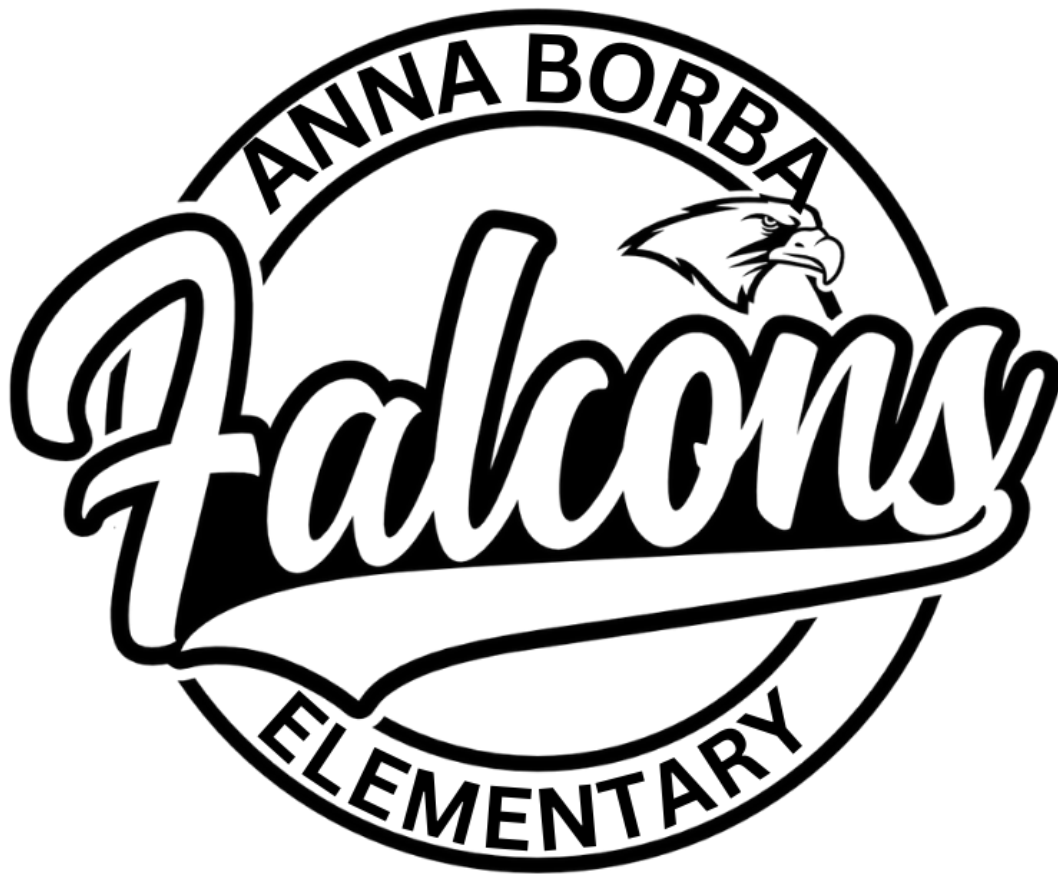


**Anna Borba**  
**Elementary School**  
Chino Valley Unified School District



**Parent/Student Handbook (English)**  
**Principal: Dr. Michelle Bonilla**  
**Assistant Principal: Ms. Sukaina Husain**

## *Vision and Mission Statement*

### **Vision/Vision**

Anna Borba will be recognized as a community of learners who work together to maintain high expectations and who are focused on the students' growth in all areas.

Anna Borba será reconocida como una comunidad de aprendices que trabajan juntos para mantener altas expectativas y que están centrados en todas las áreas del aprendizaje estudiantil.

### **Mission/Mision**

As a Professional Learning Community, we will:

- Meet the learning needs of all students.
- Ensure a caring, safe and supportive learning environment.
- Maintain high academic and citizenship standards.
- Optimize student learning through assessment and accountability.

Como Comunidad de Aprendizaje Profesional, nosotros:

- Cumpliremos con las necesidades de aprendizaje de todos los estudiantes.
- Aseguraremos un ambiente de aprendizaje, concerniente, seguro y de apoyo.
- Mantendremos un alto nivel académico y de ciudadanía.
- Optimizaremos el aprovechamiento estudiantil a través de la evaluación y responsabilidad.



## Important Information

All schedules, programs, and events are subject to change due to the current COVID-19 global pandemic. Notice of changes may occur on short notice based on directives from Federal and State government guidance and recommendations. Please be sure to check the [District website](#) for updated information as it is released.

**Please read this handbook carefully; it contains information regarding policies, rules, and expectations for both students and parents. The contents should be discussed with your children to ensure that the school year is successful.**

## Arrival & Dismissal

### Arrival:

There is NO adult supervision on campus prior to 7:35 AM. Student restrooms and campus access gates will be kept locked until 7:35 AM.

ONLY students arriving for breakfast may arrive on campus (through the front gate) prior to 7:40 AM. Breakfast service is in the cafeteria/lunch table area from 7:15 AM to 7:35 AM. Only students are allowed in the breakfast area.

### Dismissal:

Students are expected to leave the school grounds immediately after dismissal. After school supervision ends 10 minutes after dismissal.

For safety reasons, parents who arrive early for dismissal must wait outside the school gates until dismissal. Parents may not wait outside classroom doors.

Siblings of children participating in after-school activities may not remain on campus unsupervised. Parents must pick up siblings at dismissal.

The pickup/drop-off zones are in front of the school on Riverside Dr. and through the parking lot on Riverside Dr. & Monte Vista Ave (next to the tree/cement pad). The driveway on Third St. is for school buses ONLY. Please be aware that traffic is highly congested during the morning hours and during dismissal. Please plan accordingly.



## Absence Procedures:

Please call the school office on the day of the absence to state the reason for the absence. 909-627-9638. Absences due to a contagious disease, or a long-term absence require a written release from the doctor clearing the student to return to school. California State law states that verification of an absence must be completed within (5) school days of the student's return to school. On the sixth day, the absence becomes a truancy and cannot be changed.



***Homework or make up work must be requested by 9:30 a.m. and may be picked up in the office after school.***

## Doctor and Dental Appointments:

It is strongly recommended that appointments be made outside of school hours. If it cannot be avoided, we ask that a note from the doctor/dentist be sent with the child.

## Release of Students/Signing Out:

Students will be released ONLY to their parents/guardians or those individuals named on the student's emergency contacts in Aeries. Please keep the emergency information current, with up-to-date information, and several phone numbers.

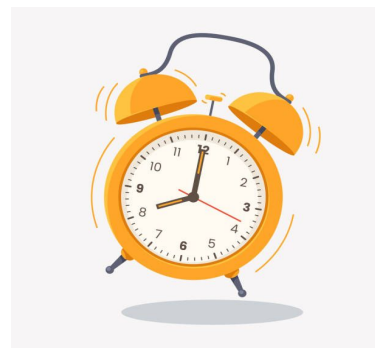
All students leaving school early must be signed out in the office. Expect to be asked to show a government issued, picture identification when signing a student out. Please do not call the office to request that your child be called out of class prior to your arrival at school. Students will only be called out of class once the parent has arrived in the office to sign them out.

- **MORNING/AFTERNOON RECESS:** Parents arriving to sign their child out during recess will need to wait until the recess ends to have their child called to the office.
- **LUNCH RECESS:** We will do our best to locate your child via radio communications with noon supervisors. If any items (ie: an electronic device) are locked in a cabinet in the classroom, then they can be picked up at the end of the school day.
- **END OF THE DAY:** The end of the day is an important time for our students as teachers spend time reviewing the homework assignments for the evening and weekly quizzes/tests for the week. **For this reason, students will not be dismissed during the last 15 minutes of the school day.**

## Tardies:

Students must be in line when the tardy bell (second) bell rings at 7:50 AM. Students not in line or arriving after the tardy bell must go to the office to sign in and receive a tardy slip. Three (3) unexcused tardies during any one trimester will generate a letter home to the parent.

Excessive tardies during any one trimester will result in a telephone call and/or parent conference with an administrator to discuss a solution to the tardy problem and/or initiate a SART contract.



# ANNA BORBA PARENT/STUDENT HANDBOOK

## Vacation or Other Trips:

School board policy permits “short term” Independent Study for grades K-12. Independent Study contracts must be for **no less than 5 and no more than 20 consecutive school days**. Parents must come into the school office and fill out a written request at least one week prior to the trip. Independent Study may only be requested through the end of March of the current school year. An independent study contract is intended to approximate the types of assignments and amount of time spent in classroom instruction. Therefore, it will require the student to work an average of 3 to 4 hours per day under parent supervision. All independent study work must be turned in the day the student returns to school. A family emergency may not leave time in order to obtain an Independent Study contract. **Please note, that family emergency trips are not excused absences.**

## Educational Program

### Awards:

**Academic Excellence and Improvement Awards** are given to recognize student achievement and growth in academic areas.

**Student of the Month** awards are in recognition of students as determined by their teacher.

**Character Counts** awards will be given to a student in each classroom who has exhibited the “Character trait of the month”.

**AVID Strong** awards will be given to those who exemplify our AVID focus.

**“Borba Bonus Bucks”** are in recognition of observed positive student behavior. There is a lottery drawing for rewards. Students may choose to exchange bucks for an assortment of school related prizes at the student store or other fun Borba Buck events.



### Grading Policy:

Assessment of student learning is based on progress towards mastering the California Common Core Standards. Combinations of the following assessment tools may be used by teachers when determining report card grades.

- Teacher Created Tests
- Class Assignments
- Special Reports
- Individual and/or Group projects
- District assessments in reading, writing, and math
- Other assessment measures as appropriate.

Please note that all of these are not necessarily used together in any particular grading period or subject area. Tests and special projects may carry a higher weight while daily assignments and/or homework may not count as heavily in the final grade.

Chino Valley Unified School District has set standards of academic growth for students in Kindergarten through 6th grade to be reached by the end of each school year. All students are expected to meet grade level standards.

At the beginning of each school year, usually during Back-To-School Night, teachers discuss grade level standards, grading procedures, instructional programs, homework, etc., for the year. Parents are expected to attend and become familiar with grade level requirements for the academic year. Your child’s teacher will be happy to review this information with you, if needed.



# ANNA BORBA PARENT/STUDENT HANDBOOK

## **GATE Program:**

Students are identified for the GATE (Gifted and Talented Education) program based on multiple measures, including a standardized screening instrument. Students eligible to participate in the program are placed in GATE cluster classes and receive differentiated instruction in core subjects throughout the regular school day.

## **Homework:**

Homework may be defined as any school inspired activity or any assignment for which the child is held responsible. Homework is assigned at the discretion of the individual teacher and is in accordance with District guidelines. Homework assignments are related to content standards being presented in class. It is the student's responsibility to keep an accurate record of assignments, have necessary materials, follow study techniques outlined by the teacher, apply and practice skills learned in class, strive for the best quality of work of which he/she is capable, and complete assignments on time. Students will not be allowed to call home for homework that was forgotten. Homework brought to school after the school day has begun will be considered late.

It is also the student's responsibility to remember to bring the assignments and all necessary materials home each day that homework is assigned. On rare occasions, when students need to return to the classroom for homework items, they may do so only if the teacher or an administrator is available. Classrooms will not be unlocked by the custodial or office staff.

## **Physical Education Requirements:**

California Education Code requires that all students participate in physical education. Students may change shoes for PE. A student may be excused from PE only if he/she is ill or injured. Parent notes excusing a student will be honored by the teacher for up to three days. A doctor's note is required to excuse a student from PE for more than three consecutive days or for a recurring illness.

## **Promotion/Retention:**

Promotion to the next grade level will be made upon assessed progress toward grade level standards. Students not making sufficient progress may be retained. Only kindergarten retentions require parent permission.

Students not making adequate progress toward grade level standards will be assigned to intervention program(s) to address deficiencies as early in the school year as possible. Parents/guardians of the student will be apprised in writing of interventions and progress at least twice during the school year when a student is at risk of retention. Promotion/retention decisions shall be made in accordance with the guidelines listed below:

- \* language arts and math grades
- \* district assessments

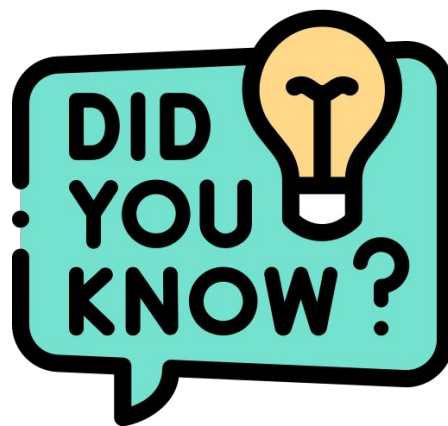
## **Report Cards/Progress Reports:**

Report cards will be issued 3 times during the year for students in grades K through 6 (at the end of every trimester). Mandatory parent conferences are held during the first trimester. Progress reports are sent home for every student during the first trimester. During the second and third trimesters, progress reports are sent home for students who are not meeting grade level standards. Parents need to give permission for students to hand carry report cards home from school.

## General Information

### Class Placement:

Requests for specific teachers are not accepted. Class placements are made based on a variety of factors. However, we will make every effort to work with families to accommodate their needs. In addition, changes in programs, enrollment, or staff may make a change of classes or the creation of combination classes necessary.



### Classroom Observations/Visitations/Volunteers:

In accordance with school policy, parental classroom observations/visitations/volunteers must be scheduled with the classroom teacher at least one day in advance and visitations are limited to no more than one hour. Only pre-arranged visitations to classrooms are allowed. Visitors are required to sign in and out in the school office and wear an identifying visitor sticker while at school. For the safety of our students, **ALL SCHOOL VISITORS WILL BE REQUIRED TO SHOW A VALID GOVERNMENT ISSUED PICTURE ID TO BE PERMITTED ON CAMPUS.**

PLEASE NOTE: siblings or children not enrolled in the class being visited, may NOT be in the classroom during the school day. (This includes infants/toddlers in strollers.)

### Class Parties:

There are three scheduled class parties during the school year: Halloween, Winter, and Valentine's Day. Class parties are a privilege. Parents/guardians planning to attend or help at a class party need to arrange with the teacher ahead of time. Siblings (including infants/toddlers) or children not enrolled in the class **may not attend**.

**Halloween costumes** may be worn to school. All costumes must be in guidance to CVUSD and Anna Borba dress codes. We do NOT allow masks or weapons of any kind with costumes.

**Birthdays** are not celebrated at school. Do not bring treats to school or have items delivered to school (i.e., cupcakes, donuts, flowers, stuffed animals, balloon bouquets, etc.).

### Conferences with Teachers:

Fall and Spring conference days are scheduled for October and January. If you wish to discuss your child's progress at any other time during the school year, please make an appointment with your child's teacher. Teachers are not available for a conference at the beginning of the school day or during class time. (The office will be happy to take a message to have the teacher call you to schedule an appointment.)

### Field Trips:

Field trips will support academic learning. Parents may be asked to chaperone. **STUDENTS MAY NOT GO** on a field trip without a permission slip signed by a parent. Siblings or children not enrolled in the class may not accompany chaperones on field trips. All chaperones must be over 18 years of age. Students may be excluded if their behavior has not met the Anna Borba Standards of Expected Student Behavior.

# ANNA BORBA PARENT/STUDENT HANDBOOK

## Health & Welfare Information

**Sick children should not be sent to school. Symptoms such as fever, vomiting, a runny nose in combination with a cough or headache, or stomach disturbances during the night or previous evening may indicate a contagious condition.**

**Please do not send a student to school if he/she ran a fever or exhibited ANY other symptoms of illness in the previous 24 hours.**

The Health Office is staffed by a Health Technician, who works 5 hours per day and a school nurse one or two days a week. The health technician's major tasks are verifying that all students are compliant with immunizations requirements, administering physician approved medications, and performing first aid services for injuries and illnesses that occur at school.

When a child becomes ill at school and must go home, it is standard practice to try to contact a parent first. If we are unsuccessful in reaching a parent, we will then try to contact an alternative person listed on the child's emergency card. The Health Office is not equipped to take care of sick or injured students for any length of time.

Parents are responsible for their children and **MUST** pick them up or have someone listed on the emergency card do so when this is requested by the school. Failure to pick up a sick/injured child could result in a referral to Child Protective Services.

**It is imperative that emergency cards and contact information in the Aeries Parent Portal be kept up to date. Please check the portal frequently and update and confirm data as needed.**

Sick children should not be sent to school. Symptoms such as fever, vomiting, a runny nose in combination with a cough or headache, or stomach disturbances during the night or previous evening may indicate a contagious condition. Please do not send a student to school if he/she ran a fever or exhibited ANY other symptoms of illness in the previous 24 hours.

### Administration of Medication:

If it is necessary for your child to take medication of any kind at school, it must be kept in the Health Office for dispensing by the School Nurse, Health Technician, or office staff. A PHYSICIAN'S AUTHORIZATION & SIGNATURE IS REQUIRED FOR ALL MEDICATIONS, including over the counter medications (cough drops, Advil, Tylenol, etc.). Please obtain a signed form from the doctor before sending medication to school. Medication must be brought to school in the original pharmacy container with the pharmacy label showing the student's name, time, and dosage information. Please refer to the back of the medicine permission form for all regulations as passed by the CVUSD Board of Education.

### Contagious Diseases:

Please notify the school immediately if your child has a contagious disease. You will be advised by the health technician or the school nurse of school policy regarding the disease. Measles need to be verified in writing by a physician and the health department. A contagious disease may be life threatening to some of our students. Your child may be readmitted to school when the contagious period of the disease is past. All students with a contagious disease must see the health technician or school nurse before returning to class.

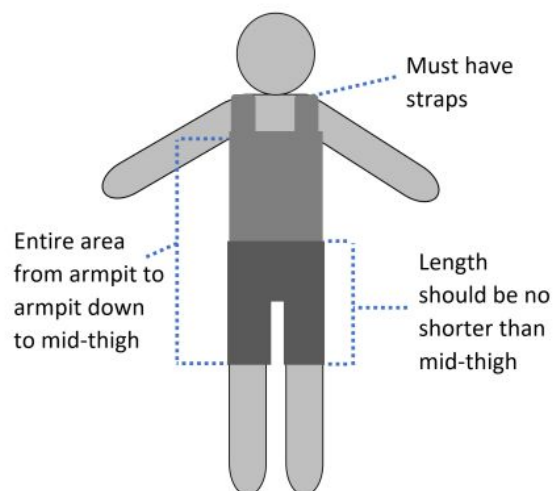




# ANNA BORBA PARENT/STUDENT HANDBOOK

## Dress Code:

It is the intent of Anna Borba Elementary School that students be dressed and groomed in an appropriate manner that will not interfere with, or detract from, the school environment or disrupt the educational process. Dress should be suitable; modest, comfortable, and safe for normal school activities and reflect pride and attention to personal cleanliness. Please refer to the Dress Code policy on the District website for specific guidelines.



## Head Lice:

Students who have been identified with head lice will be sent home from school until live lice NITS are removed from the hair, per District policy. These students must be seen in the health office prior to re-admission to school.

## Physical Limitations:

Students who have casts, splints, are using crutches, have serious injuries or have had recent operations will need a doctor's note stating restrictions and limitations. Students will not have access to the playground (recess or PE) until released by a doctor for regular physical activity. This is necessary to minimize any further injury and maintain maximum safety for each student.

## SCHOOL POLICIES & DISTRICT REGULATIONS

### **Conduct To/From School:**

Parents are asked to support our efforts in teaching youngsters to respect the property of others. Please remind your children that lawns, shrubs, trees, and mailboxes adjacent to walkways are not to be abused. Children are reminded that school rules will be enforced on the way to and from school.

### **Damage to School Property:**

Replacement fees will be charged for loss of or damage to school property (books, walls, Chromebooks, desks, etc.). All fees should be paid prior to the end of the grading period in which the replacement fee is assessed. Report cards may be withheld at the end of the year if the fees are not paid.

### **Lost and Found:**

Many articles become lost or are left unclaimed, therefore, please label personal belongings with your child's name so that they can identify the article easily. Clothing, lunch pails, etc., which are not claimed, will be given to a local welfare organization twice a year: at winter break and again at the end of the school year.

### **Personal Property:**

Students should not bring personal property to school. The school is not responsible for lost or damaged personal items. Students may not bring toys, electronics, sports equipment, etc., to school unless their classroom teacher has approved these items for use during a school planned activity, and the student understands that he/she is fully responsible for their safe return home.

## **CELL PHONES MUST BE TURNED OFF AT ALL TIMES DURING THE SCHOOL DAY.**

Cell phones/electronic devices that are turned on or used during the school day in class or on the playground will be confiscated. The student will be required to turn the device into the Principal or Assistant Principal. The device will have all appropriate information attached and be stored in a safe place. The student will be informed that their parent may pick up the device in the school office.



With the amount of cell phones being carried by students, it is necessary that students follow prescribed rules: All cell phones are to be turned off and placed in backpacks once students arrive on campus. Cell phones are not to be taken out of the backpacks until school has dismissed and students are off campus. There is to be no text messaging during class time, recess, lunch, and/or on campus. If a student is caught using a cell phone during school hours, the phone will be turned in to the school office for pick up by his/her parent. CVUSD is not responsible for lost, damaged, or stolen cell phones and/or electronic devices that are brought to school, nor are we responsible for the inappropriate use of these devices outside school hours. The content from the use of electronic devices and/or social networks outside school hours is the responsibility of the parents. With the widespread use of these devices, we encourage parents to carefully monitor their children's activity when privileges are given to their kids for personal use.

### **Restroom Use:**

Proper use of these facilities is expected from all students. Students should use the restrooms during scheduled recess time, which includes before school, morning recess, lunch recess, and P.E. Parent notes requesting exception to restroom rules for one to five days due to minor illness or a temporary condition will be honored. Students with long term, recurring physical or emotional disabilities, which require frequent use of the restroom, must have a note from a doctor on file in the health office. For safety purposes, adults are not permitted to use the students' restrooms. If needed, there are adult restrooms available in the office.

### **Severe Disruption Clause:**

According to California Ed. Code, serious misbehavior will result in an office referral and the child being sent immediately to the office. Parent contact will be made by phone and/or letter.

### **Sexual Harassment:**

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator. Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed in accordance with AR 1312.1 – Complaints Concerning School Personnel or AR 1312.3 – Complaint Procedures. The principal or designee shall determine which procedure is appropriate.

## ANNA BORBA PARENT/STUDENT HANDBOOK

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. B.P. 5147.7(a)

Other types of conduct which are prohibited in the District and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access or educational tools.
9. Displaying sexually suggestive objects in the educational environment.
10. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

### Nutrition:

All children must eat lunch at school unless they have been signed out early through the office. A child may bring a sack lunch or purchase a school lunch. Sack lunches and containers should be clearly marked with the child's name. Your child is RESPONSIBLE for his/her own lunch money. All food and drink prices are subject to change by the Chino Valley Unified School District Board of Education. You are strongly urged to purchase lunches for the week or month. Please see the monthly menu posted on the district website for details.

Parents may not deliver (or have delivered) any food items for their child to share with other students as it creates a safety and supervision problem during lunchtime. This includes but is not limited to: pizza and/or "fast food".

**The only pizzas that will be allowed on campus are those that are prepared by the school cafeteria, or for classroom pizza parties that have been pre-arranged through the classroom teacher.**

Morning kindergarten students who wish to eat lunch after school must be escorted by their parent/guardian to the cafeteria immediately after dismissal. Late arrivals will not be served lunch. See posted cafeteria service schedule. Parents are to wait outside the Multi-purpose room at the green tables in the quad for their child to finish eating.

**School cafeteria lunches must be consumed on campus and may not be shared with other family members.**

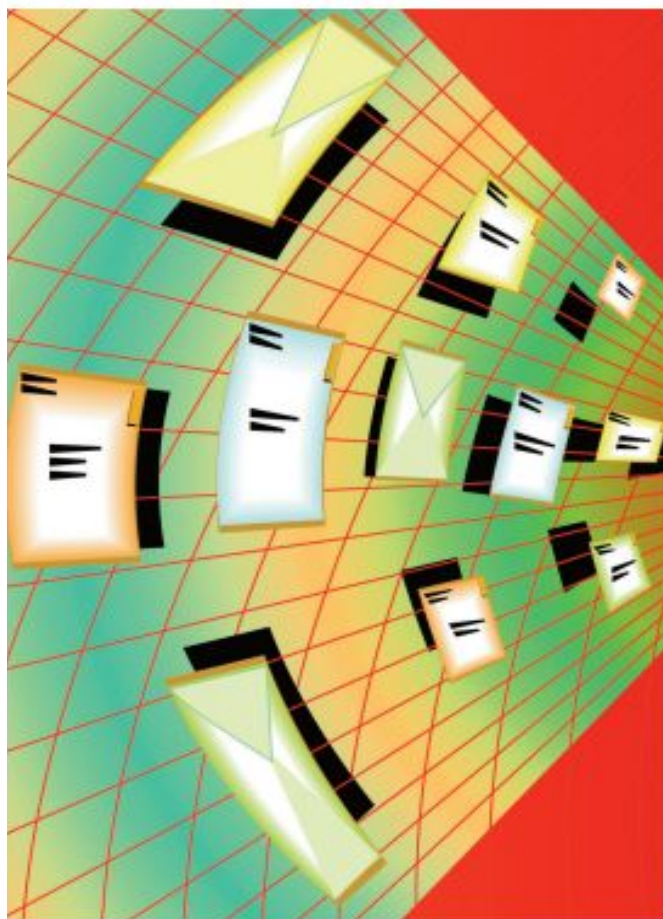




UNIFORM COMPLAINT PROCEDURE



## UNIFORM COMPLAINT PROCEDURES



For distribution to pupils, employees, parents/guardians, district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties.

5130 Riverside Drive • Chino, CA 91710  
(909) 628-1201 • [www.chino.k12.ca.us](http://www.chino.k12.ca.us)

## UNIFORM COMPLAINT PROCEDURES

The Board of Education has the primary responsibility for compliance with federal and state laws and regulations. We have 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 (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care and Pupils who are Homeless, former Juvenile Court now enrolled in a school district, and Pupils from Military Families
- Every Student Succeeds Act
- Local Control Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

This complaint procedure will be disseminated to all employees, in written form, and a signed certification by the site/department administrator will be obtained. This procedure is being provided as part of the parent/pupil information packet distributed annually to



## UNIFORM COMPLAINT PROCEDURE - Cont.

parents/guardians at the beginning of the first semester of each school year. Additionally, the procedure will be posted at a prominent place at each school site and at the district office and will become a part of every employee and pupil handbook.

Complaint forms are available at each school site and district office.

### **Compliance Officers**

The Board of Education designates the following compliance officer(s) to receive and investigate complaints and ensure district compliance with law:

Norm Enfield, Ed. D.  
Superintendent  
(909) 628-1201 ext. 1100

Richard Rideout (Compliance Officer)  
Assistant Superintendent, Human Resources  
(909) 628-1201 ext. 1111

**Chino Valley Unified School District**  
5130 Riverside Drive • Chino, CA 91710  
(909) 628-1201

At the direction of the compliance officer additional district administrators will assist in investigations within their area of expertise.

The compliance officer or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

### **Notifications**

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

Takes immediate steps to intervene when it is safe to do so, and when school personnel witnesses an act of discrimination, harassment, intimidation, or bullying.

### **Filing of Complaint**

A complaint concerning unlawful discrimination may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the

facts of the alleged discrimination. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

### **Response**

Unless extended by written agreement with the complainant, the compliance officer or designee shall prepare and send to the Superintendent and the complainant a written report of the district's investigation and decision (findings) within 60 days of the district's receipt of the complaint (5 CCR 4631).

### **Appeals to the California Department of Education**

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

### **Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.





# ANNA BORBA ELEMENTARY

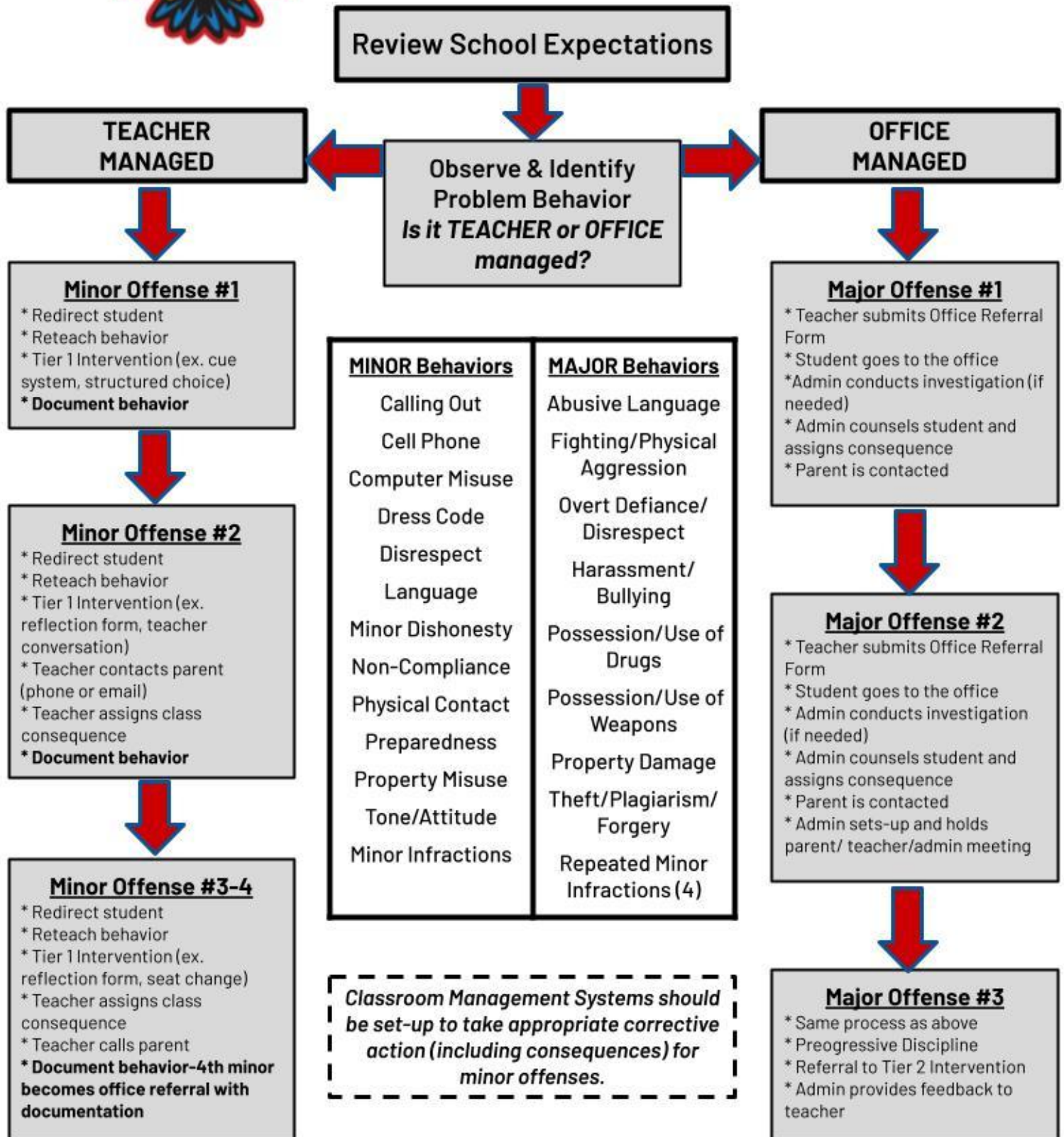


## Standards of Expected Schoolwide Student Behavior Matrix

Expectations	School Events	On Campus	Technology	24/7
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>* Enter quietly</li> <li>* Listen and be attentive</li> <li>* Positively respond to presenters/performers</li> </ul>	<ul style="list-style-type: none"> <li>* Use your manners</li> <li>* Be kind and respectful</li> <li>* Use appropriate voice levels</li> <li>* Listen and be attentive</li> <li>* Use appropriate language</li> <li>* Help anyone who needs assistance</li> <li>* Be patient</li> </ul>	<ul style="list-style-type: none"> <li>* Be aware how your post will affect others</li> <li>* Keep your online presence positive</li> <li>* Use all equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>* Treat all people the way you want to be treated</li> <li>* Be a little kinder than necessary</li> <li>* Be honest and tell the truth</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>* Sit appropriately</li> <li>* Follow all directions</li> <li>* Accept the outcome of an event</li> <li>* Be humble in victory or defeat</li> </ul>	<ul style="list-style-type: none"> <li>* Report incidences that threaten the safety of others</li> <li>* Worry about yourself</li> <li>* Return things the way you found them</li> <li>* Clean up after yourself</li> <li>* Ask for help when struggling (academically or emotionally)</li> </ul>	<ul style="list-style-type: none"> <li>* Make good choices when engaging online</li> <li>* Question/consider your sources</li> <li>* Know that everything online is not always factual</li> </ul>	<ul style="list-style-type: none"> <li>* If you make a mistake, own it</li> <li>* When things get tough, ask for help</li> <li>* Work hard and be the best person and student you can be</li> </ul>
<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>* Exit quietly and always walk when dismissed</li> <li>* Keep your hands and feet to yourself</li> <li>* Look for directions from the adult in charge</li> </ul>	<ul style="list-style-type: none"> <li>* Quietly wait your turn</li> <li>* Keep your hands and feet to yourself</li> <li>* Use equipment appropriately</li> <li>* Follow all directions</li> <li>* Tell an adult if you are worried about a friend</li> </ul>	<ul style="list-style-type: none"> <li>* Keep all passwords and personal info safe</li> <li>* Do not engage with strangers</li> <li>* Know the rules of school equipment and use appropriate websites</li> </ul>	<ul style="list-style-type: none"> <li>* Don't worry about what others are doing</li> <li>* Do the right thing, in the right place, at the right time</li> </ul>



# Anna Borba Behavior Management Flow Chart







# Anna Borba

## MINOR Behavior Definitions

MINOR BEHAVIOR	DEFINITION
<b>Calling Out</b>	Student is disrupting the learning of other students by inappropriately responding during class time. <i>Inappropriate noises, tapping, whistling</i>
<b>Cell Phone</b>	Student does not have their cell phone off, put away, and inaccessible. <i>Cell phone goes off during class or phone is taken out to the playground.</i>
<b>Computer Misuse</b>	Student engages in non-serious but inappropriate use of a computer or chromebook. <i>Going on a website, game, or social media that was not directed by the teacher.</i>
<b>Dress Code</b>	Student wears clothing that is near but not within the dress code guidelines. <i>Infraction is fixable - turning the clothing inside out or wearing a school shirt.</i>
<b>Disrespect</b>	Student exhibits low intensity, socially rude or dismissive messages to others. <i>Eye rolling, ignoring, not following directions, talking back; redirection is possible.</i>
<b>Language</b>	Student engages in accidental slip of inappropriate language, swearing, poor choice of words, and hand gestures. <i>Not directed at another person, unkind words, curse words, and hand gestures.</i>
<b>Minor Dishonesty</b>	Student engages in an attempt to not be truthful when first asked about a situation. <i>Denying they were involved in a situation, "white" lies, claiming they weren't doing something when it was obvious they were.</i>
<b>Non-Compliance</b>	Student engages in brief or low-intensity failure to respond to an adult's request. <i>Talking in class, ignoring directions, not responding when spoken to.</i>
<b>Physical Contact</b>	Student engages in non-serious/non-injury unwanted physical contact. <i>Play fighting, pushing in line, childish horseplay, throwing paper, poking someone, etc.</i>
<b>Preparedness</b>	Student does not come to school prepared to learn. <i>Not doing homework for consecutive nights, regularly forgetting materials at home, not taking necessary materials home.</i>
<b>Property Misuse</b>	Student is not using tools and supplies for their intended purpose. <i>Changing computer settings, breaking pencils, doodling on someone's paper, etc.</i>
<b>Tone/Attitude</b>	Student engages in an inappropriate or snarky tone when speaking with others. <i>Eye rolling, teasing, "whatever", talking back, inappropriate sarcasm, etc.</i>
<b>Minor Infractions</b>	Student engages in any other minor problem behaviors that don't fall into any of the above categories. <i>Gum chewing, taking someone's pencil, name calling, etc.</i>





# Anna Borba

## MAJOR Behavior Definitions

MAJOR BEHAVIOR	DEFINITION
<b>Abusive Language</b>	Student delivers verbal messages or gestures that include swearing at someone, name calling, or extreme insults. <a href="#">Racial slurs, sexual comments, harassment, etc.</a>
<b>Fighting/Physical Aggression</b>	Student engages in actions involving serious physical contact where an injury can occur. Can also be a loss of temper resulting in property damage and/or intimidation of another student. <a href="#">Hitting, punching, striking with an object, biting, throwing objects, etc.</a>
<b>Overt Defiance/Disrespect</b>	Student engages in refusal to follow directions. Student delivers high intensity socially inappropriate rude and dismissive messages to others. <a href="#">Walking out of class, arguing with the teacher, repeated blatant disregard for directions, etc.</a>
<b>Harassment/Bullying</b>	Student delivers disrespectful, messages to another student that might include threats, intimidation, obscene gestures, pictures, or words. <a href="#">Legal "hate" language, asserting power over someone, sexual or degrading comments, comments based on race, religion, limitations, gender, or other personal matters.</a>
<b>Possession/Use of Drugs</b>	Student brings drugs or drug paraphernalia to school or uses drugs before coming to school. <a href="#">Marijuana, bong, pipes, e-cigarettes, vapes, cigarettes, alcohol, tobacco, or any illegal substance.</a>
<b>Possession/Use of Weapons</b>	Student brings a weapon, facsimile of a weapon or any dangerous instrument to school. <a href="#">Knife, switchblade, gun, or any facsimile of these items.</a>
<b>Property Damage</b>	Student destroys or defaces school property or property belonging to another student or staff member. <a href="#">Tagging, graffiti, vandalism, carving in a desk or chair, kicking/denting a restroom stall, purposely breaking something, misuse of any facility or school property.</a>
<b>Theft/Plagiarism/ Forgery</b>	Student is involved by being in possession of or is responsible for removing another person's property. Student has signed the name of another person or claims someone else's work is their own. <a href="#">Signing a parent's or teacher's name, stealing, taking something of value that does not belong to them.</a>
<b>Repeated Minor Infractions</b>	On the 4th documented minor offense, the teacher will refer the student to the office for counseling and restorative practices. <a href="#">Behavior contract, no contact contract, counseling, MTSS-B counseling, etc.</a>