

Adams Elementary School

A CALIFORNIA DISTINGUISHED SCHOOL

STUDENT HANDBOOK 2019-2020



Kelly Fresch, Principal
Denise Granger, Assistant Principal
Grades TK - 6
2701 Las Positas Rd.
Santa Barbara, CA 93105
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Adams Elementary School Mission Statement



Adams Elementary School is committed to achieving academic excellence through the following:

Teamwork
Integrity
Growth
Expectations
Responsibility
Scholars for Life

Adams Elementary School Vision Statement

The Adams school vision is to build a bigger, better, brain in every child through the following strategies:

- ***Self-Guided Learning** – self-discovery through trial and error. We learn best from our mistakes.
- ***Repetition** – there are some things we just need to memorize through repetition such as addition/subtraction, multiplication and division math facts.
- ***Security** – a warm/safe classroom atmosphere where everyone is respected and loved.
- ***Hands-On Learning** – our hands are connected to our brains. We learn best by doing.
- ***Multisensory Learning** – when we tap into all of our senses we fire off lots of neurons to better retain new information.

Santa Barbara Unified School District Mission Statement

- Mission – We prepare students for a world that is yet to be created.
- Vision – “Students read, reason, and communicate to contribute positively to an ever-changing world.”
- Core values – equity, improving our practices, evaluating our work

Adams Teachers

Grade	Teachers	Room Number
TK/K	Mrs. Armstrong-Castillo	F
Kindergarten	Mrs. Cruz	G
Kindergarten	Miss. Fuerst	A
Kindergarten	Miss. Hoyle	B
1-3 rd Montessori	Mrs. Somerton	8
2-6 th Montessori	Ms. Nelson	6
1 st	Miss. Harrah	C
1 st	Mrs. Pueschel	12
1 st	Mrs. Larson	11
1 st	Ms. Silva	4
2 nd	Miss. Evans	23
2 nd	Mrs. Schaupeter	10
2 nd	Mrs. Brown	9
3 rd	Mr. Ojeda	5
3 rd	Mrs. Ayala-Peterson	30
3 rd	Mrs. McKee	7
4 th	Mrs. Kuehn	32
4/5 th	Mrs. Gallagher	31
4 th	Mr. Garnand	33
5 th	Mrs. Chalmers	3
5 th	Miss. Underwood	35
6 th	Miss. Van Lant	1
6 th	Mr. Lovejoy	36
6 th	Miss. Phoenix	2
Special Education	Mrs. Massie	34
Special Education	Mrs. Corsa	37

Art, Music, Design and PE Specialist Teachers

Class	Teacher	Room Number
Music	Mr. Larsen	38
Art	Mrs. Leo	39
PE	Mrs. Churchman	Field/22
Design	Mr. Federbusch	Design Center
Literacy TOSA	Dr. Price	21

Office Staff

Title	Name
Office Manager	Ernestina Angel
Secretary	Virgina Ortiz-Risso
Health Assistant	Patti Mahota

School Based Counseling Team

Title	Name	Location
CALM Counselor	Kendall Jory	Front Office
CALM Counselor	Ashley McCartney	Front Office

Support Staff

Title	Name	Location
Psychologist	Tamara Tucker	21B
Speech Teacher	Janis Connally	17
Speech Teacher	Judith Torres	17
AOK Coordinator	Karen Reyes	21A
RAP Coordinator	Brenda Vega	21A
SBAC / ELPAC / ELL Coordinator	Julie Churchman	22
Head Custodian	Baltazar Esqueda	
Night Custodian	Guillermo Gomez	
Cafeteria	Estella Mayo	Cafeteria
Curriculum Specialist	Paige Swanson	8

Brunch	10:40-11:00	10:20-10:40	10:25-10:45	10:30-10:50	10:35-10:55	10:40-11:00	10:45-11:05
Dismissal	12:00	12:00	12:00	12:00	12:00	12:00	12:00

TK /Kindergarten-Minimum Days: 28 Days

(1st day of school) 8/20/19

(13 Days) 8/22/19-9/13/19

(Except Wednesday PLC: 8/21/19, 8/28/19, 9/4/19 & 9/11/19)

(14 Days) 1/27/20-2/21/20

(Except Wednesday PLC: 1/29/20, 2/5/20, 2/12/20, 2/19/20)

	TK/Kindergarten
Start Time	8:30
Recess	10:00-10:20
Dismissal	12:00

ATTENDANCE

By state law the only excused absences are illness, medical and dental appointments, and bereavement.

Parents must call the **school at 563-2515 ext.1003** to report an absence. If the parent has called each day, it is not necessary to write a note. If no call has been made, the student must bring a note when returning to school. The note should include: **student's name, date of absence(s), reason for absence(s), and parent signature.**

Students who transfer to Adams from schools within the district are required to meet certain conditions in order to remain at the school of choice. These conditions are described on the back of the transfer form and on the intradistrict/interdistrict Transfer Contract, both of which you are required to sign each school year. The conditions transfer students are required to meet are:

- **Attendance – the student has regular attendance with no more than 10 excused absences, 5 tardies, and fewer than 3 unexcused absences.**
- **Behavior – the student maintains appropriate behavior and no suspensions.**

If these conditions are violated, your child's transfer to Adams WILL NOT be renewed for 2018-2019 school year.

ADDRESS VERIFICATION

All students must show one proof of verification of address. No student will be allowed on the school grounds without proof of verification of address.

ARRIVAL

The school day begins promptly at 8:30 a.m. No students are to be on campus before 7:30 a.m.

TARDIES

A student is considered late to school if not present at 8:30 a.m. When a student arrives late, he/she must report to the office to receive a late slip. It is imperative to pick up a slip, notify the secretary and give it to the teacher, otherwise student is marked absent and a note home will follow.

EARLY DISMISSAL

Parents must sign their child out from the office if the child needs to be dismissed early for any reason.

OFFICE HOURS

7:30 a.m. – 4:00 p.m., Monday-Friday

EXTENDED ABSENCES

An Independent Study Contract is required for students absent from school for 5 or more consecutive days. It is the parent's responsibility to **notify the Principal, school secretary, and teacher at least two weeks in advance** of the absence so that school assignments may be obtained before leaving. It is the student's responsibility to return all the assigned work to receive full credit.

DROP-OFF/PICK-UP POLICY

- ◆ Please do not speed on Las Positas Road. The speed limit is 25 mph when children are present.
- ◆ When heading down Las Positas Road, do not make a right on a red light into the school parking lot. Also, please remember that there is no left turn from the parking lot exit and no entry into the exit driveway. There are hefty traffic fines for anyone caught violating these rules.
- ◆ Do not drop your children off or pick up on side streets. Other drivers may not be attentive to children exiting or entering a car.
- ◆ Do not turn into the parking lot if you are not able to pull completely in.

- ◆ Do not double park in the lower parking lot. If you need to walk your child to kindergarten or preschool and cannot find a parking space, you must exit and park at the Earl Warren lot. Children should be escorted up to school from the Earl Warren lot by an adult.
- ◆ Please drop off and pick up your children at the kindergarten fence ONLY. It may seem quicker to drop them off at the flagpole or in front of the cafeteria, but that can quickly back cars up onto Las Positas Road.
- ◆ Do not come early to pick up your students. It is better to have your child waiting at the kindergarten fence for a few minutes, than to have cars circling and blocking the parking lot.
- ◆ Please remind your children to go directly to the car pick-up area after school.
- ◆ Have your car doors unlocked and ready for your child to enter. Be sure to buckle them up right away.
- ◆ Please do not use cell phones in the parking lot.

EARLY DROP-OFF POLICY

The safety of your child is our first priority. Please be aware that **there is absolutely no supervision** before school. Students must be dropped off no earlier than 7:30 a.m., unless accompanied by an adult. Please help us to keep all of the students safe! Thank you!

LATE PICK-UP POLICY

The safety of your child is our first consideration. There is only voluntary supervision after school. All students must be picked up promptly. If your child is not picked up within 10 minutes after dismissal, he/she will be taken to the office to call his/her parents.

ADAMS PARENT/SCHOOL COMPACT

The Adams School community is committed to excellence in the academic and social Development of each child. In order to accomplish this goal, we agree to provide a setting in which:

Students are to:

- Demonstrate their best efforts on all assignments whether in the classroom or on Homework.
- Arrive at class on time and ready to learn.
- Ask for help on any school work that is not fully understood.
- Limit television watching and ask family members to read to them every day or read quietly on their own.
- Follow the school behavior plan and demonstrate good character.

Parents are to:

- Communicate the importance of education and learning to their children.
- Assist their children with homework by monitoring assignments, providing a supportive environment, and giving guidance whenever possible.
- Attend parent-teacher conferences as required.
- Participate in school activities for a minimum of five hours per semester. These activities include volunteering in the classroom or school library, attending PTA meetings, or helping at special events
- Read to their children aloud or have older children read quietly for a minimum of 20 minutes daily.
- Make sure that children arrive at school on time and with adequate sleep and proper Nutrition.
- Monitor television viewing and video games.
- Obey all school traffic procedures.
- Keep all contact information up to date.

Teachers are to:

- Regularly communicate with parents regarding classroom activities, student progress, and support strategies
- Provide a challenging curriculum that is relevant, experience-based, and complies with the California State Framework.
- Provide a safe, supportive environment where students can develop their own strengths as well as develop a sensitivity and respect for diversity.

Adams Elementary School Title I Parent Involvement Policy

This policy and compact has been jointly developed and agreed upon by the Adams Elementary School and parents of students served in the school pursuant to Title I, Part A of the Elementary and Secondary Education Act.

Title I Parent Involvement Policy

The administration, staff and parents of Adams Elementary School believe the improved academic achievement of each student is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students, and parents (as defined for purposes of this policy to include guardians and all members of a student's family involved in the student's education).

Adams Elementary School will convene an initial annual meeting for parents to explain Title I, Part A. Meetings will include time to share experiences, brainstorm creative ways to involve parents in their student's education, and participate in decisions about the education of their children. Parents will be provided assistance to help them

understand their student's academic progress, and the assessments, educational programs, and parental support necessary to help their students meet the standards.

Adams Elementary School will build capacity to ensure the effective involvement of parents. Parent involvement activities in the school will also include opportunities for:

- Parents to volunteer and be involved in school activities
- Professional development focused on high-quality parent involvement strategies
- Parent education
- Parents to provide home support for their student's education
- Parents to participate in school decision-making
- Effective communication between the school and parents

VOLUNTEER Opportunities

Welcome to Adams School! We would like to thank you for your willingness to share your time and talents. The work you do will have a positive influence on our students and assist us in providing a quality education for all students.

Your participation in our schools should also provide a rewarding experience for you. There are many ways to become involved and they may vary. Volunteer opportunities include:

- Working with small groups or individual students
- Reading to students and/or listening to students read
- Mentoring a student
- Assisting students with special projects
- Assisting with special events
- Providing classroom presentations
- Assisting with clerical work such as word processing and/or preparing materials
- Driving on and chaperoning fieldtrips
- Planning classroom celebrations
- Helping in the library, computer lab, specialists' classrooms, or garden
- Becoming involved in PTA

**The principal as well as the classroom teacher reserves the right to restrict any volunteer from volunteering on the campus.*

TELEPHONES

The Adams telephone number is 563-2515. Parents, who wish to contact a teacher during school hours, may leave a message with the front office, but must not disturb the class. After-hour phone messages can be left on voice mail 24 hours a day. During school hours students may use the office phone only with a note from a teacher. Please DO NOT call the front office to make a change in your child's transportation to and from school for a non-emergency reason. It is the parents' responsibility to inform the classroom teacher at least one day in advance of any transportation changes.

CHANGE OF ADDRESS

It is vital that parents report any address and telephone changes as they occur to the school office. It is very important for us to be able to get in touch with you. Please keep us informed of any changes ASAP.

VISITORS

Visitors are always welcome on campus and in the classrooms. All visitors are required to sign-in and out at the office.

BIRTHDAY CELEBRATIONS

Children like to share this special day with their classmates. His/her birthday celebration allows each child the joy of sharing some of life's more exciting and meaningful moments. Please consult with your child's teacher regarding the scheduling and the details of this special event. You may also include a special snack for the birthday celebration.

PLEASE AVOID CAKES, CUPCAKES, AND FOODS WITH HIGH SUGAR CONTENT. We strive to be a **SUGAR FREE** campus! Some suggestions for healthy, nutritious birthday snacks are seasonal fruit, cheese and crackers, cheese and fruit, fruit kabobs, fruit breads (banana bread, cranberry bread), muffins, and carrot cake. Please check with your child's teacher to find out the number of portions needed or if there are any ingredient restrictions due to allergies.

EARL WARREN PARTNERSHIP

We are very grateful for our partnership with the Earl Warren Showgrounds in that they share their parking and grounds facilities with us daily. Please feel free to park in their parking lot throughout the school year. You must enter through the Calle Real entrance, park, and walk your child to our campus.

MEDICATION

If your child needs to take a medication at school, it is necessary to have a medication consent form filled out and signed by the doctor and parent. In accordance with Education Code 49423 all medications taken at school must be supplied by the parent and be in a labeled container with the child's name, medication and dose stated on the label. If you have any questions, please call the school health assistant, Patti Mahota.

THE ANNUAL GIVING FUND-TIGER LOVE

The Annual Giving Appeal is a yearly PTA program launched in September to provide unrestricted funds for the school. These vital dollars go directly into the PTA's general operating fund and help support field trips, the special programs listed below, \$600 per classroom for supplies, school wide assemblies, Back to School Night dinner, beautification and much more. Early participation is encouraged. Each child at Adams school benefits equally from the enhancements made possible by the money raised in the Annual Appeal. Therefore, in fairness, the PTA asks that every family participate in the Annual Appeal to the best of their ability.

Along with a monetary goal of \$100 per family for the Annual Appeal, 100% participation from the Adams community is also a goal. 100% participation sends an important message of commitment to the community outside of Adams school.

The Annual Appeal is a tax-deductible opportunity for parents, grandparents, alumni, faculty, and friends to support Adams school. Thank you for donating to our school!

PROGRAMS

➤ **Physical Education**

All students receive direct instruction for forty-five minutes once a week. PE instruction includes: social development, movement skills & movement knowledge, self-image, personal development and health.

➤ **Design Center**

All students will receive instruction for forty-five minutes to 60 minutes weekly in the Design Center. Students will create innovative projects.

➤ **Fine Arts**

All first through sixth grade students receive weekly formal art instruction for forty-five minutes. The Adams art program is sponsored by the iCAN foundation.

Technology

Students receive direct computer instruction from their classroom teacher. Technology is used to enhance academic performance and projects. Students may complete projects using word-processing and Internet skills with the use of peripherals such as digital cameras, digital video cameras, scanners, and laser printers.

We currently have a 1:1 ipad program. For the grades 4-6 classrooms contain ipads to support small group rotations. Every Kindergarten-6th grade classroom is equipped to support student engagement with a 60 inch LC Television, Apple TV, document camera and an ipad tablet. There are also desktop computers in every 1-6th grade classroom.

➤ **Field Trips**

Field trips provide students with experiential learning aligned with the academic standards. In order to participate in field trips, students must submit a permission slip signed by his or her parent or guardian.

➤ **Music**

All TK-6th grade students receive weekly formal music instruction. All TK-2nd grade students receive formal vocal instruction. All 3rd grade students are taught how to play the recorder once a week. All 4th grade students have violin music lessons once a week. All 5th and 6th grade students have instrumental music lessons once a week.

- All 5-6th grade students are invited to participate in the **SBUSD's Bravo program** every Monday and Thursday beginning in October from 3:30-4:45pm at Monroe Elementary Free transportation is provided.

➤ **GATE**

Adams has a site-based Gifted and Talented Education program for all students of exceptional ability, including those identified by the District GATE test given each winter to second through sixth grade students. Students receive differentiated instruction on a daily basis, especially in language arts and mathematics.

MONTESSORI PROGRAM

Because we recognize that all of our children learn differently, we have created two diverse blended Montessori classrooms serving students in grades 1-6. The Montessori classrooms contain 24-30 children at Adams School that welcomes students both at both levels GATE and an Intervention.

Montessori is one of the fastest-growing and most popular educational methods in the United States today. It began in Italy in the early 1900s, when Dr. Maria Montessori, an Italian doctor and educator, achieved remarkable results with at-risk, low-income children by designing an educational program that made the most of children's innate desire to learn. The Montessori classroom is both disciplined and self-directed. Children are provided with hands-on materials that enable them to learn math, language, science, and history, while at the same time they develop their intellectual curiosity, self-respect, and respect for the world around them. Instructors give small group lessons or one-on-one lessons, and then monitor the children's progress as they complete projects on their own, at their own pace. Montessori graduates are independent, motivated students who are notable for the continuing excitement they find in learning. There are currently over 200 Montessori public-school programs operating throughout the United States, although not all follow authentic Montessori methods. The Adams Montessori program is faithful to the guidelines and goals of the Association Montessori Internationale (AMI). Please see www.montessori-ami.org for further information.

Students are placed in the Adams Montessori program based on parent request and teacher recommendation. If there is more interest in the program than there are spaces available, then Adams-boundary students will have first priority. A lottery may be held if necessary.

PRESCHOOL AND PTA ENRICHMENT PROGRAMS

- **Preschool/Child Development Programs:** The State Preschool Classroom is located in Bungalows H. Hours: 8:00 - 11:30 a.m. The Preschool Program is for 3 and 4 year old children and follows a 9-month calendar. Contact: Erika Zamora at 965 - 4633 ext 263. The Business office is located at Monroe Elementary School, 431 Flora Vista Rd. Classroom 22. The office is open 8:00 - 5:00p.m. daily.
- **PTA Afterschool Enrichment classes** will begin mid September. They will be offering some of the classes back that they offered last spring for a small fee. For example: cooking, Legos, beading, dance, sports, art, Poetry, Cycling etc...

ADAMS ELEMENTARY AFTER SCHOOL PROGRAMS

SBUSD/After School Program (TK/K only): A district supported program that focuses on providing safe, enriching and educationally-sound environment that supplements and supports the regular school day. It also features academic program and field trips. This program is available year-round (summer and school breaks). Participants must meet income requirements, if subsidized by the State of California. Non-subsidized spaces are available.

SBUSD/After School Opportunities for Kids (A-OK for 1st-6th grades): A grant supported academic based program focused on providing a safe learning environment for students. Students participate in creative, standards aligned curriculum and are helped with homework daily. Special activities include Friday Club, field, trips, guest speakers, Girl Scouts, special interest classes, and sports leagues.

City Parks & Recreation After School Program (RAP): RAP is a safe, supervised and fun recreational experience for children in 1st-6th grades supported by the City of Santa Barbara. Daily activities include arts and crafts, sports and recreation, homework help and reading time. We welcome the participation of children with special needs in RAP and other programs offered by Parks and Recreation.

Girls Inc. of Greater Santa Barbara: Girls Incorporated is a national non-profit providing enriching hands on experiences in a safe and supportive girl only environment with the mission of inspiring all girls to be strong, smart, and bold. Programs include science, art, cooking, sports, computers, library, field trips, and more!

United Boys and Girls Clubs of Santa Barbara County (UBGCSB): UBGCSB is a non-profit organization that provides a safe, positive and enriching environment for youth between the ages of 5-18. We provide a knowledgeable and trained staff to insure the development of positive self-esteem, proper values, and healthy life skills through constructive educational programs. We strive to encourage each child to reach their full potential.

SUPPORT SERVICES

- **Specialized Academic Instruction**
Students with exceptional needs receive instruction from a Special Education teacher.
- **Language & Speech Specialist**
Speech and language support services are provided by a speech and language specialist for students with identified needs.

- **Student Study Team**
The Student Study Team (SST), comprised of teachers, parents, and support staff, meets assess and develop a comprehensive intervention plan for students who need emotional, social or academic support. Students are referred to SST either by teachers or parents. Parents are required to attend their child's SST meeting.
- **School Psychologist**
The school psychologist works in cooperation with the special education team to assess students. Additionally, the psychologist provides one-on-one counseling as determined by students' individual education plans.
- **CALM School Conselor**
The counselor provides short-term counseling support to students and parents as needed. Please speak with your child's teacher, if this service would benefit your family or child.
- **Health Assistant**
The health assistant maintains student health records, attends to minor injuries and refers students to the doctor when necessary. District nurses supervise health assistants and provide special health-related services, such as referrals and screenings.

DRESS CODE

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes and shoes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

(cf. 5145.2 - Freedom of Speech/Expression)

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

(cf. 5144 - Discipline)

Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5136 - Gangs)

Shoes

Any comfortable, close-toed shoes may be worn. **Sandals and platform shoes are unacceptable. Please remember that your child needs to be prepared to run or walk daily to and participate in PE and/or field trips.**

PARENT INVOLVEMENT

- **Homework**
All students are expected to complete homework on a daily basis. All parents are expected to monitor that homework is completed correctly. It is expected that a student's homework assignments vary according to the grade level and the individual student and will increase in length, difficulty and variety as he/she progresses through the grades. It is the practice of the Santa Barbara Unified School District to assign consistent and regular amounts of homework approximately:

Kindergarten – Second Grade:	30 minutes per day
Third grade – Sixth Grade:	30-60 minutes per day

In addition to doing homework assignments, all students are expected to read nightly for a minimum of 30 minutes or as assigned by each teacher.

- **Parents-Teachers Association**
Adams PTA is an organization consisting of parents, teachers, families of the school and administrators. The PTA significantly strengthens and enriches the academic programs at Adams. All parents are invited to join the PTA for \$10 per person. Everyone is encouraged to participate in PTA meetings. Parents support the school in a variety of ways:
 - Volunteering in classrooms
 - Raising funds through annual events

- Volunteering at school community events
- Participating on school committees
- Supervising students at recess and lunch time

All students at Adams benefit directly from the extensive fund-raising efforts of the PTA through field trips, classroom materials, and grade-level projects. PTA meetings are held on Monday evenings.

➤ **English Learner Advisory Committee**

The English Learner Advisory Council (ELAC) is a state-mandated committee that supports the efforts of the school, district, and state in improving the quality of students whose primary language is other than English. The committee, which consists of parents and teachers, has four state-mandated duties:

- Monitor the programs and services provided for English Learners at the school and provide input to the School Site Council.
- Provide input into the development and implementation of the school's needs assessment.
- Administer, review, and provide input on the school's annual language census
- Create awareness parents' awareness of the importance of regular school attendance.

In addition, the committee is focused on finding ways that the school can support English learner parents at home to assure academic success for their children. ELAC meets 4 to 5 times per year.

➤ **School Site Council**

School Site Council (SSC) is a state-mandated committee of parents, teachers, and the principal whose primary purpose is to plan, monitor, and evaluate the activities and expenditures for Consolidated Application programs at the school to improve student achievement: (1) Review student achievement data, (2) develop a comprehensive school plan, (3) conduct ongoing review of program effectiveness, (4) annually revise plan based on progress, and (5) recommend a plan to the school board. Nominations and elections take place each fall.

LOST AND FOUND

The school is not responsible for personal objects lost at school. Students are prohibited from bringing any personal items to school with the exception of school-related materials, such as books, binders, and writing utensils. All personal objects, including jackets, sweaters, and sweatshirts should be marked with students first and last names. Lost and found items can be located in front of the office. Anything that is not claimed by the end of every month will be donated to charity. Please check the cafeteria regularly.

TOYS

Toys are not permitted at school, unless the classroom teacher gives special permission to students. Toys will be confiscated by the classroom teacher and relinquished to parents.

WEAPONS-REPLICA, DRUGS AND ALCOHOL

Weapons and replica weapons are not permitted on campus at ANYTIME. Possession of such items is suspendable by ed code.

BICYCLES

For safety reasons, riding bicycles on campus is prohibited. Students should walk their bicycles on sidewalks when on campus. Bicycles should be locked to the bicycle rack. The law requires that students wear helmets when riding a bicycle.

SKATEBOARDS AND INLINE SKATES

Skateboards and inline skates are not permitted at any time on campus. The riding or use of skateboards and inline skates on school campuses and District owned/operated property is prohibited at any time of the day or night whether school is in session or not. Violation of this policy is an infraction punishable by fines (Vehicle Code Section 21113, Board Policy 3515.1).

CELL PHONES, PAGERS, ELECTRONIC DEVICES

Cell phones, pagers, radio, CD players, or other electronic devices interfere with learning and are often stolen or misplaced. Students should leave these items at home or in their backpacks. If they are a distraction, they will be confiscated, and parents will be required to pick them up. Students who need to bring cell phones to school for safety reasons are required to turn them off during the school hours.

SCHOOLWIDE DISCIPLINE PLAN

In order to provide our students with a consistently safe and productive learning environment, teachers and parents/guardians have developed the following discipline standards. All teachers and support staff at Adams have agreed to consistently uphold these discipline standards throughout the school grounds.

In accordance with our goal of providing a superior academic experience, the staff of Adams will work in cooperation with parents/guardians to build and support an atmosphere conducive to successful learning.

RESPONSIBILITIES

Each teacher and support staff member is responsible to set and teach students specific expectations for responsible and productive behavior on school grounds, as well as take appropriate steps of corrective action to resolve problems when they occur. Each student is responsible for making appropriate decisions with regard to his/her behavior, as well as to fulfill the consequences of any inappropriate behavior he/she exhibits. Parents and guardians are responsible for supporting the discipline police of the school and requiring appropriate behavior of their child.

ROAR CARDS AND POSITIVE

Praises are used as motivation for good decision making. In the case of severe disruption, the student receives a citation and is sent immediately to the principal. Severe disruption includes the following: aggressive physical behavior, profanity, outward defiance of adults and inappropriate touching.

Citations are issued at the discretion of the school staff for infractions for which the consequence is suspension. A District Notice of Suspension form may be used for applicable infractions and may be used after receipt of 2 conduct reports in one school year.

Additionally, all teachers have a plan for classroom discipline. The same rules of conduct apply throughout the school.

The most crucial part of this plan is the consistent participation of everyone involved – students, teachers, support staff, parents or guardians. This plan will not be effective if rules are not clearly defined and faithfully upheld by all involved. This plan will be presented to parents or guardians and they will be asked to sign it.

STUDENT COUNCIL Elections for student council are held in the fall. 4TH, 5th and 6th graders are eligible to be officers.

MANDATORY BACK TO SCHOOL NIGHT The principal addresses the mission and vision for the school year. The teachers discuss curriculum and class goals for the school year. The meeting or meetings (if you have more than one child) should last about 40 minutes each.

PICTURE DAY Your child's individual and class picture will be taken in early fall. Information is sent home, and parents are able to purchase photo packages.

FAMILY SCIENCE NIGHT Science night gives TK-6th grade students and families the opportunity to participate in hands-on experiments.

SPRING OPEN HOUSE This is an opportunity to visit your child's classroom and see the work he or she has been doing at the end of the year. It is also a time to visit classrooms of the next grade level up so that you can anticipate the type of environment your child will be in the following fall. There is often a Spring Festival held in conjunction with the Open House.

SANTA BARBARA BOARD OF EDUCATION MEETINGS The Santa Barbara School District Board of Education meetings are currently held every other Tuesday at the District Office (720 Santa Barbara St.) at 7 p.m. The District office telephone number is 963-4331, and agendas are available the day before the meeting either in the Adams School office or online at www.sbceo.k12.ca.us/~sbsdweb/board_agenda.html. Relevant information from board meetings is discussed at PTA meetings, but parents are encouraged to attend themselves to learn about and influence school policy at the district level.

SMARTER BALANCED TESTING The Smarter Balanced Testing, CAASPP, take place each year in the spring. The state test is designed for all 3-11th grade students.

DISASTER PLAN

The Adams Elementary School Emergency Plan has been developed to provide a framework for the protection of students and staff. In the event of a serious disaster, please do not telephone the school. Phone lines must be kept open for emergency use. During the initial evacuation of the building, students will assemble with their classes. All students will be cared for in the supervised area until they are properly checked out. According to state law, a student will only be released to a parent or person designated on the white emergency card on file in the office. Please follow these guidelines to maintain a safe and calm climate in the event of a disaster. You must keep all the information current.

1. Remain calm.
2. Do not telephone the school.
3. Use your battery-operated radio for updated reports.
4. Upon arrival at school, report to the "**Communication Center**" to properly check out your child.

STUDENT RELEASE AND SCHOOL CLOSURE

Release of students may be advised by local law enforcement, or authorized by the Santa Barbara Unified School District whenever the conditions exist that warrant such action (e.g., fire, severe storms, earthquakes). Students must be picked up and signed out by a parent or an authorized representative of the parent listed on the Student Emergency Contact Card. When the decision has been made to release students, parents will be notified on all of their contact numbers within minutes. If your contact information changes during the year, please let us know immediately. Students who are not picked up will be kept at school or at a school-designated alternative shelter. Information as to the location of the shelter will be posted at the school on the parking lot bulletin boards.

EMERGENCY FIRE DRILLS/ CAMPUS LOCK DOWN AND LOCK OUT DRILLS

Emergency drills are held monthly throughout the school year to ensure a calm, well-rehearsed response to an emergency. Santa Barbara County Fire Department staff occasionally monitors these drills and makes recommendations. The fire drill begins when the alarm sounds. All classes execute the "leave building" procedure. Classes gather at their specified assembly point, roll is taken, and all children are accounted for.

PARENT CONFERENCE

Communication between parents and faculty is of vital importance, and an essential aid in the development of the child, so CONFERENCES ARE STRONGLY ENCOURAGED TWICE A YEAR. Specific conference periods have been set-aside during the Fall and Spring. Please make every effort to keep your conference appointment. Members of the faculty are available to discuss any concerns you may have. By leaving a message with the office, or a simple email, your child's teacher will contact you ASAP.

SBUSD

***UNIFORM COMPLAINT PROCEDURES [BP1312.3](#)** (click to view full policy)

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged:

- 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs;*
- 2) unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, lactation accommodations, homeless, foster youth, juvenile court student, physical education minutes, or non-instructional courses, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance;*
- 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code;*
- 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; and*
- 5) unlawful imposition of pupil fees for participation in educational activities in public schools; and 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern.*

These uniform procedures require the complainant to submit a written complaint to the Santa Barbara Unified School District's Assistant Superintendent of Human Resources, or the Assistant Superintendent of Education, or the Assistant Superintendent of Student Services who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. [Title 5 California Code of Regulations 4622; Education Code 234.1, 32289, 49013; Board Policy 1312.3]

SEXUAL HARASSMENT POLICY [BP5145.7](#) (click to view full policy)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment targeted at any student by anyone at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-

campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer without delay. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

For any concerns regarding discrimination and equity in educational programs or activities, contact:

Frann Wageneck Ed.D.
Assistant Superintendent, Student Services
[720 Santa Barbara Street](#)
[Santa Barbara, CA 93101](#)
[805-963-4338](#)
fwageneck@sbunified.org

Title IX Compliance Officer:

Frann Wageneck Ed.D.
Assistant Superintendent, Student Services
[720 Santa Barbara Street](#)
[Santa Barbara, CA 93101](#)
[805-963-4338](#)
fwageneck@sbunified.org

The Santa Barbara Unified School District (SBUnified) prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religious beliefs or customs, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics. SBUnified requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

The Governing Board prohibits sexual harassment of district employees and students. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.