defense); possession of a knife, explosive, or other dangerous object with no reasonable use; unlawful possession of a controlled substance (with a first-offense exception for small amounts of marijuana other than concentrated cannabis); robbery/extortion; and assault or battery upon a school employee.

Education Code 48915(c) — Mandatory Discipline

The principal/superintendent must immediately suspend and recommend expulsion for a pupil who: possesses, sells, or furnishes a firearm (with an exception for prior written certificated-employee permission); brandishes a knife at another person; unlawfully sells a controlled substance; or commits or attempts to commit sexual assault or sexual battery.

No pupil shall be suspended or expelled for these acts unless related to school activity or attendance — including while on school grounds; going to or from school; during the lunch period, on or off campus; or during a school-sponsored activity. The Legislature intends alternatives to suspension or expulsion be considered for truant, tardy, or otherwise absent pupils.

Education Code 48910 — Suspension by Teacher

A teacher may suspend a pupil from class, for acts enumerated in Section 48900, for the day of suspension and the day following, immediately reporting it to the principal. The teacher shall ask the parent/guardian to attend a parent-teacher conference regarding the suspension, and a school counselor or psychologist shall attend whenever practicable. The pupil shall not return to class during the suspension period without the concurrence of the teacher and principal. A suspended pupil shall not be placed in another regular class during the suspension.

Education Code 48913 — Completion of Assignments

The teacher of a class from which a pupil is suspended may require the pupil to complete any assignments and tests missed during the suspension.

District Bullying Policy

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

The Superintendent or designee shall develop strategies for addressing bullying with the involvement of students, parents/guardians, and staff, and may collaborate with social services, mental health services, law enforcement, and community organizations. Such strategies are incorporated into the comprehensive safety plan and applicable district and school plans.

Any complaint of bullying shall be investigated and resolved in accordance with law and the district's uniform complaint procedures. Any employee who permits or engages in bullying or related retaliation shall be subject to disciplinary action, up to and including dismissal.

Reporting

Any person who has been a victim of, or witnessed, bullying or harassment on school grounds, during school activities, or going to and from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult on campus. Students may also report anonymously online through Sprigeo (Report School Safety Threats and Bullying), linked on the school and district websites.

Definition of Bullying

The district and school comply with Assembly Bill AB86 and Education Code 48900(r), which defines bullying as one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment — including acts committed personally or by electronic means. School officials have the authority to suspend or recommend expulsion for bullying, including by electronic act.

The District will not tolerate unlawful bullying and harassment on school grounds, when traveling to and from school or a school-sponsored activity, during the lunch period on or off campus, or through insulting or threatening messages by phone, email, websites, or other electronic or written communication. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

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

"Cyberbullying" includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a phone, computer, or

wireless device, including breaking into another person's electronic account to assume their identity and damage their reputation. Individuals with information about cyberbullying are encouraged to save and print electronic or digital messages they believe constitute cyberbullying and notify a teacher, principal, or other employee so the matter can be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the student's privileges and have the material removed.

Nondiscrimination Statement

The Redlands Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, potential parental, family and/or marital status, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This nondiscrimination policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the superintendent of the school district, and covers admission, participation, and accessibility to any program or activity of the district and selection, advancement, discharge, and other terms, conditions, and privileges of employment.

Inquiries regarding the equal opportunity policies, equal program accessibility policies, and the filing of complaint procedures alleging discrimination including sexual harassment, may be directed to the school principal or to the District's Discrimination/Equity/Title IX Coordinator:

Nondiscrimination/Equity/Title IX Coordinator — Assistant Superintendent of Compliance, Redlands Unified School District, 20 W. Lugonia Avenue, Redlands, California 92374, (909) 748-6758, compliance@redlands.k12.ca.us

Redlands USD Administrative Regulation Nondiscrimination/Harassment (AR 5145.3 — Students)

The district designates specific employees as responsible for coordinating compliance with applicable state and federal civil rights laws and answering inquiries regarding the district's nondiscrimination policies. These individuals also serve as compliance officers under the district's Uniform Complaint Procedures, handling complaints alleging unlawful discrimination targeting a student — including discriminatory harassment, intimidation, or bullying — based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association.

Designated positions include: Assistant Superintendent, Educational Services; Director, Student Services; Director, Elementary Education; Director, Secondary Education; Executive Director, Special Services; Director, Accountability, Staff Development & School Improvement; Director, Instructional Technology & Accountability; and Director, English Learners & Parent Engagement, reachable at 20 W. Lugonia Avenue, (909) 307-5300.

Measures to Prevent Discrimination

To prevent unlawful discrimination and ensure equal access to the educational program, the Superintendent or designee shall:

1. Publicize the district's nondiscrimination policy and complaint procedures, including compliance officer contact information, to students, parents/guardians, employees, volunteers, and the public through prominent postings and district communications.
2. Post district policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying — including social media bullying — in a prominent, accessible location on the district website.
3. Post the definition of sex discrimination and harassment under Education Code 230, including rights under Education Code 221.8, prominently on the district website.

4. Post Title IX information on the district website, including the Title IX coordinator's contact information, students' and the public's rights, and how to file a complaint of noncompliance.
5. Post a link to statewide CDE-compiled resources supporting youth subjected to school-based discrimination, harassment, intimidation, or bullying, and their families.
6. Provide students a handbook describing the nondiscrimination policy, complaint procedures, and available resources.
7. Annually notify students and parents/guardians of the nondiscrimination policy and the ability to meet with the compliance officer regarding accommodations or concerns.
8. Ensure students and parents/guardians with limited English proficiency are notified of relevant information in a language they can understand; translate materials into a language spoken by 15% or more of enrolled students at a school, per Education Code 234.1 and 48985.
9. Provide age-appropriate training and information to students, employees, volunteers, and parents/guardians regarding the nondiscrimination policy and reporting procedures.
10. Inform employees at the start of each school year of their duty to intervene, when safe to do so, upon witnessing any act of unlawful discrimination.
11. Inform each principal or designee of the district's responsibility to provide appropriate assistance and protect students' privacy rights.

Process for Initiating and Responding to Complaints

Any student who feels they have been subjected to unlawful discrimination is strongly encouraged to immediately contact the Compliance Officer, principal, or any other staff member. Any student who observes such an incident is also encouraged to report it, whether or not the alleged victim files a complaint.

Any school employee who observes, or to whom is reported, an incident of unlawful discrimination — including discriminatory harassment, intimidation, retaliation, or bullying — shall report it to the Compliance Officer or principal within one school day, and shall immediately intervene to stop the incident when it is safe to do so.

When a report is made, the principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint under the Uniform Complaint Procedures (or Title IX Sexual Harassment Complaint Procedures, where applicable), begin the investigation, and implement immediate measures necessary to stop the discrimination and ensure a safe school environment.

Transgender and Gender-Nonconforming Students

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, gender identity, or gender expression, or that create a negative impact on academic performance or an intimidating, hostile, or offensive educational environment. Prohibited conduct includes, but is not limited to: refusing to address a student by a name and pronouns consistent with their gender identity; disciplining or excluding a student for behavior or appearance consistent with their gender identity; blocking access to the restroom corresponding to a student's gender identity; revealing a student's transgender status without consent; using gender-specific slurs; and physically assaulting a student based on hostility toward their gender, gender identity, or expression.

The district addresses each situation on a case-by-case basis, guided by principles including: the student's right to privacy regarding transgender or gender-nonconforming status; accepting the student's assertion of gender identity absent a credible, supportable basis to believe otherwise; meeting with the student (and

parents/guardians, as appropriate) to address transition needs and access to programs and facilities; permitting access to sex-segregated facilities, programs, and activities consistent with gender identity, while offering options such as gender-neutral or single-use facilities for students who desire additional privacy (without requiring their use); updating student records upon presentation of proper documentation of a name and/or gender change; using the name and pronouns consistent with a student's gender identity without requiring a court order or change to official records; and permitting students to dress in a manner consistent with their gender identity, subject to any site dress code.

Redlands USD Administrative Regulation: Sexual Harassment (AR 5145.7 — Students)

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 in the educational setting, where: submission to the conduct is made an explicit or implicit term of a student's academic status or progress; submission to or rejection of the conduct is used as a basis for academic decisions; the conduct has the purpose or effect of negatively impacting academic performance or creating an intimidating, hostile, or offensive educational environment; or submission to or rejection of the conduct is used as a basis for any decision regarding benefits, services, honors, programs, or activities.

Under Title IX, sexual harassment includes: a district employee conditioning an aid, benefit, or service on a student's participation in unwelcome sexual conduct; unwelcome conduct so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the education program; and sexual assault, dating violence, domestic violence, or stalking as federally defined.

Examples of Prohibited Conduct

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, threats, verbal abuse, or derogatory comments
- Graphic verbal comments about a person's body or overly personal conversation
- Sexual jokes, derogatory images, obscene gestures, or computer-generated images of a sexual nature
- Spreading sexual rumors; teasing or sexual remarks in a single-sex class
- Massaging, grabbing, fondling, stroking, or brushing the body, or touching in a sexual way
- Impeding or blocking movement based on sex; displaying sexually suggestive objects
- Sexual assault, battery, or coercion; electronic communications containing the above

Reporting & Title IX Coordinator

Students or parents/guardians who believe a student has been subjected to sexual harassment, or who have witnessed it, are strongly encouraged to report the incident to a teacher, principal, the district's Title IX Coordinator, or any other school employee. School employees who observe such an incident shall report it within one school day, regardless of whether the alleged victim files a formal complaint.

Title IX Coordinator: Assistant Superintendent of Compliance, Redlands Unified School District, 20 W. Lugonia Avenue, Redlands, California 92374, (909) 748-6758, compliance@redlands.k12.ca.us

All complaints and allegations of sexual harassment by and against students are investigated and resolved in accordance with law and district procedures. Complaints meeting the Title IX definition are investigated

under the Title IX Sexual Harassment Complaint Procedures; other complaints are handled under the Uniform Complaint Procedures. If sexual harassment is found following an investigation, the Title IX Coordinator shall take prompt action to stop the harassment, prevent recurrence, implement remedies, and address continuing effects.

SB 906 (Portantino) — School Safety: Homicide Threats

This state law requires school districts and county offices of education to maintain a comprehensive school safety plan for each school, including procedures for tactical responses to criminal incidents and individuals with guns on campus. It requires the California Department of Education, in consultation with local agencies, civil rights groups, and the Department of Justice, to develop model content informing parents/guardians of California's child access prevention laws and safe firearm storage laws, which local educational agencies must include in an annual parent notification beginning with the 2023–24 school year.

The law requires any school official whose duties involve regular contact with pupils in grades 6–12 who is alerted to or observes a threat or perceived threat of a homicidal act related to school to immediately report it to law enforcement. Law enforcement, with the support of the local educational agency, must immediately conduct an investigation and threat assessment, including a review of the Department of Justice firearm registry and, if justified by reasonable suspicion, a school site search.

A "threat or perceived threat" means any writing or action by a pupil that creates a reasonable suspicion the pupil is preparing to commit a homicidal act related to school, including possession, use, or depiction of firearms, ammunition, shootings, or targets associated with physical harm, destruction, or death, or a warning from a parent, pupil, or other individual.

A local educational agency and school are immune from civil liability for damages arising out of or relating to these provisions.

Thank You!

Thank you for sending your child to Mission Elementary School! Working together, we can all make a positive difference in your child's elementary school years!

Revised 8.1.2026