



Barnett Elementary Handbook

2014-15

WELCOME TO BARNETT

Welcome to Barnett Elementary School. We hope that all students will find their time here enjoyable, interesting, and most of all educational. The staff is committed to providing each child with the best education possible and in assisting them in reaching his/her highest potential. But each child has the biggest responsibility, using his/her time and talent wisely. Remember that we are here to help you and your child. At all times we want your child to be proud of him/herself and of being a Barnett Bobcat.

DAILY SCHEDULE

M-T-W*-Th-F			
7:45am – 1:56pm			
Lunch Times			
10:40 – 11:25	Grade K	11:20 – 12:05	Grade 2/3, 3
11:00 – 11:45	Grade 1	11:20 - 12:05	Grade 4
11:00– 11:45	Grade 2	11:45 – 12:30	Grades 5, 6
*Compact Day 1st Wed of each Month (Except January)			
7:45am-11:45 am			

MORNING ARRIVAL

Playground to the school opens at 7:35 am and supervision is provided beginning at 7:40 am. **Do not send children to school prior to this time**, unless your child is enrolled in ESP. All students need to go directly to the upper playground and wait where they will line up. Kindergarten students line up on the upper playground after the first day of school.

If you are dropping off your child from your vehicle, the **KISS-N-GO ZONE** is located in the parking lot off of Couna Way. Yorba Linda and Corte Madre have drop off areas located at the end of the streets. Be aware that these areas are not supervised. **Please note the red curb in the Kiss-n-Go and do not leave your car unattended in that area.**

Kiss –N-Go Guidelines:

Thank you for:

- entering the loop at a safe speed
- not making U-turns in the cul-de-sac
- not parking in the Kiss-n-Go, red zone area
- being quick when unloading children
- pulling forward as far as possible in the Kiss-n-Go line to pick up/drop off your child
- having your child enter/leave the car from the door on the curb side and for adjusting your car seats accordingly
- waiting patiently as we excuse your child from behind the blue line to go to your car
- using the crosswalk to go to your car parked in the lot
- reminding students waiting for a ride to wait in the coned area in front of the Barnett sign: no playing on the playground, on the blacktop, in the tree area
- remembering only students who are walking ALL THE WAY HOME will be allowed to pass Mr. Schimpf onto Couna Way
- modeling patience and cooperation to the safety patrol, learning civic responsibility and ser-vice, as well as to all our students in the parking area.

The line moves more quickly and smoothly when everyone follows the safety procedures. Thank you for doing a great job!

Drop off on Benito is reserved for buses. Guardians are **NOT** to drop students off in this area. This is a NO parking zone.

CHILDCARE

One childcare program operates at Barnett. The Extended School Program (ESP) provides before and after school care. Contact the ESP office directly for their current time schedule and for required pre-registration (760)787-2050.

ATTENDANCE

Regular and prompt attendance is required and is the responsibility of both student and guardian. When students are absent they fall behind in their academic skills and miss important socialization opportunities. If a student is absent, his/her guardian must call the attendance office at (760) 787-3507 before 7:30 a.m.

When leaving information on the answering machine, state your child's name, room number, teacher's name, reason for absence, and your relationship to the child. Any absence not reported through a phone call requires a note to be written by the guardian and delivered to the attendance office. Homes will be called on the day of any unexcused absence. Students who will be absent from school for 5 days or more due to religious or personal events that may not be scheduled during regular school breaks should obtain a contract for independent study from the attendance office at least one week prior to the absence. Students experiencing excessive absences will be reported to the School Attendance Review Board for family assistance and possible legal actions.

TARDIES

Students who arrive at school after 7:45 am should go directly to the Main Office where they will be given a tardy slip. To avoid interrupting classes please say good-bye in the office and allow your child to proceed to his/her classroom by his/her self.

TRUANCIES

A truant student is one who is absent from class without a valid excuse or is late to class for more than 30 minutes. Truancies will be reported to the attendance clerk immediately for guardian contact. **State law dictates that truancies will not be tolerated.**

WHAT ARE SCHOOL ATTENDANCE LAWS AND WHAT ARE PARENT & STUDENT RESPONSIBILITIES?

- All persons between 6 and 18 years of age are required by California law to attend school. Parents have a legal responsibility to ensure their child's attendance (Education Code Section 48200).
- What is Truancy? A pupil is considered truant if he/she is absent without a valid excuse 3 full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on 3 occasions in one school year, or any combination thereof (Education Code Section 48260).

- A student's refusal to attend school regularly can result in referral to the School Attendance Review Board (SARB), Juvenile Probation, and the Juvenile Court System (Education Code Section 48263).
- Parents who fail to compel their child's attendance may face criminal prosecution and penalties (Education Code Section 48291).

ADDRESSING SOFT TRUANCY

What is "Soft Truancy"? Soft truancy is a negative attendance pattern that often leads to direct violations of the Education Code of California. Soft truancy includes, but is not limited to:

- Bringing a child late to school (under 30 min)
- Picking up your child early for family outings, vacations, frequent medical appointments or business, or even trying to avoid traffic.
- Frequent excused absences.
- Keeping older child home to baby sit a sibling.
- Irregular attendance at school.

LEAVING DURING SCHOOL HOURS

Adults (18 and older) must come to the office and complete required documentation before the student will be released. Any person picking up a student from Barnett **must present a photo ID and their name must appear on the current enrollment card.**

DISMISSAL

Students must leave campus immediately at the end of the school day, (1:56 pm or on compact/minimum day at 11:45 am) unless attending an organized activity or event.

The Main Office closes daily at 3:30 pm. If there is a student who has not been picked up by their guardian by 2:50 pm, Police and/or Child Protective Services will be contacted to come and pick up the student until a parent or guardian can be located.

STUDENT PICK-UP

Students in grades K and 1 must be picked up at their classroom door. All other students not riding buses should meet their parents at a designated spot outside of the building.

In order to maximize learning time, guardians who arrive at school early to pick up students at dismissal are asked to please wait in front of the school or outside the kindergarten play area. These areas are situated away from the classroom windows and doors so students can continue to concentrate. Thank you for supporting student achievement at Barnett by waiting in the designated outside areas. Please do not designate the office as a meeting place.

VOLUNTEERS

All classroom volunteers must have on record a TB screening and ID before volunteering in any classroom. When arriving to volunteer, all persons must sign in at the front desk and present ID or pick up their volunteer identification badge.

TELEPHONE MESSAGES

Personal messages for students or staff will be left for teachers to pick up prior to recess and lunch. After school transportation changes must be called in by noon to assure that your child receives the message. **Classrooms will not to be interrupted during instructional time except in**

an emergency. Arrangements for lunch money, transportation, and after school plans must be made prior to coming to school.

TEACHER/GUARDIAN COMMUNICATION

If you are confused by an assignment or a classroom policy, please contact the teacher directly. Teachers receive messages and return calls throughout the day. Teacher extensions and email addresses will be posted on our website at www.ramonausd.net/bes .

CELL PHONE POLICY

All students may have cell phones on campus for use before school begins and after school ends. Permission forms need to be completed **each school year. These devices must be kept in backpacks and turned off during school hours.** The cell phone is intended to facilitate student/parent/guardian communication before and after school and is not to be used for any other purpose during the regular school day, including lunchtime, recess and passing periods. Unauthorized use of such devices disrupts the instructional program and is grounds for confiscation by the classroom teacher or other school authorities.

EMERGENCY PHONE NUMBERS

Names and phone numbers **must be on file** of those persons who are legally empowered to take charge of an injured child in the event that the guardian(s) cannot be reached. Failure to provide this information could result in a call to emergency services. **This information must be kept current.**

SCHOOL RECORDS

During the school year, if you have a change of address, home phone, health information, emergency contact, or work number, be sure to notify the office as soon as the change occurs. If your family moves from the Barnett area please notify the Main Office so records can be sent to the new school.

CAFETERIA

Meals may be purchased in advance for any number of days. A prepaid balance is maintained for each student in the cafeteria's computer at the five elementary schools. At the elementary school level, notices will be sent home through the classroom when your child's balance becomes negative and you owe money to the school cafeteria. Please check your child's backpack for notices.

Our new on-line payment system, called mySchoolBucks.com is now available for parent use. Parents will register for an account at www.mySchoolBucks.com using their personal email accounts, and can make payments using a credit or debit card. Payments for meals, ESP and bus passes and tickets can be made this way.

Ramona Unified School District will refund any remaining balance in a student's account upon receipt of written request for refund. Any portion of the balance paid by credit card will be refunded through issuance of a credit to the original card account. No cash refunds will be issued for balances paid by credit card. For information and application instructions for the free and reduced lunch program, refer to the RUSD website, www.ramonausd.net.

HEALTH OFFICE

A Health Assistant is assigned to Barnett. This position provides assistance in the implementation of district health requirements, medication dispersal, and first aid. Students must have a pass to visit the health office.

MEDICATION

All prescription and non-prescription medications **must be in the original container and must be delivered to and from school by a responsible adult.** The container will be kept at school until all the medication has been given and/or until it has been discontinued. **It is not possible for office staff to receive and return medication on a daily/weekly basis. Students are not allowed to carry medication** (prescription or non-prescription) of any kind, **including inhalers,** to or from school or on their person while at school.

For medications to be given at school you must obtain a "Physician's Recommendation for Medication" form from the health office which must be completed by the guardian and physician. **A new form must be completed at the beginning of each new school year and before a new medication or a different dosage is given.**

Guardians who request that the school administer Advil, Motrin, Tylenol, and/or Calamine lotion to their child must complete a permission form, which is available in the health office.

SAFETY

Guardians are asked to caution their children **to cross at the cross walk only.** It is dangerous to cross at other places, as cars can create a safety hazard. Students should always cross the street at corners, never in the middle of the street. Guardians are asked to model this behavior.

Please be vigilant when driving near the school, park in designated parking spots, slow down to below 20 mph, and watch for students where there are no sidewalks. We must work together for the safety of all of our students.

SKATEBOARDS/ROLLERBLADES

Skateboards, rollerblades, scooters, or roller skate type devices (shoes) are **not allowed at Barnett at any time, including before or after school.** Violators will have their skateboards, rollerblades, scooters, or roller skate type devices confiscated and may receive a police citation.

BICYCLES

Bicycles may be ridden to school. **Helmets MUST be WORN.** Any child arriving on campus without a helmet will not be allowed to ride his/her bike back home, an adult will have to come and retrieve the bike.

Students must **walk their bicycle** once on campus to the bike rack. Bicycles are to be securely locked in the bike racks. The student assumes all liability for theft, damage, or loss of use, to any bicycle, equipment, or article left on it.

LOST ARTICLES

Lost articles will be returned if they are marked with the owner's full name. Sack lunches, lunch boxes, and removable garments are most often lost, and should be **labeled with student's first and last name and room number.** The lost and found cart is located in the front of the school or in the hallway outside the library.

Lost eyeglasses, keys, jewelry, money, and valuables are kept in the office.

HOMEWORK POLICY

Ramona Unified Schools has a homework policy. Meaningful homework is assigned on a regular basis to reinforce or extend subject matter, to develop good study habits, to encourage responsibility, and to provide families with an opportunity to monitor their child's work. The amount of homework assigned will vary according to grade level and course material.

All homework assigned to students will be an extension of the day's work within the classroom. Homework shall reinforce the standards-based teaching that has occurred during that school day.

It is the student's responsibility to strive to do his/her best and to complete all assignments on time. Families should encourage systematic study and provide the proper conditions for doing homework effectively. It is the responsibility of the child to see that the homework is completed, signed (if required), and returned to the teacher.

HOME READING

At Barnett all students are expected to read a minimum of 10 - 20 minutes at home each night. Students in grades 1-6 will take tests using Reading Counts. Kindergarten and First grade students will turn in reading logs signed by parents tracking the reading that is accomplished at home. The Reading grade on the report card is partially based on home reading. **Families are encouraged to read at home together.**

VISITS TO CLASSROOMS

Barnett urges all families to visit their child's classrooms in order to become more familiar with the teaching methods and materials used. District procedures require that **all visitors report to the main office** before visiting a classroom at times other than during Open House. Please make appointments directly with the teachers. Twenty-four hour notice is required before visiting.

PARENT/GUARDIAN CONFERENCES

Parent/Guardian Conference Days are October 20-24, 2014. Student dismissal time for conference days is 11:45 am. Parents/guardians and teachers may need to meet for additional conferences for some students; parent/guardians are urged to initiate conferences by sending a note to the teacher via email or by leaving a message on the teacher's voicemail.

COMMUNITY INVOLVEMENT

Volunteers

Adults are encouraged to volunteer in classrooms and to share their talents with students.

Volunteers are needed to work in the library or on special projects. If you are interested, please contact the volunteer coordinator via the email address listed on our PTA website at www.ramonausd.net. **Volunteers must have a current TB test on file at Barnett.**

Parent/Teacher Association (PTA)

All families are encouraged to join the Parent/Teacher Association to make a positive contribution to Barnett and to stay informed about the programs and events occurring. The PTA assists with school fundraisers, academic programs, field trips, parent workshops, and other events. For further information contact the main office at

760-787-3500 or the PTA website at <http://www.ramonausd.net/domain/385> .

School Site Council (SSC)

The SSC is made up of 50% Barnett staff and 50% parents. This group assists in setting school goals. They monitor the School Improvement Program and different budgets for the current school year. Parents are nominated yearly to serve a two-year term. The SSC meets a minimum of three times a year and meetings are open to everyone. Minutes and agendas are posted.

English Language Advisory Committee (ELAC)

The principal, designated staff, and families of our English language learners make up this committee. Their purposes are to promote family involvement and to advise the school in matters of concern to the families of our English language learners. For more information, contact our school office at 760-787-3500.

TECHNOLOGY

All classrooms have computers with Internet access. In order for students to use the Internet, a signed permission slip must be on file with the teacher. The Technology Use permission slip is located in the first day packet.

Barnett has two computer labs where students receive instruction and are able to work on specialized programs to increase achievement. Labs are open to all students K-6.

LIBRARY

Library books may be checked out for a one-week time period. Books may be renewed, if they have not been reserved in advance by someone else. If a book has not been returned, it will be considered lost. The parent or guardian will be expected to pay for lost books. If a book is returned in acceptable condition a refund will be made. Late fees and lost book payments must be made before the end of the school year in order for a child to check out materials from the library the following year.

Parents are allowed to utilize the library and check out books.

STUDENT STUDY TEAM (SST)

This team meets throughout the school year to address special needs of students (academic, personal, social, health, and language development). Parents are always invited to attend and other specialists may be invited.

DRESS STANDARDS

The purpose of a school dress code is to keep the school environment wholesome, safe, and focused on instruction. Students are to be appropriately dressed at all times. Students at Barnett participate in physical education activities daily so clothing should be comfortable and enable participation without being immodest. In keeping with that intention, we ask that parents consider carefully what is purchased for school wear.

- No student should have underwear showing.
- Shorts and skirt must pass the, "Hands Down Test." (Hems are to be longer than the finger tips)
- Pants must stay secured at the waist.
- Hats are to be worn outside only.
- Clothing that disrupts the learning environment, ie...(drug, alcohol advertisements, profanity) is inappropriate and will be judged on an individual basis.

- Clothing that could pose a danger or threat to the wearer or others such as chains, high heeled shoes, flip-flops, etc. shall not be worn.
- Wheeled shoes will have the wheels removed during school hours.

Students found to have violated this Dress Code will be sent to the office for a change of clothing or to call home.

CODE OF CONDUCT

Every student at Barnett has the right to feel safe. Every student at Barnett has the right and obligation to learn. When these very important rights and obligations are threatened or taken away, the staff will act to protect students and their rights. Barnett's discipline code is intended to protect the rights of our students by stating those acts that are illegal and/or threaten the rights of others.

EXPECTED STUDENT BEHAVIORS

Before and After School

Students are answerable to the school administrators for their behavior on the way to and from school. The following are the behaviors we expect:

1. Use the safest, most direct route without playing or stopping along the way.
2. Cross streets only at street corners or at crosswalks.
3. Walk only on the sidewalks and respect community property along the way.
4. **Arrive at school between 7:30 - 7:40 a.m.**
5. Report to the upper playground and line up in the designated area for each classroom.
6. Leave the grounds immediately after school and go directly home, unless participating in ESP or other sponsored activities.

On the Playground

Teachers will escort students to the play areas.

1. **Follow directions the first time given.**
2. Play only on the playground or field. Do not go to classrooms.
3. Use equipment safely. Students may not jump or hang from, twirl, spin, or sit on equipment.
4. Be courteous.
5. Refrain from throwing rocks, sand, or any other object not intended for throwing.
6. Use proper language (no profanity or name-calling).
7. Use the game rules as discussed in class and from physical education class. No place backs in any game.
8. **Report to the supervisor on duty if another student bothers you.**
9. Leave personal toys, games, video games, cameras, radios, and sports equipment at home.
10. **Stop play at the sound of the freeze whistle.**
11. **Return all sports equipment when the first whistle blows. At the double whistle, all students walk from the playground to line up.**
12. Play fighting or kick fighting is not allowed.
13. Tag and chase games are not allowed.
14. Play only these approved games: kick ball, tether ball, wall ball, jogging/running the field, hopscotch, jump rope, relays, etc... Play structure equipment is also available.
15. Students may not go to their classroom to return belongings or visit any other room.
16. Gymnastics are not allowed on the playground for safety reasons.
17. No kicking of balls on the black top.
18. Students may not leave the playground without permission from the campus supervisors.

In the Restrooms

1. Use the restroom properly and then leave.
2. No writing on the doors or other areas. Vandalism, including graffiti, is an offense that can result in suspension.
3. Respect the privacy of others.
4. Use quiet voices.
5. Do not play or eat in or around restrooms.
6. No profanity or name-calling is allowed.
7. **Use the restroom and get a drink of water before the bell rings at the end of recess.**

At Lunch Time

1. Teachers will escort students to the lunch court and cafeteria.
2. All students enter the cafeteria on the east side. Students are not to cut across the lunch court, rather walk around the building and get into line. Students bringing sack lunches will be seated at their assigned tables.
3. **Students must wait to be dismissed by tables when students have finished eating and trash has been picked up.**
4. Once dismissed, students may purchase snack when available, eating it immediately before going to recess or walk directly to the playground.
5. Glass containers are not allowed.
6. **Use the restroom and get a drink of water before the bell rings at the end of lunch.**

At Assemblies

1. Students will sit cross-legged, flat on the floor, facing forward and wait without talking.
2. The appropriate audience response is applause.
3. Students will follow their teacher's directions for dismissal.

On Busses

1. Follow the rules of the driver.
2. Use quiet voices.
3. Keep all body parts inside the bus.
4. Stay seated, facing forward.
5. Do not throw anything out of the window.

At All Times

1. Weapons of any kind are not allowed at school. **This includes toy guns, knives, etc..**
2. Profanity, name-calling, racial slurs, and verbal put-downs are unacceptable.
3. Fighting, pushing, or shoving are unacceptable behavior before, during, or after school. First offense will result in a parent conference, second offense an In-School Suspension, and third offense one (1) day out of school suspension.
4. Throwing any object is dangerous and can cause serious physical injury and damage to property. This can result in suspension.
5. Inappropriate remarks about someone's body, sexual innuendoes, touching or suggestive postures are all considered harassment. If you have a discrimination or sexual harassment complaint, contact a teacher or the principal. Sexual harassment will not be tolerated and can result in suspension.
6. Gambling is not allowed at school. Students may not gamble with dice, playing cards, etc.

7. Vandalism is considered a serious offense and will not be tolerated. Vandalism, including graffiti, is an offense that can result in suspension. Because of problems with graffiti, all marking pens must remain in the classroom. Permanent markers are not allowed at school.
8. Animals are not allowed at school except for sharing in accordance with district procedure and **with prior permission of the teacher**. When using a pet for sharing, guardians must bring the pet to school in a container and immediately remove it after sharing.
9. Sharing articles must stay in the classroom.
10. Toys, cameras, radios, Ipods/MP3 players, electronic games and equipment, trading cards, etc., are not allowed except for sharing and **must be approved by the teacher in advance**. If these items are brought to school for sharing without the teacher's permission, they will be taken away and will be returned only to the guardian.
11. **Leave valuable items at home.**
12. Gum is not allowed at school.
13. Students may not go into the staff lounge, workroom or staff bathrooms.

Standard Classroom Rules

1. Follow directions the first time given.
2. Respect the rights and property of others.
3. Get a pass from your teacher to go outside of the classroom.
4. Be courteous to and cooperative with your classmates, teachers, and other adults.
5. Use good work habits at all times.
6. Do your schoolwork to the best of your ability.
7. Participate in class activities and discussions.

REINFORCING THE STANDARDS

The following guidelines assist school staff whenever unacceptable student behavior occurs.

Activate Classroom Discipline

Each teacher establishes an individual classroom discipline plan and implements it by:

- posting a discipline plan
- counseling the child
- providing appropriate consequences
- communicating with guardians to seek support
- documenting the behavior
- assigning detention
- referring to Student Study Team

Refer Student to School Administration

After the classroom teacher and guardian, and have made many attempts to modify a student's behavior and expected behavioral changes have not occurred, the student will be referred to an administrator. The administrator may:

- Remove the student from playground or lunch area
- require contracts
- assign in-school suspension
- suspend student using district guidelines

Suspension Guidelines

Students who do not choose to behave appropriately in school will be suspended. Repeated incidences of misconduct may increase the length of the suspension and could result in a new school placement. Automatic suspensions will occur for the following offenses:

- possession of weapons or drugs
- fighting
- profanity to a staff member
- bringing, possessing, or using tobacco, marijuana, or alcohol on campus
- sexual harassment
- violence based on race, religion, or ethnicity
- threatening the safety of another person
- theft, vandalism or graffiti.

SUPPLEMENTAL PROGRAMS

Special Education

Our Special Education staff offer instruction to qualified special education students on an individual and small group basis. Students receive special assistance in basic skills and learn strategies to help them succeed in the regular classroom.

The speech pathologist, occupational therapist, physical therapist, psychologist, and adaptive physical education instructor offer services for students who qualify for services and have an active Individualized Educational Program.

English Language Learners

Children in grades K – 6 receive specialized English Language instruction emphasizing a natural approach to language acquisition. Specially trained teachers provide language arts enrichment activities that emphasize active participation and the development of critical thinking skills.

Character Counts

Barnett staff provides opportunities for students to engage in discussion surrounding building of character. Each month the students will discuss different character traits. Students exhibiting behavior representative of these traits may be recognized in morning announcements and at our monthly school assembly.

<u>Character Trait</u>	<u>Month of Emphasis</u>
Respect	August & September
Responsibility	October
Honesty	November & December
Courage	January
Gratitude	February
Compassion	March
Justice	April
Perseverance	May & June

