

Barnett Elementary School

Parent Handbook 2017-18



“Learning is MY responsibility, whatever it takes!”

RESPECT
RESPONSIBILITY
HONESTY
COURAGE
GRATITUDE
COMPASSION
JUSTICE
PERSEVERANCE

Barnett Elementary School 🐾 23925 Couna Way 🐾 Ramona, CA 92065

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. 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 being a Barnett Bobcat. To best serve our students in attaining these goals we strive to uphold the following:

The Ramona Unified School District’s Instructional Goal: All students construct learning through relevant and rigorous tasks that demonstrate standards-based speaking, reading, writing, creating, and problem solving.

School vision: Barnett's professional learning community inspires our students to learn, think critically, care, communicate, collaborate, and create.

School mission: “Learning is MY responsibility, whatever it takes.”

Policies in the district Parent Handbook are the overarching guidelines for all schools. In addition this handbook outlines general information specific to Barnett Elementary.

DAILY SCHEDULE

Monday-Tuesday-Wednesday-Thursday 7:45am – 2:20pm				Friday 7:45am – 11:45am			
Lunch Times				Compact Day Lunch Times			
10:45 – 11:30	Grade K	11:35-12:20	Grades 3, 4	9:45-10:30	Grade K	10:35-11:20	Grades 3, 4
11:10 – 11:55	Grades 1, 2	12:00-12:45	Grades 5, 6	10:10 – 10:55	Grades 1, 2	10:55-11:40	Grades 5, 6

ARRIVAL/DISMISSAL

Playground to the school opens at 7:30 am and supervision is provided. **Do not send children to school prior to this time**, unless your child is enrolled in ESP, our before and after school program. All students need to go directly to the upper playground and wait in line in their designated area. Classes are picked up from the playground at 7:40 and instruction begins at 7:45. On the first day of school, students report directly to their classroom.

If you are dropping off your child from your vehicle, the supervised **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.

Kiss –N-Go Guidelines:

Thank you for observing the following **PARKING LOT GUIDELINES:**

- not leaving your car unattended in the red zone
- 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 the “Please Pull Forward” sign, onto Couna Way
- modeling patience and cooperation to the safety patrol, learning civic responsibility and service, 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.

DISMISSAL

Students must leave campus immediately at the end of the school day, (2:20 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.

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.**

BEHAVIOR EXPECTATIONS FOR STUDENTS

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. 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

Playground rules are posted on the Barnett website for your reference. Visit the Barnett website under *Parent Resources* for access to the Barnett Parent Handbook, The First 24 Days Table and Playground Rules.

At Barnett we expect all students to:

- Be respectful
- Be responsible
- Be safe

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. Wash hands with soap and water.
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. Eat quietly and politely, using your best manners.
4. **Students must wait to be dismissed by tables when they have finished eating and trash has been picked up.**
5. Purchased snacks, when available, should be eaten immediately before going to recess or walk directly to the playground.
6. Glass containers are not allowed.
7. **Use the restroom and get a drink of water before the bell rings at the end of lunch.**

At Assemblies

1. Enter assembly quietly and remove hats.
2. Sit quietly in seat assigned by teacher.
3. Show respect towards performers-our guests.
4. Stay seated and wait for signal to exit.
5. Walk quietly out of assembly and back to class.

On Buses

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. Courteously yield to a request given by any staff member.
2. Weapons of any kind are not allowed at school. **This includes toy guns, knives, etc..**

3. Profanity, name-calling, racial slurs, and verbal put-downs are unacceptable.
4. Fighting, pushing, or shoving are unacceptable behavior before, during, or after school and may result in a parent conference, loss of recess, an In-School Suspension or an out of school suspension.
5. Throwing any object is dangerous and can cause serious physical injury and damage to property. This can result in suspension.
6. 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 may result in suspension.
7. Gambling is not allowed at school. Students may not gamble with dice, playing cards, etc.
8. Vandalism is considered a serious offense and will not be tolerated. Vandalism, including graffiti, is an offense that may result in suspension. Because of problems with graffiti, all marking pens must remain in the classroom. Permanent markers are not allowed at school.
9. Animals are not allowed at school except for sharing in accordance with strict district procedure and **with prior permission of the teacher**. Pets at school are discouraged to to many students/staff with severe allergic reactions.
10. Sharing articles must stay in the classroom.
11. Toys, cameras, radios, Ipods/MP3 players, electronic games, 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.
12. **Leave valuable items at home.**
13. Gum is not allowed at school.
14. 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.

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 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

See RUSD Parent Handbook for suspension guidelines. Repeated incidences of misconduct may increase the length of the suspension and could result in a new school placement.

School-Wide Discipline

Barnett utilizes a school-wide discipline plan based on the district’s eight pillars of character. Students are recognized with a green card for exemplary behavior, a yellow or caution card for a minor rule infraction or a red card for a more serious one.

<p style="text-align: center;">Red Card</p> <p>Name: _____ Date: _____</p> <p>Issued by: _____ Teacher: _____</p> <p>Behavior Choice Infraction:</p> <ul style="list-style-type: none"> o Fighting/Physical Aggression o Abusive/inappropriate language o Defiance/insubordination to any adult o Vandalism/property destruction o Endangering self, others, property o Persistent harassment o Other _____ <p>Description of Incident(s): _____</p> <hr/> <p>Administrative Decision:</p> <ul style="list-style-type: none"> o Warning/counseling o Loss of privilege o Teacher/principal call parent o Suspension o Other _____ <p>Parent/Guardian Signature: _____</p>	<p style="text-align: center;">Caution Card</p> <p>Name: _____ Date: _____</p> <p>Issued by: _____ Teacher: _____</p> <p>Behavior Choice Infraction:</p> <ul style="list-style-type: none"> o Inappropriate Body Contact; Disturbing/harassing others; Refusal to follow directions; Inappropriate Language; Property Misuse; Disrespect o Repeated Warnings: # _____ o Other _____ <p>Description of Incident(s): _____</p> <hr/> <p>Consequence(s) Assigned</p> <ul style="list-style-type: none"> o Time out o Loss of points/privilege o Reflection letter o Other _____ <p>Parent/Guardian Signature: _____</p>	<div style="text-align: center;">  <p>Barnett Bobcat Good Character Award</p> </div> <p>To: _____</p> <p>Class/Room: _____</p> <p>From: _____</p> <p style="text-align: center;">For showing:</p> <table style="width: 100%; border: none;"> <tr> <td>Compassion</td> <td>Courage</td> </tr> <tr> <td>Gratitude</td> <td>Honesty</td> </tr> <tr> <td>Justice</td> <td>Perseverance</td> </tr> <tr> <td>Respect</td> <td>Responsibility</td> </tr> </table> <p>Parent Signature _____</p>	Compassion	Courage	Gratitude	Honesty	Justice	Perseverance	Respect	Responsibility
Compassion	Courage									
Gratitude	Honesty									
Justice	Perseverance									
Respect	Responsibility									

Behavior Protocol	Behavior	Consequences
Initial corrective consequences by teacher or other support staff	Not being kind Not being safe Not being productive	Reminder/discussion Loss of points, privilege Alternate Work Place Time out
Red Card	Fighting Abusive/inappropriate language Defiance/insubordination to any adult Vandalism/destruction of property Persistent harassment Endangering self, others, property	Referral to the principal which may result in: Warning/counseling Loss of recess/privilege Owed time Phone call to parent Suspension
Yellow Card	Inappropriate body contact	Time out in classroom

(Caution Card)	Disturbing others Refusal to follow directions Inappropriate language Property Misuse Disrespect Repeated Warnings # _____ Other	Time out in another classroom Loss of points/privilege Reflection letter (as appropriate for age/grade) Other
Green Card	Be respectful Be responsible Be safe	Praise Positive notes home Character Counts! Green Card Awards Individual Classroom rewards/incentives

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 at any time by a staff member with a Green Card Award. Names are drawn and announced daily.

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

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.

Report cards will be held at the end of the year if there is an unpaid balance on a student's account. RUSD guidelines for collection of unpaid fines is as follows:

- A final notice will be sent home with the student.

- If payment is still not received, that student will not be allowed to participate in any extra-curricular activities including, but not limited to: class picnics, school BBQs, 6th grade promotion activities, and any other student body parties or functions.
- The school will hold promotion certificates for Kindergarten and sixth graders until payment is made.
- The school will hold report cards for all grades until payment is made.
- Sixth grade students who do not make payments before school is out will not be allowed to pick up their schedule at Olive Peirce Middle School until the bill is paid.

CELL PHONE POLICY

All students may have cell phones on campus before school begins and after school ends. **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. (See district parent handbook for policy on personal mobile devices.)

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)787-2030.

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, and/or are illegal. We will model, teach, and practice safety, respect and responsibility on our school campus and during any school sponsored activity.

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 safe participation without being immodest. In keeping with that intention, we ask that parents consider carefully what is purchased for school wear. See RUSD handbook for dress standards. Additionally, we request that you observe the following guidelines:

- Spaghetti straps may only be worn if covered with shirt or worn with tank top with wider shoulder straps.
- Pants must stay secured at the waist.
- Clothing that disrupts the learning environment, ie...(drug, alcohol advertisements, profanity, gang-related apparel) is inappropriate for the school setting 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.

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.**

HEALTH OFFICE

A Health Technician 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, to or from school or on their person while at school, unless authorized by a physician, and documented in our office. 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.

The health office does not dispense any medications, oral or topical; unless appropriately authorized, and provided by parents.

BARNETT HOMEWORK POLICY

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students’ ability to meet the district’s academic standards. The Board expects students, parents/guardians and staff to have a balanced view of homework, extracurricular activities and family time. Following, is Barnett’s homework policy:

The purpose for assigning homework to younger students (K-3) is to:

- Provide practice doing something you learned in school today.
- Find out if you understand what you learned in school.
- Think about and write about what you learned.
- Tell what you think about what you learned.
- Preview something we will learn about soon.
- Help you get ready to take a test or a quiz.

The purpose for assigning homework to older students (4-6) is to:

- Practice something you have already learned.
- Allow you to apply something you have already learned to a new situation.
- Check whether you understand something you have already learned.
- Analyze something you have already learned.
- Reflect on your learning.
- Preview new information that we will be studying soon.
- Help you to review for an upcoming test or quiz.

Student's Responsibilities:

- Understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions.
- Gather all materials necessary to complete assignments before leaving the classroom.
- Complete all assignments to the best of your ability.
- Return material and assignments on time.

Family Responsibilities:

- Provide a routine and environment that is conducive to doing homework (a quiet place and time).
- Offer assistance to the student, but not do the actual homework.
- Notify teachers when homework presents a problem.
- Read school notices and respond in a timely manner.

Teacher's Responsibilities:

- Provide purposeful homework.
- Provide clear directions and instructions.
- Communicate to the student and family what is expected for completing homework successfully.
- Not assign home projects that require any material that cannot be provided by school.

Homework includes reading every night as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week may include a balance of assignments in other content areas such as writing, spelling, math, social studies, and science. For grades 4-6, late or missing homework may result in loss of points, or lower grade. The loss of recess will not be used as a consequence for late or missing homework assignments.

In kindergarten, the homework is for families and children to spend time together with books. Often, especially at the beginning of the year, this will mean parents and family members reading aloud to children. As the year progresses and kindergarten children bring more books from school to home, students may be reading to and with family members.

Recommended Homework Schedule:

- Grade TK-1 an average of 10-20 minutes per day, 4 days per week
- Grade 2-3 an average of 20-30 minutes per day, 4 days per week
- Grade 4-6 an average of 30-45 minutes per day, 4 days per week

HOME READING

At Barnett, all students are expected to read a minimum of 10-20 minutes at home each night as part of their daily homework routine.

Scholastic Reading Counts (SRC) is a supplemental reading program that motivates students to become independent, life-long readers. The program currently has a bank of over 60,000 quizzes based on books ranging in level from K-12. It is implemented in classrooms district-wide, grades 2-6 with optional participation at Kindergarten and 1st grade. (Kindergarten and first grade use their own systems for encouraging and tracking independent reading. Your child's teacher will have more information.)

SRC Overview

- 1) Students select a book of their choice within their current lexile level as determined by their latest MAP score. Teachers use other methods as well for determining reading level and can help with book suggestions.
- 2) After reading the book, the student takes a computer-based quiz at school. Students receive points for a passing score. If they do not pass, they have an opportunity to reread the book and retake the quiz.
- 3) Teachers monitor progress through the teacher management component and can help guide reading choices based on the books read and quiz history of individual students.

4) Students earn their way through levels of achievement and receive recognition as they reach each level from a "High School Diploma" through a "PhD."The Degree Program					
Degrees	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6
High School Diploma	16 pts	20 pts	30 pts	40 pts	40 pts
AA Degree	32 pts	40 pts	60 pts	80 pts	80 pts
BA	64 pts	80 pts	120 pts	160 pts	160 pts
MA	96 pts	120 pts	180 pts	240 pts	240 pts
PhD	160 pts	200 pts	300 pts	400 pts	400 pts

LIBRARY

Each class at Barnett has a scheduled weekly library time. 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 during the following year. Report cards will be held if your child has any unpaid library fees.

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

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.

PARENT/GUARDIAN CONFERENCES

Parent/Guardian Conference Days are October 9-13, 2017. Teachers will notify you with options for conference day/time. 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.

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.

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.

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.

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 as well as updating this information in PowerSchool at <https://powerschool.ramonausd.net/public/>.

STUDENT STUDY TEAM (SST)

The purpose of the Student Study Team is to address the needs of students (academic, personal, social, health, and language development). The team generally includes the classroom teacher, the parent, the principal, and a teacher colleague—based upon student need and available resources. Once initiated, the process will assist teachers and students by generating classroom instructional suggestions, classroom accommodations, and/or intervention plans. SSTs provide consultation to teachers and parents using a problem-solving process to better serve students.

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 English Language Development 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. All classroom teachers are also certified to provide instructional strategies designed to make the curriculum comprehensible and to develop listening, speaking, reading and writing skills.

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 in a timely manner. Teacher extensions and email addresses will be posted on our website at <http://bes.ramonausd.net> and click on the “Contact Us” button on the ribbon.

TECHNOLOGY

All classrooms have computers and other mobile devices like Chromebooks, iPads, etc. with internet access. Barnett also has two computer labs where students have access to a variety of specialized programs and activities to increase achievement. Labs are open to all students, K-6. In order for students to use the internet, please read the “Acceptable Use Agreement of Internet” and “Students’ Personal Mobile Communication Devices” in the RUSD Parent Handbook. You verify your receipt, understanding, and compliance with these procedures and policies by your electronic signature authorization included in the online verification in PowerSchool.

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.

VOLUNTEERS/VISITORS

Volunteers

Volunteers, when working with students, must always work under the direct visual supervision of a credentialed teacher. 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 http://bes.ramonausd.net/p_t_a . Regular volunteers must have a current TB test on file at Barnett and a volunteer ID badge. All volunteers must sign in at the office when arriving, and then sign out when leaving. The parent volunteer orientation meeting for 2016-17 will be August 30 at 8 a.m.

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 family events. For further information contact the main office at 760-787-3500, visit the PTA page on the Barnett website, and like the *Barnett Elementary PTA* page on facebook.

School Site Council (SSC)

The SSC is made up of 50% Barnett staff and 50% parents. This group assists in reviewing 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.

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 CHAPERONES

Parents are invited as chaperones in an "as needed" basis for school-sponsored field trips. As a chaperone, you are responsible for the well-being of all students. These guidelines are not only for each child's protection, but your protection as well.

Parent chaperones must follow strict adherence to the following:

- Field trips are designed to enhance the learning taking place within the classroom. If you are unable to find child care for siblings, please do not volunteer to chaperone as no siblings or non-students may attend.
- One week prior to the trip, all drivers must update insurance records in the main office.
- Field trips are school activities and as such, check out procedures still apply. Parents who are not returning to campus with their children must sign him/her out in the main office prior to leaving.
- Any student who wishes to go home with a parent chaperone other than their parent must have made previous arrangements in writing, with the front office.
- Chaperones may not keep a student other than his/her own child after the designated ending of the trip. If you plan to stay on site after the education portion of the trip, you will drive only your child.
- Never give any medication, including over the counter such as Neosporin, aspirin, etc. to a child in your group. Return to the teacher if medical attention is needed.
- If a child requires prescription medicine or Epi-pen, that child will be in the teacher's group and not with a parent chaperone.
- Drivers may not stop en route to or from the field trip destination with children in their car at any time during the trip. This includes stopping for gas, snacks, or restroom.
- Children are not to bring money to the trip. Please do not purchase items or food for children in your group.
- Please do not smoke or consume alcoholic beverages while on the field trip.
- Each student is required to have his/her own seatbelt.
- Make sure that you stop frequently to do a headcount during the trip. If you are missing a student at any time, call the teacher's cell phone immediately.
- Any discipline issues need to be handled by the teacher. Contact him/her for guidance and a meeting place.
- All interactions, conversations and personal knowledge of students that may be overheard or acquired during the day, must remain confidential.

Staff Contact List

Holly Bisbikis	Hbisbikis@ramonausd.net	3513	K1
Jill Dillon	Jdillon@ramonausd.net	3514	K2
Kaylene Weber	Kweber@ramonausd.net	3524	3
September Tamburrino	Stamburrino@ramonausd.net	3515	4
Elissa Gibson	egibson@ramonausd.net	3534	6
Adriana Soltero	asoltero@ramonausd.net	3548	5
Lezlie Mitchell	lmitchell@ramonausd.net	3516	24
Susan Stanfield	sstanfield@ramonausd.net	3517	20
Jayne Kerner	Jkerner@ramonausd.net	3535	8
Robin Rhoades	Rrhoades@ramonausd.net	3526	7
Michelle Wrenn	mwrenn@ramonausd.net	3519	25
Dyan Winship/Jamie Barber	dwinship@ramonausd.net jbarber@ramonausd.net	3536	9
Goldie Kakacek	gkakacek@ramonausd.net	3533	18
Tori Barlow	vbarlow@ramonausd.net	3531	17
Cathy Harrington	charrington@ramonausd.net	3530	14
Randy Schimpf	rschimpf@ramonausd.net	3529	13
Lisa Morgan	emorgan@ramonausd.net	3538	16
Dallas Meadows	dmeadows@ramonausd.net	3532	15
Alexis Bowen	abowen@ramonausd.net	3528	12
Jennifer Bement	jbement@ramonausd.net	3518	23
Robin Josse	rjosse@ramonausd.net	3521	19
Alma Cravens	acravens@ramonausd.net	3540	41
Aimee Kalchik	akalchik@ramonausd.net	3545	10B
Ashley Matthews/Sandy Watson/Felicia Norman	amatthews@ramonausd.net swatson@ramonausd.net fnorman@ramonausd.net	3527	40
		3525	41
Linda Marthis	lmarthis@ramonausd.net	3509	Office
Laura Vigneau	lvigneau@ramonausd.net	3509	Office
Karen Bowden	Kbowden@ramonausd.net	3507	Office
Sherry Browning	sbrowning@ramonausd.net	3508	Office
Kaarin Heap	kheap@ramonausd.net	3512	Library
Tammy Larson	tlarson@ramonausd.net	3552	
Lara Winters	lwinters@ramonausd.net	3547	MPR
Naomi Bunting	nbunting@ramonausd.net	3550	26