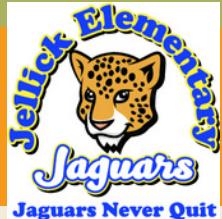


Parent & Student HANDBOOK



2025-2026

We are Readers! We are Writers!
We are Mathematicians!
Jaguars Never Quit!

JELLIK ELEMENTARY SCHOOL

Office Hour: M-F 7:30 AM - 4:00 PM (School Days)

1400 S. Jellick Avenue
Rowland Heights, California 91748
(626) 964-1275 Fax: (626)964-8345

ROWLAND UNIFIED SCHOOL DISTRICT PROMISE TO STUDENTS

Each student is valued, supported, engaged, and empowered for the future of their choice.



SOCIAL MEDIA

- SCHOOL WEBSITE:
WWW.JELLICKSCHOOL.ORG
- RUSD WEBSITE:
WWW.ROWLANDSCHOOLS.ORG
- FACEBOOK:
WWW.FACEBOOK.COM/JELLIK ELEMENTARY
- INSTAGRAM:
WWW.FACEBOOK.COM/JELLIK ELEMENTARY
- TWITTER:
@JELLIKJAGUAR



TABLE OF CONTENTS

▶ Welcome & Introduction	
○ Message from the Principal	1
○ School Bell Schedule	2
▶ Responsibilities	3
○ Student Responsibilities	4
○ Parent Responsibilities	6
○ School Personnel Responsibilities	9
▶ Behavior and Discipline	
○ Prohibited Acts (State Laws and District Policy)	10
○ Additional Student Behaviors Prohibited at Jellick Elementary	11
○ Jellick Discipline Plan	13
▶ Academic Recognition	16
○ Honor Roll Criteria, Principal's Honor Roll and Sixth Grade End-of-Year Award	
▶ Extracurricular Activities	17
○ After School Sports	
○ Field Trips	
▶ Safety and Conduct Policies	
○ Bicycles, Scooters, and Skateboards	18
○ Drop-Off and Pick-Up Procedures	18
○ Traffic Safety and Rules	19
○ Crosswalk	20
○ Campus Security	20
▶ Dress Code	
○ Dress Code Guidelines	21
○ Prohibited Clothing and Accessories	22
▶ Health and Wellness	24
○ Health Office Policies	
○ Medication	
○ Emergency Kit	
▶ Technology and Communication	25
○ Computer and Technology Use	
○ Messages and Communication (ParentSquare, etc.)	
○ Cell Phone Policy	
▶ School Services and Facilities	26
○ Childcare Services	
○ Visitors and Volunteers	
○ Lost & Found	
○ Office Hours	
▶ Academics and Homework	27
○ Classwork and Homework Expectations	
○ Independent Study Contracts	
▶ Student Safety Tips	28
▶ District Policies	
○ Electronic Devices Policy (RUSD Board Policy 5131)	29
○ Uniform Complaint Procedure (UCP)	30
○ Williams Complaint Procedure	30



MR.
SCHMITZ

The purpose of Jellick Elementary School is to prepare and support all students to develop a strong social-emotional foundation, achieve at high levels academically, and behave in a socially responsible manner so they advance to the next level.

FROM THE PRINCIPAL

Dear Jaguar Families:

Hello and welcome to Jellick and another school year! I am so pleased to have you and your child be a part of this awesome place of learning.

We at Jellick are so excited that your children are part of our Jaguar family and we look forward to working with you throughout this year. There are numerous opportunities for parents and family members to become engaged with the learning experience this year.

The staff here at Jellick wishes to support you and your child in their academic path to success. If you have any questions or concerns, please feel free to begin the dialogue with your child's teacher via note, e-mail, phone or Parent Square. However, please remember that teachers are not able to meet with you during instructional hours or at the beginning of the day due to classroom preparatory needs.

Should there be any concerns that the staff including or myself can help you with please do not hesitate to contact us.

Here's to the start of a wonderful year!

Sincerely,
Johan Schmitz

On the following pages, you will find information regarding Jellick Elementary. These Guidelines and Policies support a safe and orderly environment. Success requires a partnership between school, parent, and child.

While some policies are specific to Jellick, there are policies aligned with the Rowland Unified School District (RUSD). Whenever we have Policies and Guidelines aligned to RUSD, we will refer to them as [RUSD Parent Handbook](#). The Jellick Elementary Parent-Student Handbook is available on our website, www.jellickschool.org. We can print limited copies available in the school office.



2025-2026 SCHOOL YEAR

Jellick Elementary School Bell Schedule



**FIRST DAY OF
SCHOOL
MONDAY, 8/11/2025**



**PARENT
CONFERENCE SCHEDULE
(EARLY DISMISSAL: ALL STUDENTS
FOLLOW MONDAY BELL SCHEDULE)**

- SEPTEMBER 15-19/2025 (FALL)
- NO SCHOOL - SEPTEMBER 17, 2025
- JANUARY 26-30/2026 (SPRING)



**PUPIL FREE DAYS
(NO SCHOOL)**

- SEPTEMBER 17, 2025
- OCTOBER 31, 2025
- DECEMBER 19, 2025
- FEBRUARY 9, 2026



**HOLIDAYS/BREAKS
(NO SCHOOL)**

- 9/1/25 - LABOR DAY
- 11/11/25 - VETERAN'S DAY
- 11/24/25-11/28/25 - THANKSGIVING BREAK
- 12/22/25 - 1/9/26 - WINTER BREAK
- 1/19/26 - MARTIN LUTHER KING DAY
- 2/16/26 - PRESIDENT'S DAY
- 3/30/26 - 4/3/26 - SPRING BREAK
- 5/25/26 - MEMORIAL DAY



**LAST DAY OF SCHOOL
THURSDAY, 6/4/2026**
ALL STUDENTS ARE
DISMISSED AT 12:35 P.M.

TK/KINDER

START TIMES	RELEASE TIMES	
Daily	Monday	Tuesday-Friday
8:15	1:00	1:34

GRADES 1-3 & ESN*

START TIMES	RELEASE TIMES	
Daily	Monday	Tuesday-Friday
8:25	1:39	2:39

*ESN (EXTENDED SUPPORT NEEDS)

GRADES 4-6

START TIMES	RELEASE TIMES	
Daily	Monday	Tuesday-Friday
8:25	1:39	2:47

BREAKFAST

Breakfast is served daily
8:00-8:15 for TK/K
8:00-8:20 for grades 1-6

Cafeteria Doors will Close at 8:20 a.m.
Students eating breakfast must enter
the Cafeteria by 8:18 a.m.

RESPONSIBILITIES

01.

STUDENT, PARENT, AND STAFF RESPONSIBILITIES

It is important that students, parents, and school staff work together to maintain a positive educational atmosphere.



02.



The staff at Jellick Elementary School has the goal of maintaining a school atmosphere in which all children have the right to feel safe, secure, and happy, in addition to having the maximum opportunity to learn. Parents must support promoting acceptable behavior from their children in order to make this a reality.

03.

Our goal is to help children develop self-discipline and character in order to meet the challenges they will face in society. Students will be taught strategies to resolve conflicts and to accept individual responsibility for their actions.



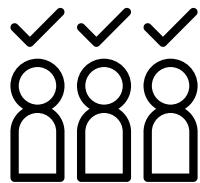
04.

Each year, a school-parent-student compact will be shared during Fall parent conference week. This compact is signed by parents, students, and staff to ensure everyone is doing their part to ensure Jellick students are successful!



STUDENT RESPONSIBILITIES

01. ATTENDANCE



If education is essential, then you have to be here to experience it. Jellick begins instruction daily at 8:25 am. [California Education Code Section 48320](#) outlines the requirements for attendance. Our expectation is for students to show up on time, to show up every day, and to stay the whole day. After 8:25 a.m. tardy students will report to the office. In the event of an absence, the parent or guardian shall inform the school through a phone call, parent square message, or email. Students who accumulate excessive absences and tardiness will be counseled at school on the importance of attendance and punctuality. Jellick has partnered with the Los Angeles County District Attorney's Abolish Chronic Truancy (ACT) program to enforce attendance and punctuality. Excessive tardiness and absences will be monitored and addressed; if improvement does not occur, it will be reported to the School Attendance Review Board (SARB). Please review the [RUSD Parent Handbook](#).

02.



QUALITY OF WORK

Students shall, to the best of their ability, complete assigned lessons each day, including homework and assignments missed because of absences or tardiness. Quality of work will be evident when students are actively engaged in the learning process. Students are to turn in work in a neat and comprehensible manner.

03.

“C.U.B.S”



Students will follow and support our Positive Behavior Interventions and Supports (PBIS) program. Our school-wide rules are to show CUBS- Communicate Caring, Uphold Integrity, Behavior Responsibly and Safe, and Show Respect to Others.

04.

SCHOOL RULES

Students shall follow established rules at school, when they are on their way to and from school, and during school sponsored activities.



STUDENT RESPONSIBILITIES

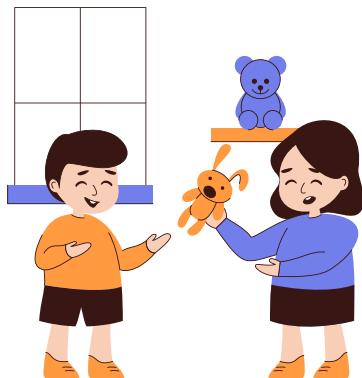
05. RESPONSIBILITIES

All students shall comply with regulations, pursue the required course of study, and submit to the authority of all staff members of the school.

(Education Code Section 48921)



- Students will **not** be permitted to call home for forgotten money, lunches, homework, instruments, etc.
- If an item is forgotten at home, students may check in the office during Nutrition, Recess, or Lunch to see if parents have delivered the forgotten item. The office will not disturb the classrooms to deliver items or messages regarding forgotten items.



RELATION TO OTHERS

06.

Students shall respect the rights and privileges of each person in the school. Good citizenship in school, as well as in the community, includes respect for the rights and property of others. The expectation is that students will communicate with teachers, all staff, and all students in a polite manner.

07. PERSONAL STANDARDS

Students shall dress appropriately by following our Jellick Dress Code and meet the standards of health and cleanliness. They shall refrain entirely from profanity, vulgarity, and racial slurs.



Parent RESPONSIBILITIES

THE FOLLOWING RESPONSIBILITIES ARE EXPECTED OF PARENTS

01. ATTENDANCE

Cooperate with the school in motivating your child to be at school every day and on time. Parents set a good example for their children when they demonstrate promptness in bringing their children to school. Parents are models for their children and model the importance of punctuality. This is life-time learning for your child and will help them develop good work ethics at an early age.

- Students who arrive after the 8:25 bell, must report to the office. Please see that your child arrives to school no later than 8:25 each morning.
- When they are absent please call the office at **626-964-1275**.
- Please see below for the school attendance policy.

TRUANT

absent for 3 full days in a single school year,
tardy 3 times in a year,
tardy/left early 3 times for more than 30 minutes, or
any combination of the above.

EXCUSED ABSENCES:

- The student is ill (with dr. note)
- The student has a medical, dental, or vision appointment (with dr. note)
- Attending an immediate family member's funeral services (with proof)
- Court/Lawyer appointment (with appointment letter)

UNEXCUSED ABSENCES:

- Vacation/Out of Town
- Parents have appointment
- Family/Car Problem
- Birthday
- Lack of Sleep
- Sibling or Parent is sick
- Headache or runny nose
- Traffic
- Weather

CHRONIC ABSENTEEISM

Missing 10% or more of school days in a school year for any reason, including excused and unexcused absences.

LETTER SENT HOME

1st Truancy Letter
3-5 Unexcused absences

2nd Truancy Letter
7 Unexcused absences

ACT MEETING

10+ Unexcused absences
Parents are required to attend a meeting with District Attorney & School Principal.

SART MEETING

5+ Unexcused absences after ACT
Attendance clerk will set up a meeting for parents to discuss the attendance issue with School Attendance Review Team. The parent(s) will sign an attendance contract.

SARB MEETING

Student continues to have unexcused absences after SART
District Attorney will have a SARB meeting with the parents. If the student continues to have unexcused absences, the DA will take the case to the court.

Parent RESPONSIBILITIES

THE FOLLOWING RESPONSIBILITIES ARE EXPECTED OF PARENTS

02. DISCIPLINE

Cooperate with and support school officials in carrying out appropriate discipline penalties when such action is necessary. Maintain an active interest in your child's work.



03. CONFERENCES

Cooperate with the school by attending scheduled conferences regarding your child's progress. Maintain an active interest in your child's work.



04. PERSONAL STANDARDS

Send your child to school with proper attention given to health, personal cleanliness, neatness, and appropriate dress. Students not wearing the uniform shirt or pants will be loaned a shirt or pants. The inappropriate garment will be returned when the loaned item is returned.



05. CHECK-IN

Parents and all visitors must enter and check-in at the office. Parents may not go on the playground or go directly to the classroom door to talk to the teachers. Please call to schedule an appointment. Remember that the teacher's first responsibility is for the safety of your child.



06. BIRTHDAYS AND OTHER CLASSROOM ACTIVITIES

Due to the State of California Guidelines on Wellness, no treats containing sugar will be permitted in the schools. No treats will be permitted for birthday celebrations. For classroom celebrations, **only non-edible items** (such as pencils or stickers) can be distributed after dismissal. Additionally, flowers and balloons are not allowed on campus.



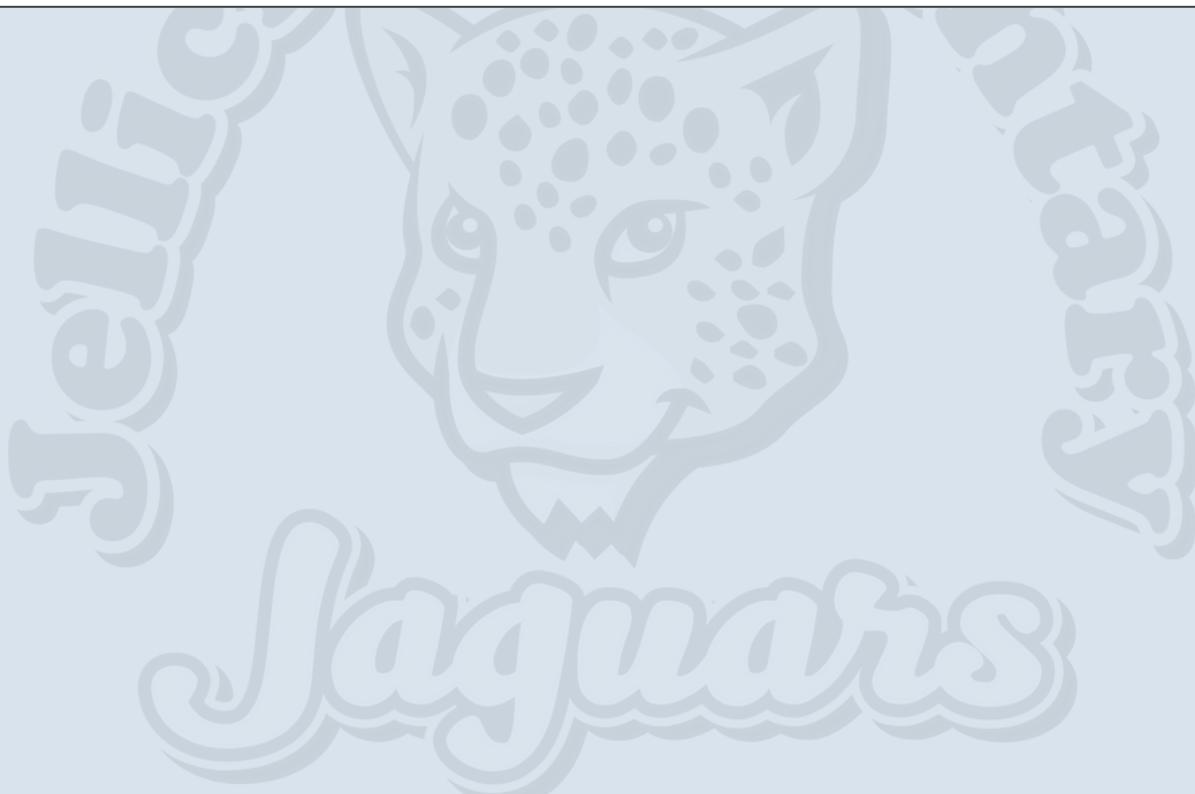
PARENT RESPONSIBILITIES

THE FOLLOWING RESPONSIBILITIES ARE EXPECTED OF PARENTS

FORGOTTEN ITEMS 07.

Forgotten lunches, money, keys, musical instruments, homework, etc. are not to be taken to students in their classrooms. Please bring items to the office by 9:30am, clearly marked with the student's name and room number. Please put money in a sealed envelope. Tell your children that when they forget an item they are to go to the office during morning nutrition, recess, or lunch to pick up the forgotten item.

WE DO NOT CALL THE CLASSROOMS.



Jaguars Never Quit

SCHOOL PERSONNEL RESPONSIBILITIES

01.

All employees shall exercise sound professional judgment in employing positive, preventive, therapeutic, or corrective measures to promote acceptable student behavior.

02.

Staff members shall maintain contact with parents regarding student progress, and report illegal acts to the local law enforcement agencies as required by law, including incidents of suspected child abuse to the proper authorities.

03.

Staff will demonstrate appropriate behavior by modeling respect for each other and for students.



BEHAVIOR AND DISCIPLINE

PROHIBITED ACTS (STATE LAWS AND DISTRICT POLICY)

The Education Code of California cites specific offenses as serious enough to warrant suspension and/or expulsion. The school will not tolerate these offenses and considers them serious enough to warrant suspension, involuntary transfer, arrest by law enforcement agencies, and/or expulsion from school. These include incidents when a student has:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object (lighters, stink bombs, tasers, laser pointers) including toy replicas of such objects.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind as defined in Section 11007 of the Health and Safety Code.
- Unlawfully offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance (look-a-like products or paraphernalia), alcoholic beverage, or intoxicant as defined in Section 11007 of the Health and Safety Code.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possessed or used tobacco or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, and chew packets. However, this section does not prohibit use or possession by a pupil of his or her own prescription product, as long as a Medication form has been filled out and signed by the doctor and the student's parents and it is on file in the nurse's office and the medication is stored in a locked cabinet in the nurse's office.

BEHAVIOR AND DISCIPLINE

PROHIBITED ACTS (STATE LAWS AND DISTRICT POLICY) - **CONTINUED**

- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia defined in Section 11364 of the Health and Safety Code.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel.
- Knowingly received stolen or private property.
- Possessed an imitation firearm.
- Committing or attempting to commit sexual assault/sexual battery.
- Harassed, threatened or intimidated a witness.
- O.2 Engaged in sexual harassment.
- O.3 Attempted to cause, threatened to cause, or participated in an act of hate violence.
- O.4 Engaged in harassment, threats, or intimidation against a pupil or group of pupils.
- O.7 Made terrorist threats against school officials or school property or both.
- Persistent misbehavior that other means have failed to correct.
- Engaged in or attempted to engage in hazing as defined in Section 32050.
- Engaged in an act of bullying, included but not limited to bullying committed by means of electronic act directed at pupil or staff member.
- A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
- Knowingly received stolen school property or private property, but not limited to, electronic files and databases.

BEHAVIOR AND DISCIPLINE

ADDITIONAL STUDENT BEHAVIORS PROHIBITED AT JELLICK ELEMENTARY

- Defiance of school personnel either by inappropriate behavior, verbal abuse or gestures.
- Intimidation of other students, including name calling and bullying.
- Rough play such as pushing, shoving, kicking, "play fighting" or fighting.
- Any dangerous or unsafe behavior such as throwing objects, running in hallways, or playing pranks on other people (i.e. 'trash - canning, open chest game, etc.)
- Vandalism, destruction, or defacement of school property.
- Leaving the school grounds without permission during school hours.
- **Bringing or riding skates, roller blades, razor scooters, motorized vehicles, or horses to or from school or on school premises.**
- Riding bicycles or skateboards **on sidewalks adjoining the school or on the school premises, at any time.**
 - Students who violate this rule may have their bicycle or skateboard confiscated, and parents will have to pick it up. Second infraction will result in disciplinary action.
 - Equipment must be locked up in the bike rack area. ****Jellick does not assume responsibility for any stolen equipment.****
 - Kindergarten through third grade students should not ride bicycles or skateboards to and from school.
- Bringing unsafe or inappropriate items to school, such as electronic items, laser pointers, glass containers, animals, toys, gum, candy, Lucas powder, stun pens, or items unnecessary to school tasks, except by permission of school personnel.
- Waiting for siblings and/or classmates for an after school event. Adult supervision is required for all students returning to observe any after school event. Kindergarten students **cannot** wait for older siblings and vice versa (i.e. early release days).
- Cell phones or other electronic devices must be off and in the students backpack during school hours.
- No gum, candy, glass bottles, or energy drinks are allowed at Jellick Elementary.

BEHAVIOR AND DISCIPLINE

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS) AT JELICK

Jellick's Behavioral Expectations: Jellick Jaguars belong to a pride where they achieve their best, behave responsibly, and communicate effectively within their community as scholars and citizens. Because our students are still "cubs," we teach and expect Jaguars to:

Communicate Caring
Uphold Integrity
Behave Responsibly (safety)
Show Respect To Others

DISCIPLINE AT JELICK

In addition, at Jellick, we...

- teach students to exercise self-control, responsibility and about self-esteem.
- post our class and school rules which are discussed regularly with students.
- praise positive student behavior on a consistent basis.
- teach conflict resolution strategies (alternative ways to behave) which are posted and supported.
- regularly reward students for outstanding performance in academics, attendance, and citizenship.
- Every discipline case will be considered individually. Factors considered in determining appropriate action may include the severity of the behavior, the student's prior record, and parental input when available. When students display inappropriate behavior, the following strategies (depending upon individual circumstances) may be used by the staff member, teacher, or Principal.

BEHAVIOR AND DISCIPLINE

DISCIPLINE AT JELLICK - **CONTINUED**

- Verbal warning
- Counseling
- Note sent home to parents or telephone call to parents
- Lunch/Recess Time Out
- Parent-teacher conference
- Campus Beautification/clean-up
- Behavioral contract
- Time out to another classroom for a limited amount of time
- Loss of special school activities

- Teachers explicitly review expectations with students during the first ten days of school and revisit them again after winter break. These lessons cover classroom, playground, and lunchtime rules; acceptable and unacceptable behaviors; how to handle problems; and key topics such as bullying, sexual harassment, and how to be a successful student.
- When a teacher has used these strategies, and unacceptable behavior continues, the teacher will refer the child to the Principal. If a serious infraction has occurred, the child will be sent immediately to the Principal. The Principal will take one or more of the following actions. Once again, this will be decided after consideration of the child's specific misbehavior, and previous incidents:
 - Counseling
 - Appropriate task completion related to incident
 - Removal from class or recess
 - Assigned lunch/recess/after school detention.
 - Discipline letter sent to parents
 - Phone call to parents at home or work
 - Conference with the teacher and parents
 - Denial of school privilege(s)
 - Referral to the School Attendance Review Board (SARB)
 - Suspension from class or school
 - Transfer to another school

BEHAVIOR AND DISCIPLINE

DISCIPLINE AT JELLIK - **CONTINUED**

- Recommendations for expulsion, if warranted and/or required
- Report of incident to law enforcement agencies (if warranted and/or required by law)
- Citation by RUSD police or West Covina Police Department
- Sent home, with or without instructional support
- Juvenile Court School
- County Court School
- Other county programs
- Placed in another district

- Certain behaviors are not permitted at any time and may lead to immediate suspension per Ed. Code § 48900. You will find this information in the [RUSD Parent Handbook](#). Jellick Elementary communicates the California Education Code (EC) through our Code of Conduct assemblies during the year. The Code of Conduct assembly reviews school rules, EC, and strategies to be safe and productive students at Jellick Elementary. We hold students responsible for all information covered in these assemblies and this handbook.



ACADEMIC RECOGNITION

HONOR ROLL/PRINCIPAL'S HONOR ROLL

The purpose of the honor roll program is to recognize and honor students who have attained outstanding success and to provide positive reinforcement that inspires all students to strive even harder and perform at their highest level in all subjects.

1. HONOR ROLL

Grades 3-6

Minimum Requirements to receive Honor Roll



- A's and B's, **no C's**
- 3.5-3.99 GPA
- No 3s in citizenship, no office referrals resulting in disciplinary action, and no suspensions.
- No more than a total of 10 absences, tardies, or early dismissals for the year.

2. PRINCIPAL'S HONOR ROLL

Grades 3-6

Minimum Requirements to receive Principal's Honor Roll



- All As, **no Bs or Cs.**
- No 3s in citizenship, no office referrals resulting in disciplinary action, and no suspensions.
- No more than a total of 10 absences, tardies, or early dismissals for the year.

3. SIXTH GRADE END-OF-YEAR AWARDS

President's Award for Educational Achievement

- Minimum overall GPA of 3.0 in grades 4th, 5th, and 6th grade.
- No referrals or suspensions in grades 4th, 5th, and 6th grade.
- Teacher recommendation based upon character and work habits.



President's Award for Educational Excellence

- Minimum overall GPA of 3.5 in grades 4, 5, and 6.
- No referrals or suspensions in grades 4, 5, and 6.
- Teacher recommendation based upon character and work habits.

EXTRACURRICULAR ACTIVITIES

1. AFTER SCHOOL SPORTS

Students who wish to participate in after school sports programs must maintain a Grade Point Average of a C (2.0) or better and no F's in any class. Students must also remain in good character standing and have no suspensions.



FIELD TRIPS

2.

Any adult who accompanies students on a field trip as a chaperone must be **at least 21 years** of age.

Jaguars
Jaguars Never Quit

SAFETY AND CONDUCT POLICIES

Support Jellick by reviewing Jellick Elementary Procedures, Code of Conduct and Dress Code rules and regulations with all family members to ensure that everyone is familiar with and understands the standards of conduct expected by school personnel. Praise children at home who demonstrate appropriate behavior.

1.

BICYCLES, SCOOTERS, SKATEBOARDS, ROLLER SKATES, AND ROLLERBLADES



Students have the privilege of riding their bikes, scooters, skateboards, to school if they follow traffic laws and safety guidelines - including wearing a helmet. Students must lock their bikes and scooters in the front of the school at the bike rack. Students may not bring roller skates, roller blades, or shoes with wheels.

2.

DROP-OFF AND PICK-UP PROCEDURES

Student Drop-Off



Parents should say goodbye at the gate and let their child walk on campus and to the line with the other children. This helps students learn responsibility and enables the teachers on duty to supervise effectively. **The expectation is that ALL parents in grades TK-8 say goodbye at the gates and allow their children to line up for class.**

Student Pick-Up

Please be on time to pick up your child. Make sure the caregiver is informed of early day schedules on Mondays and of non-school days. **If you or the caregiver is late, your child may be picked up from the office and will be released upon identification of an adult through verification of a valid ID.**

SAFETY AND CONDUCT POLICIES

3. TRAFFIC SAFETY AND RULES



Students may be dropped off or picked up in the driveway right off of Jellick Ave. **The parking lot is for staff member use only.** For parking, parents will need to park on any of the surrounding streets. The handicapped parking spaces are for staff and non-ambulatory students. Parents who are dropping off students using “drop off” lanes directly in front of the school off of Jellick Ave., must pull up to the crosswalk before stopping. This allows the driveway to remain safe and orderly as well as prevent backup on the street. **Parents should under no circumstances leave their car unattended as this lane is designated as a red fire lane.**

Student safety at arrival and dismissal time is a tremendous concern for Jellick Elementary. With safety in mind, please consider the following suggestions:

- If your child rides the bus, have your child ride it as often as possible. If you are within walking distance to school, let your students walk.
- Talk to your child about good safety practices and the route you want them to use. Adults or older students should accompany younger students.
- Try to set up a carpool with friends or neighbors if you drive. Remember, drop off students in the cul-de-sac in front of the school.
- All students must enter and exit through the front gate or the gate on the field (Greenbay Dr.).
- Special Education bus riders are the only students allowed through the parking lot gate.

We designed our driveway to speed things up. Parents use the outside lanes to drop off and pick up their children. Please pull forward before dropping your child off. Please have your students exit the side of the car next to the sidewalk. The center lane is for vehicles to travel. Do not have students exit toward the center lane. Observe the crosswalk and obey the crossing guard. Turn right when exiting the driveway.

During after-school dismissal, parents may wait in their cars along the curb of the driveway for their students. **Never leave your vehicle unattended to find your child/children.** Encourage your child to come quickly to the pick-up area and not loiter or play on campus. Always use the crosswalk when crossing the driveway or street.

SAFETY AND CONDUCT POLICIES

4. CROSSWALK

Students need to practice safe behavior when walking to and from school. The county provides two crossing guards and crosswalks for students to use when crossing Jellick Ave at Colima and Desidia. We also have a crosswalk in our drop-off and pick-up area. Please obey all adults who are ensuring the safety of our students.



5. CAMPUS SECURITY

Jellick Elementary is a closed campus during school hours. The campus gates open at 8:00 a.m. to serve breakfast in the cafeteria. Supervision begins for students who are not eating breakfast at 8:10 a.m. For safety, parents are not allowed to be in the cafeteria with their children. All gates are locked at 8:25 a.m., requiring parents to check-in and receive a pass through the office. There is supervision for 15 minutes after school.



Jaguars Never Quit

DRESS CODE

DRESS CODE GUIDELINES

Students will wear clothing appropriate for school. Clothing should reflect a positive attitude toward learning, pride as a Jellick Jaguar, and assures student safety. Our staff consistently enforces the dress code. When students are not responsible and wear prohibited items, we will loan temporary clothing, ask students to turn their shirts inside out, or call home and request a proper change of clothing. Students receive a referral for dress code violations.

Clothing must be free from offensive or inappropriate logos, messages, or pictures. We do not tolerate clothing with alcohol, tobacco, drug, gang, or demeaning words about school in general, school/homework, or other people or groups. Clothing should promote our CUBS! values. Use the following as a guideline:

PANTS OR JEANS



will be fitted at the waist, be hemmed, and free of holes, rips, or tears. No sagging or oversized pants. Shorts, skirts and jumpers must be no shorter than 2 inches above the knee. Longer skirts and shorts are permissible. Shorts and skirts should be modest. Shorts for boys will not be below the knee.

HATS AND BEANIES



must be a solid color with no writing or logos. Hats or beanies with college or university logos are permitted. Hats and beanies are only to be worn outside. They are to remain off while inside the classroom and school buildings. Hats must be worn properly with brim facing forward.

BELTS



Belts must fit at the waist and not be oversized or dangling. Belts with initial belt buckles or large belt buckles are not permitted. Belts must be looped through or tucked inside the belt loops.

SHOES



are to be closed toed and encompass the entire foot. Open-toed shoes and shoes that do not encompass adequately supporting the entire foot (Crocs for example), pose a safety risk and are not allowed on campus.

Undergarments should never be visible.

DRESS CODE

PROHIBITED CLOTHING AND ACCESSORIES

What students **CANNOT** wear to Jellick - Rowland Unified School District and Jellick Elementary policy requires that all students dress with appropriate taste in order that the educational process not be disrupted. For purposes of safety and maintaining an appropriate instructional program which focuses upon student learning, the following items are prohibited:

- Clothing which has been deemed by local law enforcement to be gang, tagger, or crew related, such as:
 - Pants that are excessively baggy (more than 2" of fabric when pulled from the waist, and/or more than 5" of fabric when pulled from the knee).
 - Altered pants that do not fit without a belt.
 - Pants that have been altered to fit around the waist.
 - Pants worn below the waist (sagging).
 - Pants that are slit or frayed at the cuff lines.
 - Shorts that are not hemmed, or shorts below the knee.
 - Knee socks worn with shorts below the knee, covering legs.
 - Cloth belts with metal buckles with or without engraving.
 - Bandanas and/or long belts with the end hanging down.
 - Untucked shirts, white t-shirts/tank-top undershirts (unless worn strictly as undershirts), fish-net tops.
 - Pendleton-type shirts worn loose, untucked, and buttoned at the neck.
 - Clothing that is all blue, all red, or all black.
 - Long, big shoelaces tied with big loops.
 - Dark lipstick, lips which are outlined.
- Upon consultation with local law enforcement agencies, additional rules of dress, which are representative of gang affiliation, may be instituted by the school principal.
- Clothing with inappropriate messages. Specifically, clothing with messages that promote the use of alcohol, cigarettes, drugs, violence, or profanity. Also clothing with questionable or suggestive printing or drawings.
- Logos, lettering or cartoon characters on shirts.

DRESS CODE

PROHIBITED CLOTHING AND ACCESSORIES - **CONTINUED**

- Undergarments without appropriate outer clothing, or outer clothing which exposes underclothing.
- Swimming attire and clothing that does not cover backs, shoulders, or midriffs, and tank tops for both sexes.
- Unusual or attention-diverting attire, that is, attire that disrupts the educational process because it is revealing, bizarre, or unsanitary.
- Inappropriate or dangerous footwear such as steel-toed shoes, backless shoes, or sandals. Closed toe shoes must be worn in shop and science lab classes.
- Clothing that is worn on the head (headbands across the forehead, scarves, hairnets, bandanas, etc.), except for bona fide religious purposes. Sun-protective clothing, including hats, may be worn outdoors only according to school site rules.
- Non-prescriptive dark glasses or sunglasses.
- Clothing that is defaced military attire.
- “Heavy metal” styles and paraphernalia, chains
- Piercings and Hair - Facial piercings are not allowed at Jellick. No dangling or large hooped earrings are allowed. Ears that are pierced may not have sharp point backings. Unnatural colored hair, spiked or big hair, and/or distracting hair (ie. Mohawks, faux hawks, overly spiky hair, or shaved logos) is not permitted.
- Any other dress or appearance (i.e. acrylic nails, nail polish, perfumed scents or cologne, make-up, and temporary tattoos) that the Administration deems distracting or inappropriate.
- Bringing make-up on campus is not permitted. All make-up will be confiscated.

HEALTH AND WELLNESS

01. HEALTH OFFICE POLICIES

The health office administers basic first aid to children with minor cuts, bumps, and bruises. We take temperatures of students who complain about a stomach ache, headache, earache, or sore throat. If the child has a temperature of 100 degrees or higher, is vomiting, or has diarrhea, we will call the parents to pick up the child. We report all injuries above the neck and send home an information letter that will need to be signed and returned the following day.



02. MEDICATION

In order to comply with the Education Code of the State of California, each year we must have on file a Medical Authorization form from the physician to administer medication with the instructions and the signature of the physician. Without this authorization, we are unable to administer any prescription or non-prescription medication. The form is available in the office. It is the parent's responsibility to do a new form every year. Students may not share medication with another student, even a sibling. The District has established rules regarding over-the-counter and prescription medication. Please review the [RUSD Parent Handbook](#) for details.



03. EMERGENCY KIT

We are requesting that each child have an emergency kit brought from home. The emergency kit will consist of one Ziploc (gallon size) bag. The bag should be furnished with water and snacks that will not perish prior to the end of the school year. Be sure you write your child's name in a permanent pen on the bag. The bag will be returned to you at the end of the school year, if it is not used.



TECHNOLOGY AND COMMUNICATION

RUSD provides guidelines and expectations regarding use of these devices thru the annual Acceptable Use Contract that both parents and students sign and are responsible. Example of this document is in this handbook and is in conjunction with Board Policy 5131 Student Conduct. Additionally, any listening or recording devices made without prior consent of all parties and/or create disruption in the school environment may result in disciplinary action.

01.

COMPUTER AND TECHNOLOGY USE

Every student has access to an iPad or Chromebook to reinforce and support learning. All students will follow the behavior and handling guidelines within the classrooms and labs for the safety of the devices, students, and personnel.

Please review the [RUSD Parent Handbook](#) for more information.

Electronic information services are available to students and teachers in our district who sign Rowland's Appropriate Use Policy Form.



02.

MESSAGES AND COMMUNICATION (PARENTSQUARE, ETC.)



Our teachers will communicate with you regularly via ParentSquare. Please be sure to sign up with ParentSquare to ensure you stay in constant contact with the teacher. You can also [email your teacher](#) or leave a message with the office. The office does not interrupt the classroom unless there is an emergency.

Communications from Jellick Elementary
Read and comply with all communications from the school, signing and returning them if requested.

03.

CELL PHONE POLICY

Cell phones must be off, silent, and in backpacks while on the Jellick campus and during school hours. Any infraction will result in the phone being confiscated and turned in to the front office, where parents may pick up once notified.



SCHOOL SERVICES AND FACILITIES

01.

CHILDCARE SERVICES

Before and after school, childcare is available on campus through Options Surround Care (626-284-9935) or Options Enrichment (626-967-9337). Please contact them for more information regarding this service or review the [RUSD Parent Handbook](#).



02.

VISITORS & VOLUNTEERS

ID CARD



All school visitors must report to the office before coming on campus. Jellick uses Raptor to identify all visitors to our campus to ensure student safety. **Adults must bring a photo ID for their badge.** All visitors must have their visitor's badge visible while on campus. Failure to follow safety guidelines will result in removal from the school. Please refer to the [RUSD Parent Handbook](#). Parent volunteers must present a valid ID and current TB test to the office.

03.

LOST & FOUND

Put the name of your child in or on their belongings. We maintain lost and found articles in the foyer of the cafeteria.



04.

OFFICE HOUR

The school office is open from 7:30 a.m. to 4:00 p.m. during school days. You can also contact us via email at jellick@rowlandschools.org or call us at 626-964-1275



ACADEMICS AND HOMEWORK

01. CLASSWORK AND HOMEWORK EXPECTATIONS

Please review the [RUSD Parent Handbook](#) for homework information. Classwork is work assigned during class. Students who do not complete classwork must follow the teacher's directions. Homework is an extension and practice of what the child learned that day. It is not "new" information or "new" learning. Work with your child to complete and return work according to the classroom procedures. If you are having problems with homework, or need assistance, contact the teacher, or make an appointment. Do not let problems go on too long, or it may impact student learning or grades. If your child did not write down his or her homework assignment, please contact the teacher through the app or method they gave you at the beginning of the year. If you are unable to contact the teacher, please contact the office, and we will leave a message for the teacher.

Homework - Please monitor your child's progress through one of the following means, as directed by the teacher.

- Agendas
- Communication Folder
- Seesaw
- Google Classroom



02. INDEPENDENT STUDY CONTRACT

If your child will be out of town for a minimum of 1 day and no more than 15 school days, you may choose an Independent Study Contract.

You must notify the office as soon as you know the dates in advance so the teacher can prepare material for your child. Teachers may need up to 5 business days in order to prepare work for your student. The independent study form will be need to be signed by teacher, principal, and guardian. Do understand that the principal can deny the request.



STUDENT SAFETY TIPS

Here are some common-sense safety tips for students:

- Always walk in groups to and from school. If you cannot walk in a group, at least try to walk with another person.
- Never walk alone in isolated areas and always be aware of your surroundings.
- Never talk to strangers, and never accept a ride from a stranger or someone you do not know.
- If a stranger in a car approaches you, walk away as quickly as possible and go to an area where there are other people.
- If you are approached or feel threatened by a stranger, please report it as soon as possible to your Principal, a School Police Officer, or a Deputy Sheriff.



Jaguars Never Quit

DISTRICT POLICIES

Rowland USD Board Policy 5131 Students - Conduct

Possession of Cellular Phones and Other Personal Electronic Signaling Devices

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Students may possess on campus personal electronic media and communication devices. In permitting student possession of these devices, the school/District assumes no liability for the loss of the device, or its misuse by another person.

Electronic media and communications devices may be used to enhance the instructional program with prior authorization from the school principal or designee or in a life-threatening situation/community emergency as determined by the principal or designee.

Personal Electronic Media or other Communication devices shall:

- Be deactivated and not visible while riding the bus to or from school, during the school day or during a school-sponsored activity or while under the supervision and control of a district employee unless authorized by the principal or designee.
- Not be used to communicate with parents, friends or family members via audio, text, or video during the school day or at school-sponsored events, except at the direction of a school or district administrator or designee.
- Be used in compliance with current applicable regulations. The California Vehicle Code prohibits the use of cell phones and electronic signaling devices by minors while driving.
- Not be used for approved educational purposes on campus or at school sponsored events without a current Student Acceptable Use Contract signed by the student and parent/guardian.
- Not disrupt the educational program or school activity and are not used for illegal or unethical activities such as violation of copyright law or cheating on assignments or tests.

DISTRICT POLICIES

If a disruption of the educational program occurs, as determined by the school official, he/she shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day, or keep it until the principal or designee has consulted with the student's parent/guardian. A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events.

Progressive discipline will be used to determine consequences for students' use of an electronic device for incidents involving harassment, violation of student privacy, academic cheating, or copyright violations. Any school official may search a student's mobile communication device, including, but not limited to reviewing messages or viewing pictures related to the educational process and environment.

Rowland Uniform Complaint Procedure

A Uniform Complaint Procedures or UCP complaint is a written statement alleging discrimination, harassment, or a violation of a federal or state law or regulation. A UCP complaint must be filed by way of the Uniform Complaint Procedures as written in the California Code of Regulations, Title 5, sections 4600-4687.

- If you have a concern, we ask that you please schedule an appointment with the school principal, Mr. Schmitz. Please call 626-964-1275 to schedule an appointment.
- Information on this form of complaint can be found on the [District Website](#)

Williams Complaint Procedure

A Williams complaint is a written statement alleging that there are not sufficient textbooks and/or instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home. This complaint also alleges that school facilities are not clean, safe, and maintained in good repair.

- If you have a concern, we ask that you please schedule an appointment with the school principal, Mr. Schmitz. Please call 626-964-1275 to schedule an appointment.
- Information on this form of complaint can be found on the [District Website](#)