

# Newman Elementary School

## Parent & Student Handbook

### 2024/2025



Newman Elementary School K - 6  
4150 Walnut Ave.  
Chino Ca, 91710

(909) 627-9758 Phone

(909) 548-6064 Fax

[www.chino.k12.ca.us/Newman](http://www.chino.k12.ca.us/Newman)

Office Hours: 7:00 A.M. - 4:00 P.M.  
Newman Elementary School

## **Mission**

Newman Elementary is a school where all students will achieve high levels of personal growth and success in academics and good citizenship.

## **Motto**

“All for Learning. . . Good Character for all!”

## **Administration**

**Principal – Brian Lee**  
**Assistant Principal – Selvina James**

## **Office & Health Office Staff**

**School Secretary – Crystal Ogilvie**  
**Typist Clerk II – Deborah Gutierrez**  
**Bilingual Typist Clerk I – Maria “Candy” Mercau**  
**Community Liaison – Maria “Candy” Mercau**  
**School Nurse – Julianne Dougherty**  
**Health Technician – Janice Jimenez**

**School Mascot: Knights**  
**School Colors: Royal Blue & Yellow**

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## Important Dates

### **Trimester 1**

08/02/24 Meet Your Teacher  
08/05/24 First day of school  
08/21/24 Back to School Night  
09/02/24 Labor Day, No School  
09/23/24 - 09/27/24 Parent Teacher Conferences  
10/25/24 Minimum day  
10/25/24 Trimester 1 ends  
11/06/24 Report cards go home

### **Trimester 2**

10/28/24 Trimester begins  
11/01/24 No School  
11/11/24 Veteran's Day, No School  
11/25~11/29 Thanksgiving Break  
12/18/24 Minimum Day  
12/29/24 - 01/03/25 Christmas/Winter Break  
12/18/24 Progress report goes home  
01/20/25 MLK Day, No School  
02/10/25 Lincoln's Birthday, No School  
02/14/25 Trimester 2 ends  
02/14/25 Minimum day  
02/17/25 President's Day, No School  
02/26/25 Report cards go home

### **Trimester 3**

02/18/25 Trimester 3 begins  
03/24/25 - 03/28/25 Spring break  
04/17/25 Progress reports go home  
04/18/25 No School  
05/13/25 Trimester 3 ends  
05/15/25 Minimum Day  
05/22/25 Last day of school/Report cards go home

# **A**

## **Academic Honesty**

- Newman teachers, administration, and parents/guardians shall be responsible for creating and maintaining a positive school climate that encourages academic honesty and personal integrity.
- The expectation is that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty.
- Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules (EC; 35291-35291.5).

## **Academic Program**

- Newman Elementary School uses the district-adopted curriculum at all grade levels.
- Information regarding Common Core State Standards can be obtained from your child's teacher, the CVUSD website, or the California Department of Education website, [www.cde.ca.gov](http://www.cde.ca.gov).

## **Activities**

- All students are eligible to participate in school activities if they maintain appropriate academic standards and exhibit good citizenship on campus.
- Students may forfeit activity eligibility due to school suspensions, administrative discipline, truancy, habitual tardiness, and outstanding fines.
- All students will be subject to a grade/citizen/disciplinary check before each school-organized event.

## **Aeries**

- The Aeries Parent/Student Portal offers parents and students a secure and convenient way to access important student information, including attendance, grades, assignments, test scores, and standards progress, from any mobile device or computer.
- All student information is stored in Aeries, and parents will need to update contact information and emergency details, as well as sign district forms annually through **data confirmation**.
- If your address changes, please visit the office with a valid ID and an updated utility bill as proof of residency.
- You can update all other contacts and phone numbers directly in the Aeries Parent Portal. Additionally, it is important to provide alternate contact information in case of an emergency.

## **Animals on Campus**

- Dogs and other animals/pets are not permitted on school grounds for safety and health reasons.

- Parents should not walk or bring their dogs or pets to school when dropping off or picking up their children.
- For the safety of children and adults, family pets should not be brought onto school grounds, in the parking lot, or into the school office, except for registered service dogs. (Board Policy AR 1330 (c) 8.
- Animals shall not be allowed on district property at any time during the use of facilities with the exception of police dogs, seeing-eye dogs, and dog obedience classes sponsored by county or city organizations.)

### **Attendance Policy**

- According to state law, all children should attend school for the time that school is in session. Students should be in school every day for the full instructional day.
- The parent(s) or legal guardian(s) of students are responsible for a student's school attendance until he or she attains the age of 18 or graduates from high school.
- Please plan doctor and dentist appointments and family outings after the school day.
- Any student absent for three (3) consecutive days due to illness must bring a doctor's note after the third day.
- Per the CVUSD Parent Handbook: Parent verification of absence must be completed within **five (5) school days** of the student's return to school with the school's attendance clerk.
- **If not cleared within five school days, the absence becomes unverified and cannot be changed.**
- **All absences and tardies** must be accounted for.

Should your child be **absent for any reason, please do one** of the following:

- Call the school office between 7:00 am and 4:00 pm on the day of the absence or email the Attendance Clerk at [deborah\\_gutierrez@chino.k12.ca.us](mailto:deborah_gutierrez@chino.k12.ca.us)
- Use the absence reporting link on the school website.
- Send a written note signed by the parent to the office with all of the following information:
  - i. Date the student is returning to school
  - ii. Date of absence
  - iii. Student's full name and grade level
  - iv. Reason for absence
  - v. Teacher's name
- Send a note from the doctor, or have the doctor send a fax at (909) 548-6085 detailing the day and time of the absence.
- When a student is absent from school due to illness, must be fever-free and have not vomited or had diarrhea for 24 hours (without medication) to return to school.

- When a student is absent, makeup work will be available after school, if a request is made before 9:00 AM.
- Students are expected to make up work at a rate of one day's grace for each day of being absent.
- A pupil shall be excused from school when the absence is:
  - Due to his or her illness.
  - Due to quarantine under the direction of a county or city health officer.
  - For the purpose of having medical, dental, optometric, or chiropractic services rendered.
  - For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside of California.
  - For the purpose of jury duty in the manner provided for by the law.
  - For justifiable personal reasons, including an appearance in court, observance of a holiday or ceremony of his or her religion, when the pupil's absence has been required in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- Students are not allowed to participate in after-school activities if they are absent from school for disciplinary reasons on the same day.
- Please contact the school office in advance of any long-term (3 or more days) unavoidable absence to arrange a schedule of the work to be completed by the student. This must be done at least one week in advance. See Short-Term Independent Study.

### **Missed Work**

- Make-up work may be requested from the office only when your child has been absent for three or more consecutive days.
- If you call the office by 9:00 a.m. on the third day of absence to request work, the teacher(s) will make every effort to have the work in the office by the end of the school day for pick-up.
- Students are allotted one (1) day to make up missed work for every day of the excused absence.
- After ten (10) cumulative absences for illness, the school may require a doctor's note to excuse subsequent absences.

### **Tardies**

- Any student who arrives after 7:50 AM, is considered late to school and will receive a tardy on their attendance record.
- Any student who arrives more than 30 minutes late (8:20 AM) is considered truant and a parent will need to come to the office to sign in their child.



- Repeated tardiness will result in progressive discipline. The administration will contact parents to discuss interventions that could prevent further tardies.
- Early pick-ups will be marked as tardy on attendance.

### **Truancies**

- Failure to excuse the absence will lead to truancies.
- The State Department of Education mandates that schools follow the Attendance Laws. As per Ca Ed. Code § 48200, a child is habitually truant if, without an excuse, they are:
  - Absent for three days in a single school year
  - Absent or tardy more than 30 minutes three times in a year
  - Any combination of the above. Cal. Ed. Code § 48260(a)
- A child is chronically truant if they have missed 10 percent of the school year, Cal. Ed. Code § 48263.6 and shall be reported to the attendance supervisor or the superintendent of the school district.
- Per CVUSD district policy, repeat absences will result in progressive discipline. For every 3rd and 6th unexcused or unverified absence, an attendance letter will be sent home.
- On the 10th absence, the Administration will contact the student's parents to hold a SART (Student Attendance Review Team) meeting to discuss interventions that could prevent further absences/truancies.
- If attendance does not improve, a referral for a SARB (Student Attendance Review Board) hearing will be considered as necessary.
- The main office runs monthly reports to ensure the student body maintains CVUSD's average attendance rate of 97%. For those students who fall below this threshold, Attendance Intervention Meetings are scheduled at the administration's discretion.

### **Early Sign Out**

- Students are engaged in learning activities throughout the entire school day and **will not be released during the last 30 minutes.**
- Parents are encouraged to arrange doctor and dentist appointments during after-school hours.
- If a parent needs to sign out their child for any reason, they will do so in the main office. The child will be summoned to the office upon the parent/guardian(s) arrival.
- Students will not be released during normal school hours to anyone without parent notification to the office. A valid I.D. is required to sign out all students.

### **Short-Term Independent Study (IS)**

- This program is designed for the student who will be away for a planned minimum of three (3), to a maximum of fourteen (14) school days.

- To be eligible for IS, a **parent must request no less than five (5) working days before their child's first absence day.**
- This request can be made by contacting the Main Office at (909) 628-6497 or sending an email to the attendance clerk.

### **AVID**

- AVID strategies are used throughout the campus to build a strong college-going culture at Newman Elementary.
- AVID strategies help to nurture academic behaviors and higher-level thinking at a young age with all students.
- Newman aims to have all teachers trained for current and relevant AVID strategies.

### **Awards & Recognition**

- Awards ceremonies are conducted after each trimester.
- Students are recognized for outstanding effort and achievement in academics, behavior, habits of a scholar, and attendance.
- Students can earn the following awards:
  - **Knight in Shining Armor Award:** Awarded to three students from each class who display excellence in our 3 "Be's" by either being Respectful, Responsible, or Safe.
  - **Golden Scholar Award:** Awarded to students who earned all 4s and up to three 3s in academic standards.
  - **Silver Scholar Award:** Awarded to students who earned 3s and above in all academic standards.
  - **Teacher's Choice:** Awarded to three students chosen by each teacher for various ways the students shone throughout the trimester.
  - **Young Writer Award:** Awarded to one student from each class who excelled in writing throughout the trimester.
  - **Knightly AVID Award:** Awarded to students who demonstrate excellence in Habits of Success. Students earning this award must receive all "4s" and up to 3 "3s" on their report cards in the area of "Habits of Success".
  - **Great Attendance Award:** Awarded to students who have between 1-3 attendance events during the trimester. An attendance event is defined as an absence, tardy, and/or early pick-up.
  - **Perfect Attendance Award:** Awarded to students who have 0 attendance events during the trimester. An attendance event is defined as an absence, tardy, and/or early pick-up.

# B

## Behavioral Expectations

### ➤ Be Respectful

### 2. Be Responsible

### 3. Be Safe

Overview: The overarching rule for expected student behavior is "Respect."

- The expectations that students are to uphold include respect for him/herself, others, the school, and property.
- The Second Step program will support the school's expectations to help develop a well-rounded student.
- Playing safe and fair, following rules, and listening to teacher/adult directions are embedded in these standards of expected student behavior.
- Students caught being respectful, responsible, and safe will earn points on PBIS Rewards.
- Students who meet the criteria are entered into our weekly raffle and receive fun prizes.

### Referral Process

Students may be referred to the office for failure to meet the school's expectations. A student will be referred to the office for 1 major infraction or 4 minor infractions. Refer to the chart below for a list of major/minor infractions. Minor infractions are addressed by the teacher or other staff member.

Categories	Minors 4 <sup>th</sup> minor equals a major	Majors	ED Code
Physical Contact	Horseplay with no intent to injure, single hit or kick, play fighting.	Fighting, a willful force with intent to hurt, leaving physical marks, redness, or swelling.	EC 48900 a(1) EC 48900 a(2) EC 48900 s
Bullying/Harassment	Name-calling, no threat, in a personal physical space.	Use of the following to gain power over peers that is repeated and severe *physical abuse *verbal abuse *cyber abuse *threatening	EC 48900 (a)(1) EC 48900 (a)(2) EC 48900 (o) EC 48900 (r)

Inappropriate Language	Accidental slip, but not habitual.	Intentional/habitual profanity and directed racial assault.	EC 48900 (i)
Disruptive Behavior	Talking over the teacher, passing notes, being out of seat often, outbursts, tapping, whistling briefly, and low-intensity interruption of class.	On the 4 <sup>th</sup> minor offense, students are referred to the administration.	Not a suspendable offense.
Defiance	Brief low-intensity failure to follow adult directions.	On the 4 <sup>th</sup> minor offense, students are referred to the administration.	Not a suspendable offense.
Property Misuse	Not following school/playground rules, using other equipment inappropriately and disrespectfully, not sharing.	Caused or attempted to cause damage to school property. Ex: Graffiti, etching, carving	EC 48900 (f)
Disrespect	Student delivers low-intensity, socially rude, rolling eyes, talking back, spitting, or dismissive messages to adults or students.	On the 4 <sup>th</sup> minor offense, students are referred to the administration.	Not a suspendable offense.
Out of Bounds (wandering the school)	In an area without permission or violating another student's personal belongings.	On the 4 <sup>th</sup> minor offense, students are referred to the administration.	Not a suspendable offense.
Lying and Gossip	Starting rumors, maliciously talking	On the 4 <sup>th</sup> minor offense, students are	Not a suspendable offense.

	about others, copying, not telling the truth.	referred to the administration.	
Cell phones/Electronic devices/Smart Watch	Accidental notification due to not being turned while kept in the backpack.	Intentional use during the day or kept in a pocket, not in a backpack.	EC 48900 2A (i, ii)
Theft	Taking erasers, pencils, crayons, and items that are valued under \$5.00	Attempted or committed theft intentionally over \$5.00, school or personal property.	EC 48900 (e) EC 48900 (g)
Personal items Inappropriate for school	Trading or bartering goods.  *brought item  *took an item from another student without permission	Selling any item to another student in exchange for money of any amount.  On the 4 <sup>th</sup> minor offense, students are referred to the administration.	EC 48900 (l)
Possession and /or use of a weapon, dangerous object	Any possession of a dangerous object will guarantee a major referral.	The student threatens to use or possess any firearm, knife, or dangerous object.	EC 48900 (b) EC 48900 (m)

### **Bicycle Riders**

- Students in grades 3-6 may ride bicycles to school with parent permission if they follow safety rules, wear protective helmets, and have a lock for their bicycles CVUSD Board Policy 5142.3).

### **Bullying/harassment**

#### **What is bullying?**

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students as defined in Section 48900.2 (Sexual Harassment), 48900.3 (Hate Violence), or 48900.4 (Hostile Environment), directed

toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following.

- Placing a reasonable student or students in fear of harm to that student's or those students' person or property.
- Causing a reasonable student to experience a substantially detrimental effect on the student's physical or mental health.
- Causing a reasonable student to experience substantial interference with the student's academic performance.
- Causing a reasonable student to experience substantial interference with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))
- Parents and teachers at Newman recognize the harmful effects of bullying and harassment on student learning and school attendance and desire to provide a safe school environment that protects students from physical and emotional harm.
- No student or group of students 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.
- 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 any wireless communication device.
- Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.
- Any student who engages in bullying or harassment on school premises or off campus, in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline. This may include suspension or expulsion in accordance with district policies and regulations. EC 48900 2A (i, ii)

## **C**

### **Cafeteria**

- Breakfast (7:20 - 7:40 am) and lunch are available to students.
- All students are expected to eat lunch every day. Children learn better and have more energy if they eat regular meals and maintain a constant level of nourishment.
- Breakfast and Lunch menus are also available in the office or online.
- Free and reduced-price student lunches are available for families who qualify; applications are processed through the District Food Services Department. Please call Nutrition Services at (909) 628-1201 Ext. 1500. You can also apply for free or reduced lunch or pay for lunches online at [www.chino.k12.ca.us](http://www.chino.k12.ca.us)

- Please review the cafeteria expectations with your child so that all students have a pleasant daily breakfast and lunch experience.
  - Use good manners at all times. Stand quietly in the lunch line.
  - Sit at your assigned table.
  - Do not move once you are seated unless permitted to do so by an adult.
  - Use only a low, 'inside' voice in line and at the tables.
  - Keep hands, feet, objects, and food to yourself. **Never throw or play with food.**
  - **Keep your area clean.**
  - Raise your hand, look toward the supervisors, and wait to be excused.
  - Sort your trash in the appropriate receptacles and walk quietly to the playground.

### **Chromebooks/Computers**

- All students are provided a Chromebook and a charging cord as part of their instructional materials.
- The Responsible Use Policy Agreement must be completed annually through Data Confirmation to access the Chromebook and CVUSD Wi-Fi.
  - K-3: Chromebooks are checked out to students for classroom use only.
  - 4-6: Chromebooks are checked out to students who carry them to and from school.
- Please make sure that your device is charged and you are ready to learn every day.

### **Closed Campus**

- Newman Elementary School is a closed campus.
- We practice the "Goodbye at the Gate" drop-off procedure. All parents say goodbye to their children at the entrance gates of the school.
- Students will enter campus on their own to proceed to their class or playground.
- Parents are welcome to join us on Fridays at 7:50 AM for the Friday Flag Ceremony.
- Anybody entering campus to volunteer will sign in through the office with a valid government-issued ID and receive a visitor's badge which must be worn while on campus.
- Please notify the teacher to make arrangements if you are interested in observing your child(ren)'s classroom by giving a 24-hour notice.

### **Communication**

- We believe that communication between home and school is very important in providing the best possible education for our students.
- We make every effort to inform parents of matters relating to district and school-wide policies, procedures, and events through this Parent Handbook, Back-to-School Night, Open House, special notices, phone calls, ParentSquare messages, and social media accounts.
- You can call the school or visit our school website for additional information.

- Teachers and staff will use the school phone, district email, or Parent Square to communicate with parents/guardians. Please allow 24 hours(excluding weekends) for teachers and staff to respond to messages. Teachers are engaged with teaching the students during the day and cannot immediately reply to messages or accept phone calls in the classroom.
- School staff will communicate information about your child through progress reports, report cards, parent conferences, behavior or homework notices, awards, letters, Parent Square messages, or phone calls.
- Many teachers send regular notices home outlining classroom events. Most teachers use homework packets or agendas.
- Teachers will communicate basic classroom information during the first week of school and/or Back-to-School Night.
- Emphasize to your child the importance of providing you with all communication from school.
- Be certain to read all notices from school and to follow up appropriately.
- Monitor progress on projects or reports, look over homework or test papers, discuss school events and activities, and attend conferences and events that involve your child.
- Please listen to all phone messages, read emails, and access the messages sent by teachers and administration in Parent Square.
- Peachjar will be used for distributing flyers from the school and approved local vendors.

### **Custody**

- Custody disputes should be addressed through the courts, and the school will adhere to the rulings documented in the most recent court documents provided.
- The school has no legal jurisdiction to refuse a biological parent access to their student and/or school records. The only exception is when a signed restraining order or proper court documentation, specifically stating visitation limitations, is on file in the school office.
- Any student release situation that leaves the student's welfare in question will be handled at the discretion of the site administrator. Should any such situation become a disruption to the school, law enforcement will be contacted, and an officer will be requested to intervene.
- Parents are requested to refrain from involving school personnel in custody matters.
- The school will make every attempt to contact the custodial parent when a parent or any other person not listed in Aeries Contacts attempts to pick up a student. (BP 5021).
- Please have your contact information updated on Aeries.

## **D**



### **Data Confirmation**

- Please complete Data Confirmation each year to update important information and authorizations.
- If your address of residence changes, you must come to the office with a valid ID and an updated utility bill as proof of residency.

### **Discipline** (see also Behavior Expectations)

- Our school has a policy of progressive discipline.
- The first minor infraction may consist of a warning, counseling, reteaching, etc.
- Continued infractions of the rule apply progressive consequences such as a note home, parent conference, or phone call home.
- An office referral will be made when the teacher has reached the end of their progressive discipline plan.
- Some severe acts of disobedience or serious misbehavior earn an immediate office referral (see *PBIS*).

Serious offenses include:

- Defiance of or disrespect for authority
  - Fighting
  - Habitual profanity
  - Vandalism
  - Theft or cheating
  - Harassment, including sexual harassment, or any discrimination based on age, gender, race, or handicap.
  - Possession of any weapon (including look-alikes), tobacco, controlled substance, or explosive device.
  - Intimidation or bullying – Acts of verbal or physical aggression targeted toward other students.
- Severe acts of disobedience may result in suspension or a recommendation for expulsion in accordance with the District Behavior Code that was included in the Aeries data confirmation documents (BP/AR 5144, EC 48900)

### **Dress Code**

- Newman's guidelines for student dress and grooming at school and school activities are aligned with the Chino Valley Unified School District guidelines.
- It is the intent of the Board of Education that students be dressed and groomed in a manner that will not interfere with or detract from a school environment conducive to academic learning or study, disrupt or threaten to disrupt the educational or instructional process or create or present an unnecessary or unreasonable risk of injury or harm to any students.

- It is the policy of the Chino Valley Unified School District to enforce the requirements of Title 5, Section 302 of the California Administrative Code. In case of inappropriate student dress, parents will be called and requested to bring a change of clothes to school.
- Repeated infractions will result in disciplinary action.

#### **Specific District-wide Minimum Dress and Grooming Standards:**

- Shoes must be worn at all times. Sandals must have heel straps. Thongs, thong-type, or backless shoes or sandals are not permitted. Platform shoes above 2 inches are not permitted. Roller shoes are not permitted.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts that show the buttocks are prohibited.
- Hats, caps, and other head coverings shall not be worn indoors unless they are worn for religious or medical reasons.
- Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be **free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive**, which bear drug, alcohol or tobacco company advertising, promotions, and likenesses, or which advocate racial, ethnic or religious prejudice.
- Nail polish may be worn. Acrylic nails are not allowed.
- Make-up is not permitted.
- Jewelry that creates a health or safety hazard is not permitted.
- Clothes and belts must be the appropriate size and length when worn.
- Hair shall be clean and neatly groomed. **Colored hair (such as blue, orange, green, etc.) is not permitted.**
- College logo apparel is permitted as designated by the school's policy.

#### **Drop-off & Pick-up**

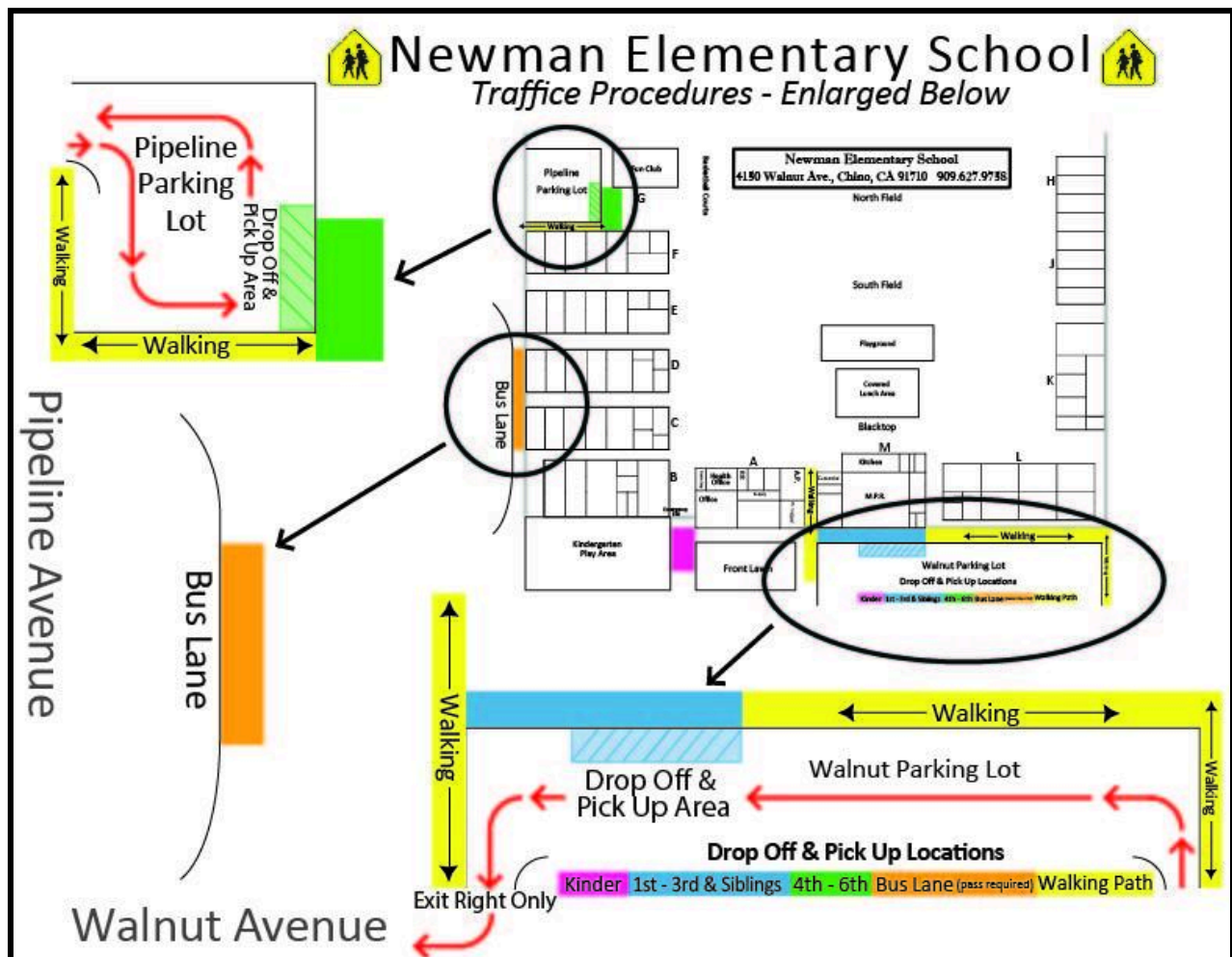
- Students arriving before 7:20 need to be accompanied by an adult for supervision.  
**(School does not provide supervision before 7:20 a.m.)**
- The front gate will open at 7:20 am for breakfast.
- The campus will be open at 7:40 a.m. for the rest of the students.
- Thank you for remembering to **pick up our Knights on time during dismissal at 2:30 p.m.** on regular days and 11:20 a.m. on minimum days.
- Students will report to their designated areas for pick-up.
  - Grades 1-3: Walnut Gate
  - Grades 4-6: Pipeline Gate
 (For siblings, the youngest sibling's grade level determines the pick-up area.)
- Students waiting for siblings must remain in designated areas. Loitering on campus/ front lawn or in front of our neighbors' yards is prohibited.

- Parents/family members are not to park across the street and call their students into the street to meet them.
- Please remember to say your goodbyes at the gate. Any parents or visitors coming on campus must check in through the office and be screened through the Raptor System.

**Parent drivers, please mind the following during drop off and pick up.**

- Please model respect towards our staff and students.
- Please pull up as forward as possible so that we are not holding traffic behind.
- Please plan ahead so your child(ren) can exit the vehicle ASAP.
- All students will exit on the passenger side (right side) for safety.
- Please remain in your vehicle during drop-off/pick-up.
- Please refrain from using your trunk.
- Please stay in your lane and do not cut in front of stopped cars.
- Please pick up and drop off your child(ren) in designated areas only.
- Please walk only in the designated walking paths. Do not walk through the parking lot.
- Crossing Walnut in front of the school is not safe and never permitted.

**See the map below for drop-off/pick-up locations**



# **E**

## **Electronic Devices**

- Headphones are only to be used in the classroom with the teacher's permission.
- Any communication devices, including but not limited to cellphones and smart watches, should be turned off and placed in backpacks during the school day/school campus. (Any parent contacts are to be made through the office unless in emergency situations where the office is inaccessible)
  - a. **Only the health office will contact the home when a child is ill.**
- Cell phones may be used once outside the gates as a means to communicate with parents before/after school.
- Following are the consequences for students misusing electronic devices.
  - a. 1st time: The teacher keeps the device until the end of the day.
  - b. 2nd time: The device is kept in the office until a parent/guardian comes to pick it up.
  - c. 3rd time: The student is required to sign a device usage contract.
- The privacy of students and staff is to be respected, and photography or filming is **strictly prohibited** unless related to a teacher-given assignment.
- The school is not responsible for the loss of personal electronics and is unable to investigate the loss of any personal belongings.

## **Early Sign-Out**

- Students are engaged in learning activities throughout the entire school day and **will not be released during the last 30 minutes.**
- Parents are encouraged to arrange doctor and dentist appointments during after-school hours. If a parent/guardian needs to sign out their child early for any reason, they will do so in the main office.
- **Early releases will be marked as tardy.**
- No one under the age of 18 may sign out a student for any reason.
- **Students will not be released during normal school hours to anyone without parent notification to the office.**
- A valid government-issued ID is required to sign out to any student.
- If someone other than a parent needs to sign their child out, they must be on the Aeries emergency contact list and have a valid ID.

## **Emergency Contacts**

- We maintain emergency contact information for each student as it is entered in the Aeries Parent Portal.
- Parents/guardians update contacts annually as part of Data Confirmation.
- The emergency contacts in Aeries are used for day-to-day student release, and for

emergency contact in the event of injury or illness.

- The Medical History form lists allergies, and pre-existing medical conditions, authorizes first aid, and in an extreme emergency, treatment by emergency medical personnel and/or transport to a medical facility.
- Emergency contacts must be updated yearly in the Aeries Parent Portal. The information should contain the full name of each person authorized to pick up the student as it appears on their state-issued identification (both parents, any stepparents, siblings 18+ years old, relatives, friends, babysitters, and neighbors).
- State-issued identification must be shown at the time of student release.
- Someone should be available to pick up your child **within 15 minutes** of a call from school and provide current proper identification.
- Emergency contacts can be updated at any time, but parents/guardians, through the Aeries Parent Portal.
- Let's collaborate to ensure the health and safety of our children by updating their accurate and complete emergency contact information.

### **English Learners**

- English Learners(EL) are identified by district English proficiency testing based on responses to the Home Language Survey.
- English Learners (EL) will be clustered by ability level and placed in regular classrooms with an authorized ELD teacher.
- Parents and teachers will be informed of a student's EL placement at the beginning of the year.
- Teachers will also be informed of student's EL levels for lesson planning and grading purposes.
- Students who are Limited English Proficient (LEP) are provided with daily Designated English Language Development (DELD) as well as Integrated English Language Development instruction.
- Students who meet district criteria will be reclassified to Fluent English Speaking (R-FEP). EL levels are based on the English Language Proficiency Assessments for California (ELPAC) given annually.

The California ELD Standards are the expected curriculum for EL students.

- Level 1 – Beginning to Develop
- Level 2 – Somewhat Developed
- Level 3 – Moderately Developed
- Level 4 – Well Developed

## **F**

### **Field Trips**

- Field trips will support academic learning.
- Parents may be asked to chaperone based on teacher discretion.
- Students may not go on a field trip without a permission slip signed by a parent or legal guardian.
- Please follow the parent volunteer process when invited by your child's teacher to attend a field trip.

## **G**

### **Grading Policy**

AR 5121(a) states that grades for achievement shall be reported each grading period as follows:

Graders K-6th - Student Progress is measured on Performance Level:

- **4 - Excelling:** Students at the Excelling level of performance are consistently performing at grade level, can demonstrate independence, and can extend the grade level standards, when applicable expected at this point of the school year.
- **3 - Achieving:** Students at the Achieving level of performance demonstrate an adequate understanding of and ability to apply skills needed to meet grade level standards at this point of the school year
- **2 -Progressing:** Students at the Progressing level of performance are partially meeting the grade level standards expected at this point of the school year.
- **1 - Beginning/Standard Not Met:** Students at the Beginning/Standard Not Met level are not yet meeting grade level standards expected at this point of the school year

### **G.A.T.E.**

- In accordance with CVUSD guidelines, our **Gifted and Talented Education** (GATE) students in grades 3-6 are clustered together in each grade level.
- This allows students to work together with others who possess similar abilities and needs. It also provides an atmosphere that is academically rigorous and is designed to enhance the output of such students.
- By differentiating the curriculum, GATE students are given work that varies in depth and complexity.
- CVUSD utilizes a universal screening process for all 2nd graders in the Fall.
- Staff and parents can request additional GATE screening for students in grades 3-8. This screening takes place in January, so all requests should be made to administration prior to Christmas/Winter Break.

# H

## **Health Office**

Our school has the services of a Health Technician whose job is to see to the physical well-being of our students.

- The Health Technician is on campus during school hours.
- Emergency Contacts and Health History Forms are maintained in the Health Office.
- A parent will be notified as needed when a student visits the health office.
- Please ensure you have updated emergency contact information in the Aeries Parent Portal.
- The Health Office is open to students who are injured at school or become too sick to continue class.
- Students who are ill or injured must come to the Health Office.
- Students should not call or text parents **before** going to the Health Office.
- Our nurse is on campus weekly to supervise hearing and vision tests and maintain records, but will be called in for emergencies as needed.

### **Medications**

- In cases where it is necessary for a student to take medication of any kind should be brought to the Office for dispensing (BP/AR 5141.2, 5141.31) by the School Nurse, Health Technician or office staff.
- Medications must be in the original container by the parent with the pharmacy label showing the student's name and dosage information, and must be accompanied by a *Parent/Physician Medication Permission Form*, which is available from the Health Office.
- No medication can be administered at school without proper authorization, including over the counter medication.
- Students may not have any medication, including aspirin, cough drops, or vitamins on their person except when a written waiver has been established.
- In certain circumstances where students require immediate medication for the treatment of emergency or unusual medical conditions, students may be granted a waiver to carry the medication on their person at school.
- Please see the Health Office for the specific requirements and the waiver.

### **Home-School Communication**

- For ecological and budgetary benefits, communication between home and school has transitioned to a paperless format through the school website (<https://www.chino.k12.ca.us/Page/51>) and Parent Square.
- The website contains the most up-to-date information on PFA, school-wide, and

classroom-specific events and activities taking place on our campus.

- Additionally, it offers an online absence reporting option, school lunch menus, bell schedule, handbook, and calendar.
- It is expected that all families will utilize our website, as it can be accessed wherever there is an Internet connection available (at home, school library, public library, work, etc.).
- If you have any questions that cannot be answered by visiting the website, please contact the school's main office.

### **Homework**

- Homework assignments are designed to reinforce skills learned in class, extend learning, and develop good personal study habits. This may include special projects.
- Students are responsible for keeping an accurate record of assignments, having the necessary materials, and completing the assignments on time.
- When a student is not on campus due to absence, suspension, or truancy, they are still responsible for completing work [BP 6154(a), 6154(b)].
- Homework shall be assigned Monday-Thursday according to the district-adopted guidelines listed below (BP/AR 6154).
  - Grade 1: 10-20 minutes
  - Grade 2: 20-30 minutes
  - Grade 3: 30-45 minutes
  - Grades 4-6: 60-90 minutes
- Elementary students are required to read for 15-20 minutes every day, in addition to regularly assigned homework.
- To help your student be successful, parents can help by checking assignments, agendas, and digital platforms each evening for accuracy, neatness, and completeness.
- It is also important to communicate any concerns or questions to the teacher, and to read, discuss, and respond to (as applicable) all notes from the teacher or school.
- In some cases, classwork that was not completed during the school day will be added to the regular homework assignment.
- Please contact the teacher if your child is spending too little or too much time on homework each night. **Communication with the teacher is vital for your child(ren)'s success in school.**
- Students who fail to complete and return assigned homework will receive appropriate consequences.

## **I**

### **Interventions**

- Newman offers intervention to our students for both academic and social-emotional



needs.

- Services are provided by site-based and district-based teachers and counselors, and through the city of Chino.
- A variety of assessments, evidence, and progress monitoring will determine the level of tiered support a student receives.
- Social-emotional and behavioral intervention/counseling can be requested by a staff member, parent, or student through the "Request For Support" (under school links) on the school website.

## **L**

### **Lost and Found**

- Label all your child's belongings to help prevent loss. Items of clothing that are found are placed in the lost and found. Small items of value (watches, glasses, phones, jewelry, etc.) found are to be brought to the office where they are kept in a safe place until claimed by their owner.
- Please encourage your students to periodically check the Lost and Found clothing to claim their items.
- Several times a year we donate all unclaimed items to various organizations. After fourteen (14) days or items left at the end of the school year, or when a student withdraws from school, will be donated or disposed of.

### **Lunch**

- Hot lunches are available daily for all students, including kindergarten students.
- To preserve instructional time for all students, we will not interrupt classrooms for forgotten lunches.
- Children, who do not have lunch or expect a parent to bring lunch, are instructed to pick up their lunch from the cart located outside of the office.
- Parents planning to drop off a lunch, must do so before 10:55 on regular days and 8:50 on Minimum days to ensure time for the lunch to be placed on the cart.

## **M**

### **Minimum Days**

- Our regular minimum day is Wednesday. Please check the calendar for additional minimum days for Parent Conferences and Staff Development.
- Please refer to the bell schedule posted on our website for specific minimum day times.

## **P**

### **Parties (Class Parties)**

- All special holiday parties have been agreed upon by the classroom teacher and administration. The parties, generally, take place during the last hour of the school day. We request that the refreshments are at least 50% nutritious.
- Please **do not bring any peanut products** to your child's classroom due to peanut allergies.
- Talk to your child's teacher to make sure you are providing refreshments that meet current health and safety guidelines.
- Birthday celebrations may take place in the last 15 minutes of the day with teacher approval.
- Flowers, balloons, and invitations **are not allowed** at school during the school day.
- Please notify your child's teacher(s) at least 24 hours in advance if you are volunteering or bringing in party supplies/food for the classroom.
- Please follow the volunteer process if you would like to help your child's class enjoy a celebration.

### **PBIS: POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS**

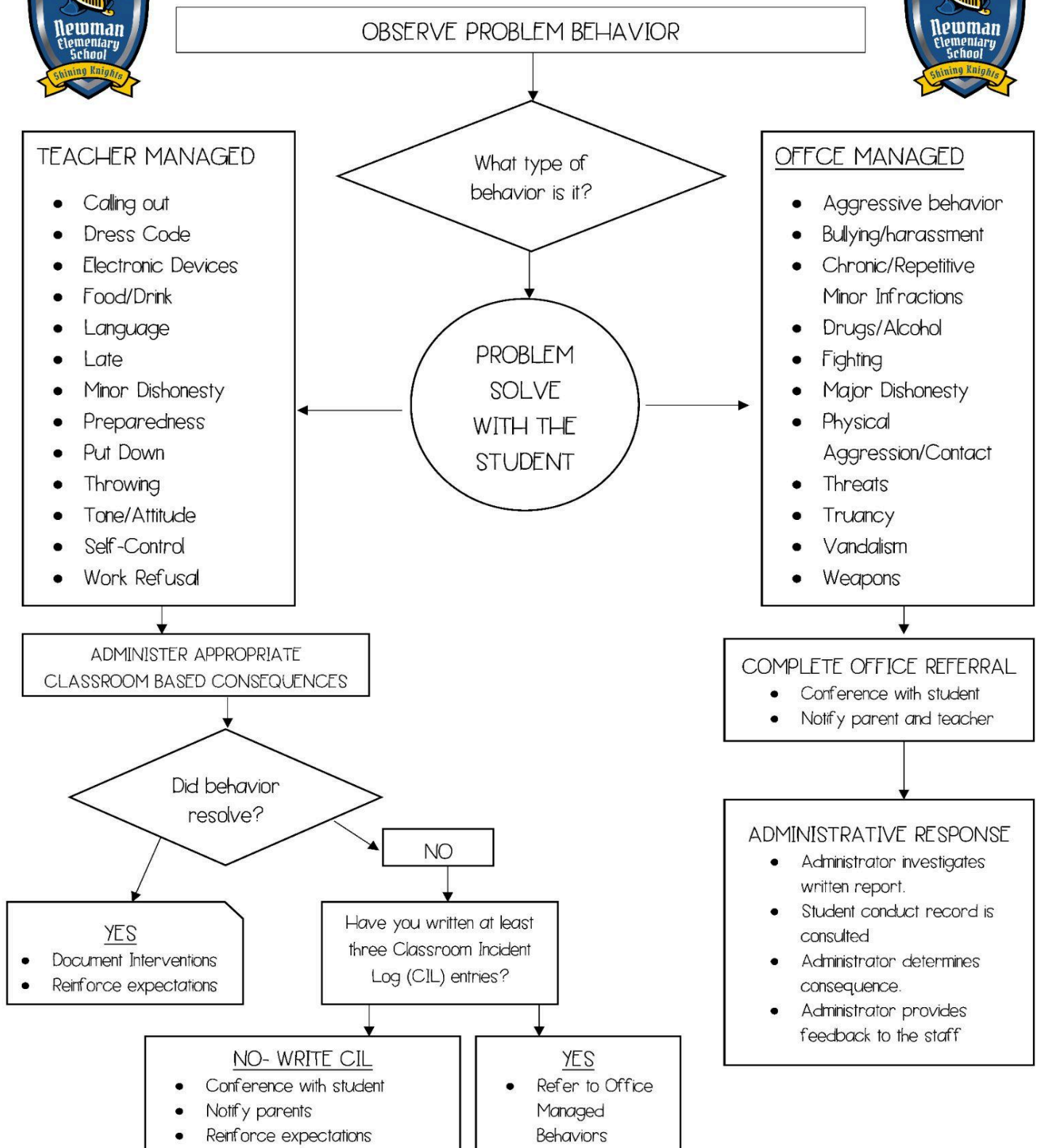
A successful PBIS program is designed to teach acceptable/appropriate behaviors, not merely punish unacceptable behavior. PBIS is predicated upon the sustained application of school-wide expectations that are fair, firm, and consistent.

- REWARDS
  - We believe that students who choose to follow expectations should be recognized for exhibiting responsible behavior.
  - Students may earn a reward for following our expectations to be respectful, responsible, and safe. We also award certificates, rewards, and other recognitions.
- CONSEQUENCES:
  - While we try our best to encourage desired behavior through positive reinforcement, sometimes negative consequences are necessary for some students to ensure that expectations are followed. Newman aims to establish and communicate clear expectations of the consequences of negative behavior with all students and all educational partners.

Please see **Newman's Discipline Procedure Flow Chart** below.



## NEWMAN ELEMENTARY DISCIPLINE PROCEDURE FLOW CHART



## **Personal Items**

- Non-school-related items are not allowed onto campus without permission from the Administration or the classroom teacher.
- Any potentially disruptive/dangerous item, including but not limited to the following list, are **not permitted on campus**:

aerosol containers	gum	rubber bands	toys/trading cards
camera/video recorders	large sums of money	shocking pens	valuable items
electronic cigarettes	laser pointers/pens	shoes with wheels	vape pens/oil
electronic games	lighters	skateboards/rollerblades	wallet chains
fireworks/explosives	paint	spray bottles	weapons (real or fake)
glass containers	permanent markers	sunflower seeds	white-out correction fluid
glow sticks	oversized birthday gifts	tobacco products	yo-yos

- Please keep valuables at home. This includes, but is not limited to expensive jewelry and sentimental items. The school is **NOT** responsible for locating, repairing, or replacing any personal property.
- Selling items on campus is prohibited unless approved by an administrator.
- To aid in keeping our campus clean, chewing gum is not allowed on campus.
- Flowers, balloons, and invitations are not allowed at school during the school day.

## **Playground Equipment**

- Playground equipment is available during recess for student development of basic muscular strength, physical agility, worthwhile physical and recreational skills, and the inner qualities of courage, initiative, alertness, self-control, cooperation, and sportsmanship within group activities.
- Students may not bring balls or other playground equipment from home.

### **Slide:**

- Climb one step at a time. Only one person is allowed on a step at a time.
- Do not start down the slide until the person ahead of you has gone down and moved out of the way.
- Only one person may be on the slide at a time.
- Slide in a feet-first seated position only.
- Do not sit at the top of the slide for an extended length of time as this creates a long wait for other students.

### **Horizontal Bars:**

- Use for pull-ups and swinging.
- Keep both hands on the bars at all times.
- Do not use sweaters, sweatshirts, or coats to help you swing or twirl.

- Do not push or pull anyone on the bars.
- Hands must remain on the bars for the dismount.
- Do not attempt dangerous stunts.
- Take turns.

#### **Use of Balls:**

- Soccer balls are the only balls that can be kicked.
- Soccer should be played on the fields only.
- Soccer rules apply. **No side tackling is allowed.**
- Rubber inflatable balls should be used for handball, four square, and other organized games that are supervised by an adult. These balls **should not be kicked.**
- Basketballs must be used to play basketball on the blacktop. Basketballs are not allowed on the field for any reason.
- **Students may not dunk basketballs or hang from the rim.**

#### **Handball:**

- Four players play at a time.
  - The first serve takes place behind the front white line.
  - The ball must be hit in sequential order, and the player may not hit it twice in a row.
  - The ball on the first serve must fall at least behind the front white line.
  - If a player fails to hit the ball against the wall, he or she is out, a new player then joins that game as the last player to hit the ball.
  - In the event that it is not clear whether a player is out, the first person in line is the judge.
  - If a ball is hit and lands out of court, the player who hit the ball is out.
- \*Anyone waiting to play must wait on the line. Saving spots is not permitted.

#### **Tetherball:**

- The game is played with 2 players.
- The server and the judge are the first people in line.
- Each player must stay on their half of the court.
- No grabbing the rope or "ropies".
- The ball must be hit with your hand.
- There is no stopping or catching the ball.
- The ball is hit continuously until it is wrapped around the pole.

\*The first person in line in all games is considered to be the judge. However, if there are still disagreements they will be settled with "rock-paper-scissors."

**Students are not permitted to engage in tag or games involving chasing or tagging one another. Sports such as football may be played with the supervisor's approval.**

## **R**

### **Report Cards**

- The school year is divided into three trimesters.
- Students will receive an official report card at the end of each trimester.
- Parents should contact the school if they do not receive a report card and are encouraged to call the teacher should there be any questions/concerns regarding these reports.
- Report cards are sent home with students on designated days.
- In addition, a 6-week progress report will be sent home during the second and third trimesters. The parent-teacher conferences at the beginning of the school year will replace the progress report for the first trimester.

### **Restrooms**

- Restrooms are to be kept clean at all times for the health and hygiene of all our students.
- Students must not run, push, loiter, or play in or near the restrooms and **be aware of the number of students who can be in the restroom at a time, by following the directions posted on the doors.**
- Students should try to use the restrooms at breaks (recess/passing period/lunch) and only use the restroom during instructional time if it is an emergency.
- If there is a medical issue that requires your child to use the restroom frequently, please let the teacher or school nurse know.

## **S**

### **Special Programs**

Newman Elementary School is proud to offer many special programs to meet the diverse needs of our students.

- Special Learning or Language disabilities - we offer the Speech and Language Program and the Learning Center.
- These programs have specific criteria for qualification. Extensive testing is required, and there are several steps in the process.
- If you feel that your child might have a learning disability or needs speech and language pathology, please discuss it with the teacher.
- GATE Program - *See under GATE*
- English Learners (EL) - *See under English Learners*

### **STEP Team**

- STEP stands for **Student-Teacher Excellence Plan**.
- The purpose of a STEP Team meeting is to address any academic and/or behavior concerns from either the teacher or the parent.
- The STEP Team (MTSS-A/B) is usually comprised of the child's current teacher(s), parent(s), intervention teacher/counselor, administrator, and student (when appropriate).
- Any concerns should first be directed to the classroom teacher.

### **Student Conduct**

- Teacher permission is required to leave class to go to the restroom, office, nurse, library, or other approved destinations.
- Students are always to remain in designated areas while on campus (areas supervised by staff)
- All students must eat lunch and snacks in their designated areas.
- Please clean up after yourself - if you drop something, pick it up and use the trash cans.
- Students are always expected to keep their hands to themselves. Unsafe play is not allowed: pretend fighting, wrestling, tackling, etc.
- Students are expected to avoid public displays of affection that are inappropriate for a school campus
- Students may only run in designated play areas. Students are informed about where the designated play areas are located for their grade level.
- Respectful language will always be used with all adults and peers.

## **I**

### **Technology Use**

- All Newman students are provided access to technology on campus in accordance with the [CVUSD Responsible Use Policy](#).
- Chromebooks and Wi-Fi are provided for all students to use during the school day.
- Students whose parents do not consent to the Responsible Use Policy during data confirmation/registration will not be permitted to use district technology, including Chromebooks and Wi-Fi.

### **Textbooks & Instructional Materials**

- Textbooks, library books, and instructional materials are provided free of charge to all students.
- In accordance with District policy and Education Code provisions, parents will be billed the cost of replacement or repair of lost or damaged school property.
- No student will be charged a fee nor required to purchase any item for any project, activity, or supply needed for a class. Teachers provide lists of suggested supplies for

parents, families, and community members who are looking to directly support the classroom. We appreciate all donations!

### **Transportation/Traffic Safety**

- Parents are responsible for providing transportation to and from school as in accordance to school hours.
- School buses or other District vehicles will transport field trips/other activities away from school.
- District policy states students traveling to a field trip/sports activity destination on a school bus must also return to school on the school bus.

## **U**

### **Uniform Complaint Procedure**

The Board of Education has established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-compliance of our Local Control and Accountability Plan. Copies of the UCP form can be requested in the front office or downloaded from the district website (BP/AR 1312.3).

## **V**

### **Volunteers/Visitors**

- Our staff appreciates the willingness of many parents to be volunteers.
- Please contact your child's teacher to set up a time to volunteer pending health allowances.
- It is up to the teacher's discretion when parental assistance is used in the classroom.
- Parent **volunteers must check in and out of the school office and wear a visitor sticker at all times while on campus.**
- Teachers will in-service parents as to classroom duties and confidentiality of student information.
- To ensure better campus safety CVUSD schools utilize the **Raptor Visitor Management System.**
  - Part of keeping students and faculty safe is knowing who is always in our building and the Raptor system will allow us to do that.
  - The Raptor system will better allow us to track visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.
  - Upon entering the Newman campus, visitors will be asked to present a valid state-issued ID, which will be scanned into the system.



- The Raptor system only scans the visitor's name, date of birth and photo for comparison with a national law enforcement database.
- Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles.
- Therefore, any other information on the ID is not scanned by the system and is not accessible to any of the users.
- Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.
- All parents, volunteers, and visitors must have a Raptor badge to enter campus.
- Our goal is to provide a positive learning environment for our students. Any actions that take away from the learning environment are not allowed. Students are responsible for knowing and following all rules at Newman. **Per district policy, all visitors must present a valid ID.**

## **W**

### **Walking Route to School**

- Students should walk directly to and from school.
- They should follow street routes only and should, whenever possible, walk with a sibling, friend, family, or neighbor.
- Students should always walk on sidewalks and not on private property when going to and from school.
- All students will respect homes, lawns, shrubs, trees, and mailboxes adjacent to walkways.
- Parents may be held liable for any damage caused by their children.
- **Students are subject to school discipline while on the way to and from school** (Education Code 44807).
- Adults will model safety by using crosswalks and refrain from crossing traffic lanes.
- All students are to cross at the crosswalks for safety.
- **Students are never to run/walk across a street or between vehicles** to enter or leave the school or to enter their vehicle.