

Chino Valley Unified School District



**LYLE S. BRIGGS**  
**K-8 SCHOOL**

**STUDENT/PARENT HANDBOOK**

**2023 – 2024**

# **LYLE S. BRIGGS K-8 SCHOOL**

11880 Roswell Ave.  
Chino, CA 91710

(909) 628-6497 Phone  
(909) 548-6085 Fax  
[www.chino.k12.ca.us/briggs](http://www.chino.k12.ca.us/briggs)

*Office Hours: 7:00 a.m. – 4:00 p.m.*

## **ADMINISTRATION**

Principal	Teressa Moore
Assistant Principal	Nicholas Frescas
Assistant Principal	

## **OFFICE STAFF**

Administrative Secretary	Carrie Flores-Babey
Counseling Assistant	Crystal Ogilvie
Attendance Clerk	Sylvia Meyer
Typist Clerk II	Michele Roberts
Bilingual Clerk I/Community Liaison	Ady Vasquez
Librarian	Julie Palko

## **SUPPORT STAFF AND HEALTH OFFICE**

Counselor	Krista Borgogno
School Psychologist	Dannette Sanders
Instructional Coach (K-6 <sup>th</sup> )	Heidi Gross
Nurse	Julianne Dougherty
Health Tech	Amreen Razzak

## **SCHOOL COLORS**

Navy Blue, Red, and White

## PRINCIPAL'S MESSAGE

August 2023

Greetings Briggs Families!

Thank you for your warm welcome and support as we begin the school year. The 2023-24 school year is off to a great start. We will continue to strengthen our school community's commitment to caring for Briggs' students and providing them with a sense of belonging, academic growth, and comprehensive safety.

Our Briggs commitment is to ensure that all students are given the opportunity to be successful in meeting their potential as lifelong learners and leaders. The Briggs staff strives to make a positive impact on all students by fostering leadership, creativity and academic excellence. The skills and values developed both academically and socially will foster good decision making within our students. Additionally, we will nurture our students to be effective in collaboration and share ideas to build innovation and problem solving in our ever-changing society. Our Second Step curriculum and PBIS (Positive Behavioral Interventions and Supports) implementation fosters goal setting and self-reflection.

Briggs students will thrive in this nurturing environment. And we need our community as a part of developing our students. One way to remain involved in our school community is to join and /or support the Briggs PFA. Briggs PFA arranges resources for our teachers to have a room parent, provide additional programs, assemblies, themed weeks, and host all staff appreciation events. It is imperative that our families maintain a feeling of connection that is unique to the Briggs Community. We would love for each family to be involved in some way this year!

Our school website is designed to be helpful and informative. All of the information sent out via Parent Square can also be found on our website: <https://www.chino.k12.ca.us/Page/51>  
You will find dates for all events and activities in the calendar feature. We will also communicate using social media platforms: Twitter @Briggs\_K8; Facebook <https://www.facebook.com/BriggsPFA>; and Instagram <https://www.instagram.com/lylesbriggspfa/>

Thank you again for welcoming me into this warm community. Please know that my door is always open to you and I look forward to building with you. Let's have an amazing 2023-24 school year!

Sincerely,

A handwritten signature in blue ink, appearing to read 'T. Moore', with a stylized flourish at the end.

Teressa Moore

# BELL SCHEDULE 2023-2024



## Regular & Minimum Day

### Kindergarten

School Begins 8:00  
Nutrition Break 10:00 - 10:30  
Dismissal 11:20

## Regular Bell Schedule

### 1st - 6th Grade

School Begins 8:00  
1st - 2nd Recess 9:47 - 10:00  
3rd - 4th Recess 10:05 - 10:18  
5th - 6th Recess 10:25 - 10:38  
1st - 4th Lunch 11:30 - 12:10  
5th - 6th Lunch 12:40 - 1:20  
1st - 3rd Recess 1:25 - 1:38  
Dismissal 2:40

## Minimum Day Bell Schedule

### 1st - 6th Grade

School Begins 8:00  
1st - 4th Lunch 9:25 - 9:55  
5th - 6th Lunch 10:25 - 10:55  
Dismissal 11:30

## Regular Bell Schedule

### 7th & 8th Grade

Period 1 8:00 - 9:06  
Period 2 9:10 - 10:04  
Nutrition Break 10:04 - 10:14  
Period 3 10:18 - 11:12  
Period 4 11:16 - 12:10  
Announcements 12:10 - 12:14  
Lunch 12:14 - 12:44  
Period 5 12:48 - 1:42  
Period 6 1:46 - 2:40

## Minimum Day Bell Schedule

### 7th & 8th Grade

Period 1 8:00 - 8:26  
Period 2 8:30 - 8:56  
Period 3 9:00 - 9:26  
Period 4 9:30 - 9:56  
Announcements 9:56 - 10:00  
Lunch 10:00 - 10:30  
Period 5 10:34 - 11:00  
Period 6 11:04 - 11:30

## AM Rally Bell Schedule

### 7th & 8th Grade

Period 1 8:00 - 8:48  
AM Assembly 8:52 - 9:40  
Period 2 9:44 - 10:32  
Period 3 10:36 - 11:24  
Period 4 11:28 - 12:16  
Announcements 12:16 - 12:20  
Nutrition Break 12:20 - 12:26  
Lunch 12:26 - 12:56  
Period 5 1:00 - 1:48  
Period 6 1:52 - 2:40

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## **BRIGGS SCHOOL-OF-CHOICE PARENTAL AGREEMENT**

Parental responsibilities for having students attend Briggs as a school-of-choice include:

- Emphasizing with your children the importance of proper student behavior in accordance with the schoolwide expectations of responsibility, respectfulness, and safety.
- Modeling high moral standards, respect, courtesy, and patriotism for the school community.
- Observing all school policies discussed in this handbook and in the CVUSD Parent and Student Information Handbook.
- Adhering to school hours: students are on time to school each day and have a strong attendance record. All student illness must be reported to the school within five (5) school days.
- Supporting each student's responsibility to complete and return homework and maintain positive study habits in the home setting.
- Attending Back to School Nights, parent conferences, student study team meetings, student attendance review meetings, and Open House, and all other meetings related to the school or the student.
- Monitoring school news via the school website, School Loop messages, and individual teacher webpages where applicable
- Joining the Parent Family Association (PFA), participating in school events and fundraising, and volunteering for service events for the school, in the classroom, or for PFA.

Briggs K-8 is an alternative school available through the Intra-District Transfer process. Transportation services are not provided by the District to students attending Briggs. Renewal of a student transfer may be revoked due to noncompliance with the agreement items stated above as well as student behavior and attendance.

## **SAFE & SECURE CAMPUS**

Safety is a priority at our school. When visiting Briggs during school hours, please adhere to the *Penal Code Section 627.3* which requires that all visitors to a public school must check in at the office and provide the following information: Name, Address, purpose for visit and proof of identity. Individuals listed on student emergency cards may pick up students under emergency circumstances.

## IMPORTANT DATES TO REMEMBER

### **First Day of School**

Mon, Aug 7 for all students

### **Last Day of School**

Thurs, May 23 for Gr. K-8

### **Grading Schedules**

1st Tri Progress Reports:

K-6: Fri, Sept 15

\*7/8: Fri, Sept 15

1st Tri Report Cards:

K-6: Tues, Nov 7

\*7/8: Tues, Nov 7

2nd Tri Progress Reports:

K-6: Thurs, Dec 14

\*7/8: Thurs, Dec 14

2nd Tri Report Cards:

K-6: Wed, Feb 28

\*7/8: Wed, Feb 28

3rd Tri Progress Reports:

K-6: Thurs, Apr 5

\*7/8: Thurs, Apr 5

3rd Tri Report Cards:

K-6: Tues, May 23

7<sup>th</sup>: Tues, May 23

8<sup>th</sup>: Tues, May 14

*\*Gr. 7 & 8 Progress Reports and Report Cards mailed within 10 days of these dates.*

### **NO SCHOOL on the following dates:**

Mon, Sept 4: *Labor Day*

Fri, Nov 10: *Veterans Day*

Mon-Fri, Nov 20-24:

*Thanksgiving Break*

Fri-Tues, Dec 15-Jan 2:

*Winter Break*

Mon, Jan 15: *Martin Luther King, Jr. Day*

Mon, Feb 12: *Lincoln's Birthday*

Mon, Feb 19: *Washington's Birthday*

Mon-Fri, Mar 25 – Mar 29: *Spring Break*

Fri, Apr 1: *School Closed*

### **Parent Conferences**

*Parent Conference Dates are Minimum Days*

Mon-Fri, Sept 18-Sept 22

*\*All minimum days\**

*\*Note: Parents may request a conference during the parent conference dates.*

### **Extra Minimum Days**

Aug 8, 2023

Oct 31, 2023

Mar 22, 2024

May 23, 2024



### **Lyle S. Briggs K-8 is a PBIS Gold Model School**

Lyle S. Briggs K-8 has been implementing Positive Behavior Intervention Support (PBIS), which supports the recognition of positive behaviors while intervening to correct problematic behaviors. This school-wide effort is a collaborative, research-based approach used to develop a positive culture in our school and the community. PBIS emphasizes reinforcement of positive behaviors thereby promoting meaningful and long-lasting behaviors needed throughout life. The overall goal is to build a safe environment in which positive behavior is most effective. Positive relationships, with peers and adults, allow for more academic instruction and overall success. Students demonstrating the Panther's expectations are recognized by receiving Panther Perks, which are used as currency for prizes at the end of every week. Students are recognized by all staff members for making positive choices with a Panther Perk. As Panther Perks are accumulated, students can shop at Pawblo's Cart. We expect our Panthers to **"Be Respectful, Be Responsible, and Be Safe"** as the basis for examining all behaviors at Lyle S. Briggs K-8 and beyond.



## DATA CONFIRMATION

**EMERGENCY CONTACTS:** Each student must have current emergency contacts in Aeries every school year. Contacts can be updated through the Aeries Parent Portal Data Confirmation at the beginning of the year. Be sure to update current home, work, and cell phone numbers, as well as e-mail addresses currently. Please list a minimum of two local persons (at least 18 years of age) who may act for parents when parent or guardian cannot be reached for an illness or emergency and may provide transportation. Emergency contacts are only used in case of an emergency by the school, for early sign out procedures please refer to the information under the “Early Sign-out” section.

## ATTENDANCE POLICY

For students to get the most out of their educational experience at Briggs, they are expected to be at school on time each day and prepared to learn. Attendance awards and recognition are our goal for every student. Students are recognized for strong attendance with regular classroom-based rewards, as well as assembly recognition. Please visit the school website for our calendar of events and ways that you can get involved on campus.

**ABSENCES:** If a student is absent, it is the parent’s responsibility to contact the office *prior* to their child’s return to school using any one of the following five methods:

1. Call the main office at (909) 628-6497.
2. Use the school website for Absence Reporting
3. Send a written note signed by the parent to the office with all 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 name
4. 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.
5. Submit the absence through the Parent Square App.

Per the CVUSD Parent Handbook:

- Parent verification of absence must be completed within five (5) school days of the student’s return to school. On the sixth day, the absence becomes a truancy.
  - 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.
6. Repeat absences will result in progressive discipline. Administration will contact the student’s parents to discuss interventions that could prevent further absences. A referral for a SARB hearing will be considered, as necessary.

**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 early for any reason,

they will do so in the main office. 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.

**TARDIES:** On school days, the front gates close during the following times:

<i>Daily Entrance Times</i>	<i>Minimum Day Entrance Times</i>
<ul style="list-style-type: none"><li>• 8:00AM for Junior High (grades 7 through 8)</li><li>• 8:00AM for Elementary (grades K through 6)</li></ul>	<ul style="list-style-type: none"><li>• 8:00AM for Junior High (grades 7 through 8)</li><li>• 8:00AM for Elementary (grades K through 6)</li></ul>

If a student is late, they will go to the main office to be marked tardy before entering class. If the student is more than 30 minutes late, parents must accompany them to the office to sign them in. Repeated tardies will result in progressive discipline. Administration will contact parents to discuss interventions that could prevent further tardies.

### **PANTHER P.R.I.D.E. LAB**

The Panther P.R.I.D.E. Lab serves the purpose of facilitating a goal setting and reflection for students who have either made poor behavioral choices while at school or have excessive tardies and/or absences to school. Students are assigned to the lab via approval from the Administrative Team (i.e. 30 minutes for every third tardy or for frequent displaying defiant or rude behaviors during school, etc...). Assigning students time is intended to supplant punitive measures such as detention and is another example of what we do differently here at Briggs to serve the needs of our students.

**TRUANCY:** The main office runs monthly reports to ensure the student body maintains CVUSD's average attendance rate of 97%. For those students that fall below this threshold, *Attendance Intervention Meetings* are scheduled at administration's discretion. As Briggs is a school of choice, renewal of a student's Intra-District transfer may be revoked due to poor attendance.

**State Department of Education mandates that schools follow the Attendance Laws. The state has defined truancy as follows:**

***Education Code Section 48260 (a):** Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.*

**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 student's parent must request IS no less than five (5) working days in prior to their child's first absence day. This request can be done by contacting the Main Office at (909) 628-6497 or sending an email to the attendance clerk.

All work must be completed and returned to school the first day after the student exits the IS program. This may involve emailing the work to the student's teacher(s) and the attendance clerk or delivering the IS work at the main office. Independent Study is a voluntary program that takes a commitment on the part of both the parent and student.

**ADDRESS CHANGE:**

If your current address has changed, you must contact the office to update the information. Address changes can only be submitted through the office with a change of address form and a current utility bill for proof of residency.

**AWARDS & CHARACTER RECOGNITION**

Award assemblies are held at the end of each trimester for grades K-8. Students are eligible for the following rewards at the end of each grading period.

**CHARACTER AWARDS:** Our staff is committed to CONTINUOUS IMPROVEMENT and strives to achieve EXCELLENCE in our school climate and culture. Each month we will focus on a Briggs character theme.

**Student of the Month:** Each month teachers in grades K-8 select a student. These students will receive certificates, and other items

- **August- Citizenship**
- **September- Cooperation**
- **October- Commitment**
- **November- Integrity**
- **December- Compassion**
- **January- Respect**
- **February- Confidence**
- **March- Self-Control**
- **April- Team-Spirit**
- **May- Perseverance**

**Panther Perks:** Students are recognized for following schoolwide expectations which include being responsible, respectful, and safe.

- As Panther Perks are accumulated, students can shop at Pawblo's Cart during their lunch time on Friday.

**ACADEMIC AWARDS**

**Panther Pride Recognition (Kindergarten):** Six students from each Kindergarten class will be recognized, at the end of each trimester, for exceptional progress/growth in the following:

- Academics
- Behavior/Overall Citizenship
- Social-Emotional Growth

**Panther Pride Recognition (1<sup>st</sup>-6<sup>th</sup> grades):**

- Demonstrating Exceptional Growth – Students who are progressing towards proficiency in all core areas.
- Roaring with Excellence - Students who demonstrate consistency in proficiency or exceeds proficiency in all core areas.

**Honor Roll (7-8 grades):**

- Each trimester students with a GPA of 3.0-3.99 will receive a Silver Honor Roll - Academic Award Certificate at our Awards Assembly. At the end of the year, they will receive special recognition if they have been on the Honor Roll all year.
- Each trimester students with a GPA of 4.0 will receive a Gold Honor Roll - Academic Award Certificate at our Awards Assembly. At the end of the year, they will receive special recognition if they have been on the Gold Honor Roll all year.
- At the end of the year 8th grade students' eligibility is determined by current grading timeline as outlined by CVUSD for Trimester 3. Seventh grade students will be recognized at the first assembly of the following school year.

***Note: Grades 7-8 may not have any "D" or "F" grades and may not have more than 1 "N" or a "U" in citizenship***

**President's Award for Educational Excellence (8th grade only):** This award is presented at the Promotion Ceremony. The purpose of this National Award is to recognize academic success. To be eligible for this award an 8th grade student must meet the following criteria:

**Gold Award**

- 3.50 GPA for each of the 3 trimesters in grade 7 and the 1st and 2nd trimesters in grade 8
- All academic grades "C" or better
- All citizenship marks "O" or "S" only

**Silver Award**

- 3.33 GPA for each of the 3 trimesters in grade 7 and the 1st and 2nd trimesters in grade 8
- All academic grades "C" or better
- All citizenship marks "O" or "S" only
- 

**READING AWARDS:** Board Policy According to AR 6154(b): Elementary students shall be required to read 15-20 minutes every day in addition to regularly assignment homework. Junior High school students shall be required to read a minimum of 30 minutes every day in addition to regular scheduled homework.

To encourage and support daily reading outside of school, Briggs implements the Accelerated Reader (AR) program. Accelerated Reader serves to monitor and assess reading practice. Accelerated Reader assesses each student's reading level, provides non-fiction articles, recommends books and provides progress reports for the student, teachers, and support staff. This aids in pinpointing readings for students after evaluating the results of accelerated reading tests. Teachers can direct students who are struggling with concepts or comprehension to activities and assignments that focus on the areas of difficulty. An accelerated reading test helps prevent students from tackling reading material that is too advanced while determining when students need to be challenged with more difficult literature.

**AR Awards/College Bound K-6 Reading Program**

- Briggs students are required to read at school/home and accumulate Accelerated Reader (AR) points to help them achieve their ELA standards. To encourage/reward our students for participating in AR, Briggs have developed the AR-College Bound Reading Rewards Program.
- Students are given a certificate at the trimester awards ceremony when they reach milestones in their AR Reading. These milestones are represented by the following levels:



# Briggs K-6 Accelerated Reader College Bound Reading Program

	Kindergarten	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
<b>HS Diploma</b>	5	20	30	40	50	60	70
<b>Associates Degree</b>	10	40	50	75	90	100	120
<b>Bachelors Degree</b>	15	60	80	100	125	150	175
<b>Masters Degree</b>	20	80	100	125	150	175	200
<b>Doctorate</b>	35	130	150	175	200	225	250

*Note: Details and rules of the program will be given to students by their teachers and the librarian.*

- There is also **AR-College Bound Awards Week** in May, which will allow students to participate in activities/rewards for each level they have achieved.
- All students who have earned their AR “Doctoral Degree” will be added to the Briggs Library “Doctoral Wall”.

## I.D. CARDS

It is the student’s responsibility to keep his/her I.D. card in a safe place and to have it available to show at school functions. These cards are also needed to check out books in the library for Jr. High students.

## BOOKS & PROPERTY

Books, equipment, and materials are loaned to students by the school district. Students are required to keep books in good condition. If schoolbooks, equipment, or materials are lost or damaged beyond normal wear, the student will be held financially responsible, and restitution will be required. To keep books in good condition, books should be covered with non-adhesive book covers at all times. Failure by 8<sup>th</sup> grade students to return textbooks may result in disqualification from the 8<sup>th</sup> Grade Send-off Ceremony.

### K-6 Chromebook Check-out:

- All students will be checked out a Chromebook through Destiny.
- Usage Agreements will be made available electronically and at the checkout location.

### Jr. High Chromebook Check-out:

- All students will be checked out a Chromebook through Destiny.
- Students will transport Chromebooks to and from school.
- Usage Agreements will be made available electronically and at the checkout location.

## CAMPUS EXPECTATIONS

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 Briggs 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 is not allowed. Students are responsible for knowing and following all rules at Briggs.

1. Campus opens at 7:30am. Students will remain at the covered lunch tables until supervision on black top begins.
2. Students are always to remain in designated areas. They are not to loiter in the halls, bike rack, or restroom areas. They may not be in classrooms, library, computer lab, or MPR without the direct supervision of a teacher or staff member. All students must eat lunch and snacks in their designated areas only.
3. In order to leave class to go to the restroom, office, nurse, library, or other approved destinations teacher permission is required.
4. To aide in keeping our campus clean, chewing gum is not allowed on campus.
5. Selling items on campus is prohibited unless approved by an administrator.
6. Students are always expected to keep their hands to themselves. Unsafe play is not allowed: pretend fight, wrestle, tackle, play "keep away", etc.
7. Students shall refrain from hugging, hand holding, and displays of overt affection.
8. Non-school related items are not allowed onto campus without permission from Administration or the classroom Teacher. This includes, but is not limited to laser pens, permanent markers, various electronic devices, fidget devices, etc. ***The school is NOT responsible for locating, repairing, or replacing any personal property.***
9. Cell phones will only be used during class for a specific short-term activity facilitated by a teacher requesting phones if the student's Chrome Book is not available. (For example - Kahoot It Quiz).
10. Dress code will be enforced. Dress code violations include the following: Excessively Ripped Jeans, Shirts/Sweatshirts with inappropriate messages, Flip flops/slides, etc.
11. Cell phones should be placed in backpacks during the school day.
12. Headphones are only to be used on campus during the school day for testing.
13. Flowers, balloons, birthday items, etc. are not allowed at school during the school day.
14. Students may only run-in designated play areas. Students are informed about where the designated play areas are located for their grade level.
15. Students waiting for siblings must remain in designated areas. Loitering on campus or in front of our neighbors' yards is not permitted.
16. Parents/family members please refrain from double parking or parking across the street and calling your student into the street to meet you.

17. Appropriate, respectful language will always be used with all adults and fellow students on campus. Name calling, teasing, or using any language which is derogatory toward a specific gender, ethnicity, culture, or sexual orientation is NOT allowed.

***Behavior identified as harassment or bullying is not tolerated and will have immediate consequences per Education Code and Board Policy.***

#### **PLAYGROUND EXPECTATIONS/GENERAL EXPECTATIONS**

- K-6 personal belonging, including backpacks, textbooks, etc. will be placed on the student's class line before 100 Mile Club and after lunch. Jr. High students will hold on to their belongings in the morning; Jr. High students will "bag drop" their backpack to their 5<sup>th</sup> period class before going to lunch.
- 1<sup>st</sup> – 6<sup>th</sup> grade students on the playground will "freeze" when the bell rings. When the adult on duty dismisses students by zones, students are to WALK to their designated area.
- Hallways are to be clear of students.
- Put your room # and name on equipment.
- 100 Mile Club Lanyards are to be kept in backpacks.
- After students eat lunch, students exit to the playground by way of their respective hallway.
- During rainy days, students will keep backpacks with them.
- Use appropriate equipment/balls for activity.
- Hold equipment/balls when walking to line.
- Students stay on the blacktop.
- Science hallways are out of bounds.
- Release from Zones: Freeze when the bell rings with feet together and hands on their side. Students wait for teacher directions.
- Snacks are to be eaten on the wall closest to their assigned zone.

#### **CELL PHONES/ELECTRONIC DEVICES**

We recognize the rights of parents to provide their child a cell phone. However, when your child brings a cell phone or other electronic devices on campus, he/she must adhere to the following policies:

1. Students suffering from an illness during the school day must go through the nurse's office for medical attention. Students are not permitted to contact parents via cell phone prior to notifying the health office of an illness. Students are not allowed to circumvent the health office to contact a parent.
2. Incorporating technology into the school curriculum is a part of Common Core State Standards. Cell phones and other electronic devices may be used in the classroom as an instructional tool per teacher instruction/discretion only. The teacher will monitor and supervise cell phone usage in the classroom as applicable.
3. Cell phones and other electronic devices must be turned OFF and kept in the students backpack during common times after the start of the school day (recess, lunch, passing periods etc.).
4. Cell phones are to be turned off when entering a classroom.
5. Cell phones and other electronic devices may NOT cause a disruption to the educational program or school activity. A disturbance caused by such devices will result in confiscation and disciplinary action. Briggs K-8 is not responsible for locating, repairing, or replacing any lost electronic devices.

- **First offense:** cell phone/electronic device is confiscated and may be picked up, in school office, by the student after school on the day of the offense.
- **Second offense:** cell phone/electronic device is confiscated and may be picked up by the parent, in school office, after school on the day of the offense.
- **Third offense:** cell phone/electronic device is confiscated and may be picked up, in school office, by the parent the day after the offense during after school hours only.
- **Fourth offense:** cell phone/electronic device is confiscated and may be picked up by the parent, in the school office from an administrator. The student and parent will meet with the administrator to discuss an appropriate intervention and/or disciplinary consequences.

### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS**

The Positive Behavior Intervention and Supports (PBIS) at Briggs is designed to ensure that each student can learn in a safe and secure environment. PBIS is a framework to identify needs, develop strategies, and evaluate practice toward building a positive school culture. PBIS is a process for teaching children appropriate behavior and providing the supports necessary to sustain that behavior. With PBIS implementation, if a child does not readily demonstrate the expected behaviors, schools do not view this as an opportunity to punish. In fact, this is an opportunity to re-teach the expected behaviors. In this way we can support students that struggle with behavior in the same way that we support students that struggle with reading and math.

### ***Our School-Wide Expectations for all grade levels are:***

**Be Respectful**

**Be Responsible**

**Be Safe**

**THE FIRST 24 DAYS OF SCHOOL:** *Days 1-8* Students will be taught **School-Wide Expectations** by Location. This is designed to show all students' positive behavior in various school environments.

*Days 9-24* Students will be taught **Classroom Survival Skills** designed to show positive behaviors in the classroom with 16 specific skills.

Students who consistently follow these rules will be rewarded on an individual and school-wide basis. **Verbal praise, Student of the Month, and Panther Perks** are some examples of the ways students may be recognized for showing their Panther Pride.

These character traits will be taught using the **Second Step Curriculum**. Our student of the month recipients will be selected based on exhibiting the respective character trait and are celebrated during school-wide Spirit Assemblies.

### **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS) AS A PANTHER:**

PBIS at Briggs is designed to help ensure each student can learn in a safe and secure environment. Consequences from PBIS best practices is about teaching students' appropriate behaviors in addition to teaching academic content.

Students will earn Panther Perks for meeting schoolwide expectations about responsibility, respect, and safety. During the day all staff looks for students who are displaying these expectations, and



students will be recognized with a Panther Perk, and they can redeem these for various rewards and prizes.

## REFERRAL PROCESS

In the classroom, each teacher will develop his/her own classroom matrix. Behaviors that interfere with instruction and/or student learning will be documented and mediated by the classroom teacher using a school-wide discipline ladder and Classroom **INCIDENT LOG**. The teacher will contact a parent/guardian via phone, email, or in-person to inform and dialog about the behavior and intervention used. The **INCIDENT LOG** is also used by the Noon Grounds and Administration during recess and lunch time.

## Office Discipline Referral (ODR)

3 Incident Logs = MINOR REFERRAL

**Briggs Student Incident Log**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ Teacher/Staff Member \_\_\_\_\_

Location	Problem Behavior	Parent Communication Required
<input type="checkbox"/> Amphitheater	<input type="checkbox"/> Was not Respectful	<input type="checkbox"/> Contacted parent on ____/____/____ via _____
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Defiance	<input type="checkbox"/> Phone call <input type="checkbox"/> Conference <input type="checkbox"/> Email <input type="checkbox"/> Other: _____
<input type="checkbox"/> Classroom # _____	<input type="checkbox"/> Disagreeing inappropriately	
<input type="checkbox"/> Chatterbox	<input type="checkbox"/> Disagreeing inappropriately	
<input type="checkbox"/> Classroom	<input type="checkbox"/> Disagreeing inappropriately	
<input type="checkbox"/> Lunch	<input type="checkbox"/> Disagreeing inappropriately	
<input type="checkbox"/> Office	<input type="checkbox"/> Disagreeing inappropriately	
<input type="checkbox"/> CPE Area	<input type="checkbox"/> Disagreeing inappropriately	
<input type="checkbox"/> Playground	<input type="checkbox"/> Disagreeing inappropriately	
<input type="checkbox"/> Restrooms	<input type="checkbox"/> Disagreeing inappropriately	

White: Attach to Minor Referral

### INCIDENT LOG #1

Teacher-Parent Communication and Dialogue

### INCIDENT LOG #2

Teacher-Parent Communication and Dialogue

### INCIDENT LOG #3

Teacher-Parent Communication and Dialogue

AND

### MINOR REFERRAL

Administration-Parent Communication, Dialogue, and Documentation in Aeries Guidance

**Minor Offense: Briggs Student Referral Form**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Teacher/Staff Member \_\_\_\_\_

Problem Behavior		
<input type="checkbox"/> Was not Respectful	<input type="checkbox"/> Was not Responsible	<input type="checkbox"/> Was not Safe
<input type="checkbox"/> Defiance	<input type="checkbox"/> Not on task	<input type="checkbox"/> Not working with others
<input type="checkbox"/> Disagreeing inappropriately	<input type="checkbox"/> Academic dishonesty	<input type="checkbox"/> Property misuse
<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Excessive talking	<input type="checkbox"/> Running/Horseplay
<input type="checkbox"/> Disrespectful profanity to peers	<input type="checkbox"/> Disrupting instruction	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Dress code violation	
	<input type="checkbox"/> Other: _____	

**Additional Comments**

Referring Teacher's Signature \_\_\_\_\_

Administration Signature & Date documented in Aeries \_\_\_\_\_

White: Administration Yellow: Teacher

After a student receives three (3) incident logs from a teacher, he/she will be issued a **MINOR REFERRAL** and be sent to Administration. An Administrator will counsel, document the referral in Aeries, contact a parent/guardian, and take further action as needed.

A **MAJOR REFFERAL** will be issued to a student for a violation under Education Code 48900s, which may include:

- ☐ Fighting or Assault
- ☐ Destruction of property
- ☐ Possession/use of tobacco or drugs
- ☐ Theft of school/private property
- ☐ Bullying
- ☐ Committed an obscene act
- ☐ Weapon
- ☐ Threatening others
- ☐ Sexual harassment

Action(s) taken may include but not limited to, suspension, and/or recommendation of expulsion.

<b><u>MAJOR Offense: Briggs Student Referral Form</u></b>			
Student Name _____	Grade _____	Date _____	Time _____
<b>Major Offense (Ed Code)</b> <input type="checkbox"/> Fighting or Assault <input type="checkbox"/> Destruction of property <input type="checkbox"/> Possession/use of tobacco or drugs <input type="checkbox"/> Theft of school/private property <input type="checkbox"/> Bullying <input type="checkbox"/> Committed an obscene act <input type="checkbox"/> Weapon <input type="checkbox"/> Threatening others <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Other: _____	<b>Detailed Description of Incident</b>  <i>include the location, time, faculty, staff, and/or students involved:</i>  <div style="height: 100px;"></div>		
<b>Contact Office/Administration to retrieve student &amp; Referral</b>			
Referring Faculty/Staff Printed Name _____			
Referring Faculty/Staff Signature _____		Date _____	

**OTHER MEANS OF CORRECTION:** The School Leadership Teams develop a documented discipline system that is integrated with the district's Code of Conduct. When problem behavior occurs, students are provided with a full continuum of supports to address the behavior. If students do not respond, the intensity of the support increases. Most problem student behaviors either have an academic or social base. Academic success is prevailing when properly addressing the root causes of behavior. Parents are an important part of PBIS implementation. Schools encourage parents to use the same expectations and rules that the school teaches. This common language creates consistency and a unified support for expected student behavior. Parents are asked to discuss the common rules and expectations and post them at home for easy reference. Children thrive when they have consistent, predictable expectations and consequences.

*Other Means of Correction include:*

- Academic and/or Behavior Intervention Plans
- Community service / Restitution
- Cool down / Time out
- Detentions-teacher and/or administrator discretion
- Educational projects and/or reflective tasks
- In-School suspension
- Loss of Privileges
- Restorative practices
- Safe School Ambassador mediation
- Skill-building course (Second STEP)

- Small group and/or individual counseling

The function of the student's behavior is always considered when determining discipline strategies. Briggs' staff considers the **Three Pillars of Effective Discipline**:

- **Reflective:** The student should be reflecting & gaining insight into their behavior.
- **Restorative:** The student should have an opportunity to repair the relationships or items that were damaged.
- **Instructional:** The student should gain specific knowledge and practice skills that will help them in the future with their behavioral management.

### Briggs Discipline Flow Chart



### Target Behaviors and Discipline Ladder at Briggs K-8

Level 1 Behaviors	Level 1 Consequences
<p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>• Unsafe behavior not resulting in injury (e.g., running in hall, horseplay)</li> <li>• Unsafe playground behavior (e.g., misusing equipment, breaking game rules)</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>• Talking, calling out, making noise during instruction, minor disruption</li> <li>• Teasing or disrespectful tone/words not involving profanity toward student</li> <li>• Inappropriate gestures/body language not involving vulgarity toward student</li> <li>• Non-aggressive touch</li> <li>• Using others' materials without permission</li> </ul> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>• Out of seat, assigned location in room</li> <li>• Not following directions (minor)</li> <li>• Off-task</li> <li>• Not completing assignments</li> <li>• Not prepared for class</li> <li>• Careless work</li> <li>• Possession/playing with non-school items</li> <li>• Not taking care of materials</li> </ul>	<p><b>Level 1 Consequences (Classroom managed)</b></p> <ul style="list-style-type: none"> <li>• Warned student</li> <li>• Brief student-teacher conference</li> <li>• Provide corrective re-teaching</li> <li>• Retought/practiced behavior</li> <li>• Reinforce teachers/school's incentive system</li> <li>• Restricted or lost privilege (loss of free time, recess, seat choice)</li> <li>• Called parent</li> </ul> <p><b>Note:</b> for repeated level 1 behaviors not responding to level 1 consequences, level 2 consequences may be appropriate</p>
Level 2 Behaviors	Level 2 Consequences
<p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>• Unintentional behavior resulting in injury</li> <li>• Out of assigned area (unsupervised)</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>• Arguing with staff, disrespectful tone/words toward staff</li> <li>• profanity not directed toward people</li> <li>• Inappropriate gestures/body language not involving vulgarity toward adult</li> </ul> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>• Not following directions (insubordination)</li> <li>• Possession of others' property without permission (low value)</li> </ul>	<p><b>Level 2 Consequences (Classroom managed)</b></p> <ul style="list-style-type: none"> <li>• Use of level 1 consequences adjusted for more significant behaviors</li> <li>• Phone call home by teacher and/or student</li> <li>• Parent-teacher-student conference</li> <li>• Behavior contract</li> <li>• Time out in another class</li> <li>• Detention</li> <li>• Benched in Office</li> <li>• Teacher completes Request for Assistance for PBIS coach</li> </ul> <p><b>Note:</b> for repeated level 2 behaviors not responding to level 2 consequences, level 3 consequences may be appropriate (in consultation with administration)</p>
Level 3 Behaviors	Level 3 Consequences
<p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>• physical attack on student/staff</li> <li>• possession/use of illegal/dangerous substance</li> <li>• possession of weapon</li> <li>• leaving school grounds</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>• repeated harassment of student</li> <li>• profanity directed toward student/staff</li> <li>• verbal or written attack/threat toward student/staff</li> <li>• vulgar gestures</li> <li>• sexual harassment</li> </ul> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>• property destruction</li> <li>• theft (beyond items of nominal value)</li> </ul>	<p><b>Level 3 Consequences (Administration managed)</b></p> <ul style="list-style-type: none"> <li>• Office referral with appropriate documentation—implementation of district discipline options, including suspension.</li> <li>• Parent-teacher-administrator-student conference</li> <li>• Referral to Tier 2 Team (by administration)</li> </ul>

## CURRICULUM & INSTRUCTION

The curriculum is consistent with Chino Valley Unified School District materials and follows the Common Core State Standard. Special emphasis is placed on student achievement within a well-balanced educational program. Parent conferences and/or STEP conferences will be scheduled to meet with the parents of students needing academic or social-emotional to develop goals and an academic assistance plan tailored to the student's needs.

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

Graders K-6<sup>th</sup> - Student Progress is measured on Performance Level:

- **4 - Extending** - Student has an in-depth understanding of grade level performance standards expected at this point of the year.
- **3 - Achieving** - Student is consistently meeting the grade level performance standards expected at this point of the year.
- **2 - Progressing** - Student is partially meeting the grade level performance standards expected at this point of the year.
- **1 - Beginning/Standard Not Met** - Student is not yet meeting grade level performance standards expected at this point of the year.
- **X - Not Applicable** - This standard or group of standards was not assessed during this time period.

Grades 7<sup>th</sup>-8<sup>th</sup>:

Course Content		Work Habits/Effort/Behavior	
A	Advanced 90-100%	O	Outstanding
B	Proficient 80-89%	S	Satisfactory
C	Basic 70-79%	N	Needs Improvement
D	Below Basic 60-69%	U	Unsatisfactory
F	Far Below Basic 0-59%		

For grades 7 – 8: Per district policy, a GPA of 2.0 or greater is required to participate in extracurricular activities. This includes athletics, dances, and promotion activities. The most recent reported school-issued grade of progress will determine GPA every 6 weeks.

**ACADEMIC HONESTY POLICY:** Cheating, which includes: using notes or textbook when not allowed, copying someone else's work, allowing someone else to copy your work, taking credit/handing in someone else's work- including, but not limited to on-line resources and other reference materials- (plagiarism), etc. will result in a grade of zero for the assignment, a 1- hour after school detention (for Gr. 3-5) or two 1-hour after school detentions (for Gr. 6-8) and an "N" in citizenship for that class/subject during which the infraction occurs. A second offense will result in a "U" in citizenship for that class/subject and further disciplinary actions.

### CITIZENSHIP/WORK HABITS GRADES

A student with Outstanding (O) citizenship/work habits meets all the standards of satisfactory citizenship/work habits and...

- Works independently
- Is a positive role model
- Helps others
- Solves problems
- ALWAYS follows school/class rules
- ALWAYS is prepared for class
- ALWAYS on task
- Actively participates in class

- Completes ALL assignments
- Gives ALL assignments very best effort
- Exceeds quality of work expectations

A student with SATISFACTORY (S) citizenship/work habits...

- Respects others
- Has a positive attitude
- Pays attention
- Is cooperative
- Is on time
- Dresses appropriately
- Regularly follows school rules
- Is prepared for class
- Willingly participates in class
- Is consistently on task
- Follows directions
- Is organized
- Completes assignments on time
- Meets quality of work expectations
- Observes school academic honesty policy

A student who needs to IMPROVE (N) citizenship/work habits will display one or more of the following...

- Talks excessively
- Is disrespectful to others
- Is uncooperative
- Uses inappropriate language
- Has a poor attitude
- Displays disruptive behavior
- Has 4 or more tardies to class
- Is off task
- Dresses inappropriately
- Receives discipline referrals
- Is in violation of school academic honesty policy
- Is occasionally unprepared for class
- Is disorganized
- Is missing numerous assignments
- Often turns in assignments late
- Avoids class participation
- Quality of work is occasionally below expectations

A student with UNSATISFACTORY (U) citizenship/work habits will display one or more of the following...

- Is defiant to school authority
- Intimidates others
- Has 5 or more tardies to class
- Is consistently disruptive
- Fails to follow class rules
- Consistently violates school rules
- Commits a suspendable act
- Is consistently unprepared
- Quality of work is unacceptable
- Rarely participates in class
- Is in violation of school academic honesty policy, second offense

**ENGLISH LANGUAGE DEVELOPMENT:** Students who are not yet proficient in English, due to their second language, are placed with teachers who have special training in providing language experiences that will help these students learn English. Our goal is to have English Learners become proficient in English as quickly as possible.

**GIFTED PROGRAM (GATE):** The Chino Valley Unified School District is committed to educational programs that recognize and serve students' diverse needs and talents. The purpose of our Gifted and Talented Education Program (GATE) is to provide a stimulating environment with opportunities for capable students to achieve their highest potential. GATE identified students in grades 2-6 are placed in a GATE cluster class at that grade level. All GATE students are expected to master the State Curriculum Standards, but the curriculum will be differentiated to provide challenging activities. 7th and 8th grade GATE students will be placed in GATE/Honors classes for Language Arts and Social Studies. All teachers are required to provide enriching activities for these students.

Parents may request GATE screening by calling the office and talking to the GATE coordinator. However, please be aware there will be an established deadline for a GATE screening at which point additional requests will be delayed until the following school year. Recently, CVUSD has adopted a policy in which all 2<sup>nd</sup> grade students participate in a universal GATE screening to identify qualified participants.

**HOMEWORK POLICY:** Homework has a definite place in the Briggs School educational program. It is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and to complete assigned projects.

It is imperative that parents support the teacher's efforts. Parents should encourage systematic study, show interest in assignments, commend satisfactory performance, and provide the proper conditions for home study. Consistency is essential! Parents should check assignments each night for accuracy, neatness and completeness. This will ensure good study habits.

The amounts of time listed below represent the total daily AVERAGE for homework which will be assigned Monday through Thursday nights as directed by District Board Policy AR 6154 (a & b):

1 <sup>st</sup> Grade	10-20 minutes/day
2 <sup>nd</sup> Grade	20-30 minutes/day
3 <sup>rd</sup> Grade	30-45 minutes/day
4 <sup>th</sup> -8 <sup>th</sup> Grade	60-90 minutes/day

An additional 15-20 minutes (for Grades 1-6) or 30 minutes or more (for Grades 7 & 8) of reading is required in addition to regularly assigned homework.

Any homework brought in after the beginning of the school day will be regarded as LATE and will be placed in the teacher's mailbox. If a student is tardy, the homework must be turned in when the student enters the class, or the assignment is considered late. Teachers will not accept late homework or assignments for full credit unless the student had an excused absence. Students are expected to:

- Insert homework assignments in folders/planner daily.
- Turn in completed class work and homework on time.
- Complete all assignments neatly and as accurately as possible.
- Take all books, assignments, notes, and personal belongings with them when leaving the classroom at the end of the day.
- Come to school prepared with all needed materials and/or supplies (ie. Homework, paper, pencil, binder, etc.)

Missing/incomplete homework assignments for students in **Grades 7 & 8** will be recorded as lowered points in their grade calculations.

Students in **Grades 1-6** will receive Habits of Success marks that reflect submission and completed homework assignments.

**MAKE-UP WORK:** For each day of absence, students will have one day to make up the work assigned during the student's absence. In case of prolonged absence, the teacher may choose to create individual make-up work contracts including alternative assignments, tests, and due dates. All make-up work must be completed in a timely manner. This does not apply to long-term projects with a specific due date.

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.

Please do not send siblings or other students to the classroom unexpectedly to ask for missed work. ALL homework requests must be made through the office.

## **REPORT CARDS**

**Grades K-6:** parents are informed of student's progress via trimester report cards. Copies of these report cards are placed in each student's cumulative file and are sent home with the student if the parent release form has been signed giving the child permission to bring it home. Parents must return the signed envelope to indicate the report card was received.

**Grades 7 & 8:** parents are informed of student progress via a six-week progress report and a trimester report card. The trimester grade is recorded in the student's permanent record file and will be the final grade earned from the course. Both the progress report and the end of trimester report card will be mailed to the student's home address.

In addition, 7<sup>th</sup> and 8<sup>th</sup> grade parents have access to their student's progress and grades via Aeries.net. Contact your student's teacher for information regarding your personal password procedures. If you do not have Internet access, please contact the teacher or the school office.



## **DISASTER PREPAREDNESS**

The Chino Valley Unified School District Disaster Plan outlines procedures that will be used to protect your child if a disaster occurs during school hours. The school district and/or the site will conduct drills at various times with school personnel in addition to drills performed in conjunction with local law enforcement agencies. In the event of a natural disaster or civil disruption, the principal shall retain students at the building when:

- The District office specifically advises the principal not to release students.
- The reports generated over the radio on the Emergency Broadcast System indicate, in the principal's analysis, that it is unsafe to release children.
- It is apparent to an ordinary, reasonably prudent person using common sense that due to fallen electrical wires, uprooted trees, damaged streets, broken gas lines or water mains, or any other damage that would impede the ability of an average adult to safely traverse a route home, it is unsafe to leave the building.

In the event it becomes necessary to retain students, all efforts will be made to provide for and maintain a safe environment pending release of students to their parent or persons listed on the emergency card.

## **DRESS CODE**

It is the expectation at Briggs that students be dressed and groomed in a manner that will reflect personal pride, modesty, and attention to personal hygiene and cleanliness. In addition, school dress should be suitable and comfortable for normal school activities, conducive for learning, and must not be disruptive to the educational process. Student dress/grooming which disrupts or threatens to disrupt the instructional process, or which creates an unnecessary or unreasonable risk of injury or harm to any student, is prohibited. Students must be wearing appropriate clothes upon arrival to campus, until they are off campus, and during all other school activities. To promote school spirit, it is suggested that students wear the following on these days:

- *Wednesday*: Briggs spirit wear/club wear
- *Friday*: Class College T-shirt, or any t-shirt directly related to a college or a branch of the military.

## BRIGGS DRESS CODE CONTRACT

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ID: \_\_\_\_\_

1. Shoes must be worn.
2. Clothing which allows undergarments to be seen is not permitted. Spaghetti straps or camisoles must be covered with a sweater or jacket.
3. Halter, tube or strapless tops, or bandeaus are not permitted. It is not permitted to show excessive skin.
4. Clothing, jewelry, and personal items (hats, backpacks, gym bags, notebooks, water bottles, etc.) shall:
  - a. ...be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive.
  - b. ...not bear images of, or promote the use of, drugs, alcohol, tobacco, or weapons.
  - c. ...not promote criminals, criminal activity, gangs, gang activity, or violence. No gang-related attire.
  - d. ...not advocate racial, ethnic, or religious prejudice.
5. Clothing or grooming that is obscene or defamatory, or that incites students to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of school regulations, or the substantial disruption of the orderly operation of the school is not permitted.
6. Jewelry or accessories, which advocate or cause disruption on campus and/or other acts of violence, may be used as weapons, or create a health or safety hazard are not permitted.

*As no list of dress guidelines can be written that will anticipate all potential dress and/or grooming concerns, in case of questionable dress the principal or designee will make the final decision. Below are some examples of dress code violations:*

- *Image of a scantily clad person on shirt*
- *Low plunging shirt*
- *Overly/excessively tattered jeans or oversized pants that hang below the waist; points deducted as applicable*
- *Flip flops/slides, etc.*
- *Pajamas, slippers, men's undershirt tank tops*
- *Any items with marijuana suggestive images printed throughout (i.e. palm trees or palm tree leaves)*
- *Lacey or see-through clothes*
- *Bandana hanging from back pocket or tied around a limb*
- *Clothes that show mid-section or the buttocks*

**CHANGE OF CLOTHING:** Briggs students who violate this dress code contract will be required to change into their gym clothes. If gym clothes are not available, the child's parents will be contacted by the main office to bring a suitable replacement.

### DRRESS CODE DISCIPLINE

1 <sup>st</sup> Violation	Dress Code Contract initialed by student, contract copy sent home to parent, student issued a warning, student changes into appropriate clothing if available.
2 <sup>nd</sup> Violation	Dress Code Contract signed by student and parent, contract copy sent home to parent, student issued a second warning, student changes into appropriate clothing if available.
3+ Violations	Progressive discipline at the discretion of an Administrator.

*I have reviewed and agree to comply with the above Briggs Dress Code Contract.*

#### 1<sup>st</sup> Violation

#### 2<sup>nd</sup> Violation

_____ Student Initials	_____ Date	_____ Student Signature	_____ Date	_____ Parent/Guardian Signature	_____ Date
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☐ 1<sup>st</sup> violation: Contract copy sent home.

☐ 2<sup>nd</sup> violation: Contract copy sent home.

## HEALTH SERVICES

A **School Nurse** is on our campus on a rotational basis. She is a registered nurse with an advanced degree in nursing and holds a Health Services Credential issued by the state. Her duties include: evaluating the health needs of students, and planning appropriate actions; screening students for vision, hearing, concerns; counseling parents and students on special health concerns; coordinating communicable disease control programs; serving on Special Education evaluation teams; acting as resource for health information and referrals; teaching health education, and training staff for emergency response to health conditions.

A **Health Technician** is on campus five days each week, for five hours a day. Her duties include: administering first aid and approved medications; contacting parents when students are ill; maintaining health records and emergency binders; notifying parents of State mandated health requirements (immunizations, physical exams, etc.); assisting in communicable disease control; consulting or contacting the nurse when needed.

If your child wakes up with any of the following symptoms: fever, vomiting, and/or diarrhea, please keep them home from school. Students need to be free from fever (temperature above 100 degrees), vomiting, and diarrhea for at least 24 hours **WITHOUT medication** before returning to school. When students are not in class, they miss valuable instructional time. However, if a student is too ill to remain in class, he/she should ask the teacher for a referral to the Health Office, and parents will be contacted to come to school. Parents have five (5) days to contact the school to excuse a student due to illness.

**Medications** (including aspirin, Motrin, Tylenol, cough medicine or drops, stomachache remedy, ear/eye drops, medicated chap stick) **MAY NOT be brought to school** unless the health office has received written and signed instructions from your doctor. A medication administration form must be on file in the health office, signed by the doctor and the parent before a medication may be given at school. Forms can be obtained from our office before your doctor visit. Medications that need to be administered while students are on a field trip will have the same requirements as those given at school. Any medication authorized to be given at school must be received in the original, labeled container. The label must have the student's name and the medication orders the doctor wrote on the Medication Administration Form.

## COMMUNICABLE DISEASES

The school should be notified if your child has a communicable disease. Some guidelines regarding return to school after a communicable disease include:

- **Chicken Pox** - Return to school about a week after the rash first appears. All pox eruptions must be crusted, but not gone from the body. Incubation period is 14-21 days. An individual from the health office or an office staff member must check the child before returning to class.
- **Influenza and Colds** - Return to school if fever-free for 24 hours, and there are no severe respiratory symptoms. Students with constant or severe coughing, sneezing, and runny noses should be kept at home to rest.
- **Impetigo** - Return to school if under treatment and lesions are covered with Band-Aids. Child must be cleared by the School Nurse or have a note from the doctor.
- **Head Lice** - Return to school after treatment with lice shampoo (RID, NIX, Clear, A-200, etc.; Kwell is not recommended by the Health Department) and all nits (eggs) removed from hair. Health Office must check the child's head before going to class.

Please come with your child to have his/her head checked. Parents should check family members' heads carefully.

- **Ringworm** - Return to school if under treatment and lesions are covered and are healing well. Child must be cleared by the School Nurse or have a note from the doctor.
- **Pinkeye** -Return to school after symptoms have disappeared and/or after treatment with prescription eye drops for 24 hours.

### **HOME/SCHOOL COMMUNICATION**

For ecological and budgetary benefits, home/school communication has become paperless through the school website (<https://www.chino.k12.ca.us/Page/51>) and Parent Square. The website will have the most current information regarding PFA, school-wide, and classroom specific events and activities that will be occurring on our campus. It also has an on-line absence reporting feature, school lunch menus, bell schedule, handbook, and calendar. All families are expected to utilize our website as it is accessible wherever there is Internet availability (home, school library, public library, worksite, etc.).

If you have any questions that cannot be answered by accessing the website, please contact the Main Office.

Only in cases of serious need/emergency will students be allowed to use the school phone as such practice interferes with conducting school business in the office. Students are responsible for remembering homework, class materials, lunches or lunch money, etc., and will not be allowed to call parents to bring these items. Please do not call the office and ask that a message be given to your child unless it is an extreme emergency. Late items will not be delivered to classrooms.

Please DO NOT try to “catch” the teacher after school as teachers may have pre-arranged appointments, duties or meetings to attend. If you need to speak to your child’s teacher, call or email the teacher to arrange a convenient time.

### **8<sup>TH</sup> GRADE PROMOTION**

Our 8<sup>th</sup> grade students participate in several end-of-the-year activities including a promotion ceremony in May. Students must meet the following criteria in order to be eligible (per Board Policy) to participate in the promotion ceremony and other 8<sup>th</sup> grade activities at the end of the year.

- 2.0 G.P.A.
- No more than two “U” in citizenship
- No excessive discipline problems. Frequent discipline infractions may result in disqualification from Promotion Ceremony or related activities. Site administration will determine eligibility for the Promotion Ceremony or related activities in light of any disciplinary consequences.

### **LOST & FOUND**

Please mark your child’s clothing. The school is not responsible for personal items brought to school. Lost items such as coats, sweaters, and lunch pails are located on clothes racks inside the MPR entrance; small items will be kept in the office. Please check for lost items

throughout the school year. Unclaimed articles will be sent to various charities approximately every six (6) weeks.

### **LUNCH AND BREAKFAST PROCEDURES**

Students are to remain on campus during lunch. Lunches may only be dropped off before 11 AM for individual students. Third party deliveries, whole pizzas, or communal food will not be accepted. Free and reduced lunches are available to those who meet income requirements. Required lunch forms can be filled out online at: <https://cvusd.rocketscanapps.com/> . Students are responsible for paying for their cafeteria lunch before school begins in the morning or at first recess, in the school office. Please be sure your child has a lunch or lunch money when he/she leaves home in the morning. Clearly labeled late lunches will not be delivered to the classrooms but will be put into the “late lunchbox” in the office. Students are responsible for checking with the noon ground supervisors to see if their late lunches have been brought in. Parents may not sit at the lunch tables with students during breakfast and lunch time.

## **FREE Universal Meals in 2023/2024**

The California Department of Education (CDE) has approved free meals for all students attending in person learning. All students will continue to have access to free, healthy, and nutritious meals in the 2023/2024 school year. We encourage households not enrolled in the Community Eligibility Provision (see below) who participate in the Free or Reduced-Price Meal Program to re-apply for benefits for the 2023/2024 school year regardless of the CDE's approval for free meals. This will ensure the continuation of free or reduced-price benefits in the event CDE lifts their approval for free meals.

### **Eating Area Rules**

- All students must sit while eating (minimum of 15 minutes before moving to playground).
- Students are expected to pick up all trash around them and when leaving the lunch area, deposit it in trash cans. We are a community to a clean and safe campus!
- Students are instructed to raise their hand and wait until the noon ground supervisors to dismiss them from the covered tables.
- 1<sup>st</sup> - 6<sup>th</sup> grade classes walk to the lunch area with their teacher.
- Students are to stay by their lunch while seated at the lunch tables and remain seated in one place with their feet underneath the table.
- Students are to talk quietly, respectfully, and use proper table manners.
- Students may not sit on the outside perimeter of the tabled area.

The noon ground supervisors are responsible for maintaining order during the lunch period. They are to be treated with respect and their instructions and directions are to be followed. This is both at the lunch tables and on the field area.

Failure to follow these lunch procedures may result in school disciplinary consequences.

### **PARENT/TEACHER CONFERENCES**

Parent, Teacher, Student Conferences may be requested and scheduled based on teacher availability.

- Teachers shall provide parent(s) or guardian(s) the opportunity to have a conference to discuss the student's achievement regarding progress made in the courses of study, work

habits/effort, citizenship/behavior and achievement in passing minimum proficiency standards as per Education Code 51216.

- AR 5121(d) indicates that teachers are to keep parents duly informed of their student's progress is the responsibility of each teacher. Whenever it becomes evident to a teacher that a student is in danger of failing a course and/or at any time a student's grade falls below 65% a teacher will notify parents by phone, mail, email, or conference. Teachers shall document this notification.
- The refusal of the parent/guardian to attend the conference or to respond to the written or weekly updates shall not preclude failing the pupil at the end of the grading period:
  - (cf.5123 - Promotion/Acceleration/Retention)
  - (cf. 6020 -Parent Involvement)
- As each student's needs are unique, an individualized intervention plan will be drafted during these conferences along with specific action steps to monitor progress.

### **ACADEMIC AND BEHAVIORAL INTERVENTIONS**

District-wide all CVUSD school utilizes a Multi-Tier System of Supports (MTSS) for Academics (A) and Behavior (B). MTSS A/B is a prevention-based framework of team driven, data-based problem solving for improving the outcomes of every student through family, school, and community partnering and a layered continuum of evidence-based practices applied at the classroom, school, district, region, and state level. We strive to ensure that every student receives equitable academic and behavioral support that is culturally responsive, matched to need, and developmentally appropriate, through layers that increase in intensity from universal (every student) to targeted (some students) to intensive (few students). We know students are most successful when there is a cooperative effort between parents and school personnel. In a spirit of shared responsibility, the Student and Teacher Excellence Program (STEP) meets at school, exploring and problem solving, to help students. Parents are an important part of this team. The STEP team is a process of general education. The team reviews individual student's concerns and plans ways of handling those concerns in the regular classroom. Concerns are discussed by you and your child's teacher(s) have regarding their academic and behavioral success. A STEP meeting may be initiated to implement a support plan for a student to promote academic and/or behavioral success. STEP meeting can be requested by either teacher/administration, or parent.

### **CLASS PARTIES**

Class parties at school are limited to four: Fall, Winter, Valentine's, and End-of-Year. Food for parties MUST comply with the district's Wellness policy available on the district website. Parties will be limited to an hour.

School policy prohibits birthday parties or bringing in treats for birthdays at school. Invitations or flyers to private parties may **NOT** be distributed at school.

### **PROBLEM SOLVING/COMPLAINT PROCEDURES**

We suggest parents take these steps to resolve school related problems:

- Get the facts; discuss them with your child.
- Communicate with your child's teacher via phone or email.
- Meet with the teacher to create a plan to resolve the problem.
- Give the plan a chance to succeed.

- Call, write, or email an administrator to seek a resolution if the plan did not succeed.

Concerns may be shared in writing with a teacher or an administrator at any time. We will contact you promptly and will try to resolve the concern as quickly as possible.

#### **PARENT OPPORTUNITIES**

- **School Site Council (SSC)** meetings are held during the year. Elections are held in the spring for members who serve two-year terms. The SSC is responsible for curriculum, budget decisions, and current school issues within the School Improvement Program.
- **English Learner Advisory Committee (ELAC)** The purpose of ELAC is to advise the principal and site staff on programs and services for English learners.
- **Parent Faculty Association (PFA)** is actively involved at Briggs. PFA meetings are open to all who'd like to attend. The PFA members serve the school by sponsoring activities, volunteering time, and providing financial support to the school. Refer to Parent Organizer or school website for information.
- **HOPE Family Engagement Center** offers CVUSD families the following services: Parent education, counseling, preschool referrals, food and clothing, application assistance for insurance. Please see Briggs/CVUSD website under "Parents" tab; "Parent and School Partnership" for more information.

#### **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.

#### **DROP OFF / PICKUP PROCEDURES (A.M.):**

- The campus will be open at 7:30 a.m. daily.
- All student drop-offs will take place in the NORTH LOOP.
- The outside lane of the NORTH LOOP is intended for continuous traffic flow with the designated drop-off area within the DROP-OFF/PICK-UP ZONE curb area only.
- Parents may also drop students off curbside along Roswell. Students dropped off on the eastern side of Roswell must use the designated crosswalk.
- If you plan on walking your student up to the school, you must first park your vehicle.
- AM Kinder Drop-off is in the NORTH LOOP.
- All vehicles exiting the NORTH LOOP will turn "right" onto Roswell to head southbound.

**Unattended vehicles are not permitted to be stopped in the outside lane of the NORTH LOOP.**

#### **DROP-OFF AND PICK-UP PROCEDURES**

- **Teachers Escort class to pick-up area.**
  - **Kindergarten** will be pick-up at the Kindergarten gate. Teacher will release student to family member.
  - **1<sup>st</sup>-8<sup>th</sup>** Exit side gates to the front of the school.
  - **Daycare** in front of school; Kindergarten area. Vans have designated parking.
  - Students wait in designated area.

- Please remember to say your goodbye at the gate as only students will be permitted on campus. Any parents or visitors coming on campus must check in through the office and be screened through the Raptor System.
- When dropping off students, we asked that you drop them in the front of the Jr. High gate ONLY. You will pull all the way up to the cross walk and make sure your student is ready to exit the car when you stop. We asked that you do not exit your car with your student.
- To ensure your student's safety do not double park (or stop anywhere in the parking lot) and ask your student to cross the parking lot or walk between cars to get to the entrance gate. **THIS IS NOT SAFE.** If you are not able/ or chose not to use the drop-off and pick-up lane, you may use the sidewalk.
  - The drop-off / pick-up line moves quickly when procedures are followed.
  - This will expedite morning and after school drop-off and pick-up.
- Briggs enrollment is approximately 650 students; Remember everyone in line is also dropping-off or picking-up his/her student. Your patience and support are necessary and appreciated.

\*Enter the parking lot traveling south on Roswell \*All traffic in the loop is *one way* \*The south driveway is an exit only.  
**Thank you for modeling and reinforcing the importance of following all school rules and procedures.**



### Lyle S. Briggs Parking Lot Flow of Traffic





