

**Cleveland Elementary School
STUDENT HANDBOOK
2022-2023**



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Grades TK - 6
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Cleveland Elementary School Mission Statement

Situated on a hillside overlooking the beautiful Santa Barbara Channel, Cleveland Elementary School has provided quality educational services to its diverse student population since 1959. Cleveland is an educational program geared to meet the learning needs of each student. Teachers and parents engage in a process of evaluation, planning and implementation to ensure that students realize their full potential as thoughtful, informed and creative members of society.

We believe children learn best when they engage in a variety of meaningful activities in a challenging, structured and positive environment. All members of the Cleveland School community collaborate to offer learning programs that enable all children to maximize their academic, social and emotional growth and promote their development into thoughtful, productive and responsible citizens.

Cleveland is a Character Counts school and focuses on Restorative Approaches. Restorative Approaches is a systematic approach to developing the skills needed for conflict resolution and enhancing relationships. At Cleveland we will employ the RA process to guide decisions on policy, programs, and practice. RA is a philosophy that creates opportunities to develop and promote empathy and accountability through conversation. RA is inclusive, collaborative, supportive, reflective, and a form of accountability.

School Accountability Report Card

[CA Department of Education](#)

Santa Barbara Unified School District Mission Statement

The mission of the Santa Barbara Unified School District is to prepare students for a world that is yet to be created.

Cleveland Staff

(805) 963-8873 Extension	Email	Name	Position
1200		Main Line	Office
1233	gasandoval@sbunified.org	Gabe Sandoval	Principal
1232	ynavarro@sbunified.org	Yolanda Navarro	Office Manager
1231	ksolis@sbunified.org	Kathy Solis	Attendance Clerk
1234	lguillen@sbunified.org	Lisa Guillen	Nurse, Room 310
1214	ejimenez@sbunified.org	Evely Jimenez	Kinder, Room 14
1215	mariaherrera@sbunified.org	Maria Herrera	Kinder, Room 15
1204	krodriguezmaster@sbunified.org	Katia Rodriguez-Mester	1st Grade, Room 4
1203	mpmorales@sbunified.org	Manuel Morales	1st Grade, Room 3
1201	rharris@sbunified.org	Rachel Gonzalez-Harris	2nd Grade, Room 1
1202	gmederos@sbunified.org	Guillermo Mederos	2nd Grade, Room 2
1205	JessicaLopez@sbunified.org	Jessica Lopez	3rd Grade., Room 5
1206	jojeda@sbunified.org	Jessica Ojeda	3rd Grade, Room 6
1207	ggil@sbunified.org	Gerardo Gil	4th Grade, Room 7

1208	lminotto@sbunified.org	Lisa Minotto	4th Grade, Room 8
1210	aschwoerke@sbunified.org	Alyssa Schwoerke	TK-3 rd Sp. Ed, Room 10
1211	afuentes@sbunified.org	Andrea Fuentes	5th Grade, Room 11
1212	@sbunified.org	TBD	5th and 6th Grade, Room12
1213	rguron@sbunified.org	Raymond Guron	6th Grade, Room 13
1219	@sbunified.org	Mikayla Codero	3rd-6th Special Ed, Room 18
1230	erobinson@sbunified.org	Eben Robinson	Special Ed ResourceRoom 311
12_ _	enorth@sbunified.org	Elizabeth North	Special Ed Resource 306
TBD	silviamejia@sbunified.org	Silvia Mejia	STEAM, Library Media
TBD	shoffman@sbunified.org	Susannah Hoffman	Music, MPR
1224	@sbunified.org		Speech Therapist Room 9
1229	mkooyman@sbunified.org	Megan Kooyman	Therapist, Main Office
TBD	@sbunified.org		Family Engagement Liaison
1239	pwarwick@yahoo.com	Patrice Warwick	MTSS Specialist, Office
1235	cfirthwilliams@sbunified.org	Courtney FirthWilliams	Academic Coach, Book Room
1209	cnavarro@sbunified.org	Carolina Navarro	Library
TBD	byoung@sbunified.org	Britta Young	Reading Specialist, 310B
TBD	sfancher@sbunified.org	Steve Fancher	AOK, Office
1241	@sbunified.org		Speech Therapist, Library Office
1237	cafeteria-franklin@sbunified.org	Cafeteria Staff	Cafeteria
1214	@sbunified.org	After School Program	Child Center. Room 14

Morning SCHEDULE

7:45 AM Playground is open.

8:25 AM All K-6th grade students report to the playground.

8:30 AM Instruction begins.

Cleveland Bell Schedule 2022-2023

Regular Day Schedule					
	TK/K	1 st & 2 nd	3 rd	4 th	5 th & 6 th
Warning Bell	8:25	8:25	8:25	8:25	8:25
Start Time	8:30	8:30	8:30	8:30	8:30

Morning Recess	9:50-10:10	10:10-10:30	10:30-10:50	10:30-10:50	10:50-11:10
Lunch	11:15-11:35	11:35-11:55	12:15-12:35	12:15-12:35	12:35-12:55
Lunch Recess	11:35-11:55	11:55-12:15	12:35-12:55	12:35-12:55	12:55-1:15
Dismissal	1:55	2:36	2:36	3:03	3:03

Early Release Wednesday					
	TK/K	1 st & 2 nd	3 rd	4 th	5 th & 6 th
Warning Bell	8:25	8:25	8:25	8:25	8:25
Start Time	8:30	8:30	8:30	8:30	8:30
Morning Recess	9:50-10:10	10:10-10:30	10:30-10:50	10:30-10:50	10:50-11:10
Lunch	11:15-11:35	11:35-11:55	12:15-12:35	12:15-12:35	12:35-12:55
Lunch Recess	11:35-11:55	11:55-12:15	12:35-12:55	12:35-12:55	12:55-1:15
Dismissal	1:05	1:30	1:30	1:30	1:30

End of Trimester & Other Minimum Days					
11/10/22, 12/16/22, 3/17/23 & 6/8/23					
	TK/K	1 st & 2 nd	3 rd	4 th	5 th & 6 th
Warning Bell	8:25	8:25	8:25	8:25	8:25
Start Time	8:30	8:30	8:30	8:30	8:30
Morning Recess	9:50-10:10	10:10-10:30	10:30-10:50	10:30-10:50	10:50-11:10
Dismissal	12:00	12:00	12:00	12:00	12:00

Parent Teacher Conferences TK-6th					
(11/14 - 11/18 & 3/20 - 3/24)					
	TK/K	1 st & 2 nd	3 rd	4 th	5 th & 6 th
Warning Bell	8:25	8:25	8:25	8:25	8:25
Start Time	8:30	8:30	8:30	8:30	8:30
Morning Recess	9:50-10:10	10:10-10:30	10:30-10:50	10:30-10:50	10:50-11:10
Dismissal	12:00	12:00	12:00	12:00	12:00

TK/K Early Release	
(8/19, 8/22 - 8/26) (*Except 8/24)	
	TK/K
Warning Bell	8:25
Start Time	8:30
Morning Recess	9:50-10:10
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 (805)963-8873** 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.**

At Cleveland we recognize that daily *attendance and punctuality* are critical to student success; PLEASE adhere to this policy. We are committed to ensuring that all students arrive at school on time and strictly enforce punctuality and attendance.

Students with chronic tardiness, truancies and absences (10% is defined as chronic) will be subject to District and State regulations pertaining to the Student Attendance Review Board (SARB). Referral to SARB may constitute grounds for revoking a student's privilege of attending Cleveland. In addition to excessive tardies and absences, a student may also be subject to having their transfer revoked due to inappropriate behavior or repeated suspensions.

ARRIVAL

The school day begins promptly at 8:30 a.m. No students are to be on campus before 7:45 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 the 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

7:45 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 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 (Subject to change per COVID 19 Guidelines)

- ◆ Please drop off and pick up your children in the white and red zones along the sidewalk only. Do not let your child walk across the parking lot.
- ◆ If you are walking your child to their classroom please park **ONLY** on Overlook Ln.
- ◆ Please follow the directions of the parking assistant at all times.
- ◆ 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 while driving. .

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 7:45 a.m., unless accompanied by an adult. Please help us to keep all of the students safe! Thank you!

Cleveland PARENT/SCHOOL COMPACT

The Cleveland 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.
- Use their laptops to enhance their learning and be a digital citizen.

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. Turn on Closed Caption while watching television.
- 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 Standards.
- Provide a safe, supportive environment where students can develop their own strengths as well as develop a sense of respect for diversity.

VOLUNTEER POLICY (Subject to change per COVID 19 Guidelines)

Welcome to Cleveland 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. 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
- Chaperoning field trips
- Planning classroom celebrations
- Helping in the library, specialists' classrooms, or garden
- Becoming involved in PTA

Expectations for Volunteers (Subject to change per COVID 19 Guidelines)

As a volunteer, I agree to:

1. Sign-in at the front office.
2. Wear volunteer identification whenever required.
3. Never be alone with individual students.

4. Keep classroom and student work confidential. I will not discuss a student's problems with anyone other than the teacher or principal.
5. Not compare children within the classroom.
6. Work positively for the good of the school.

DO'S AND DON'TS

What a Volunteer Does	What a Volunteer Does NOT DO
<ul style="list-style-type: none"> ● Praises and encourages ● Tells the child good things about himself ● Tries to understand how the child feels ● Commits to regular attendance ● Builds caring and supportive rapport ● Maintains control of the group ● Speaks directly to the teacher about concerns regarding student performance ● Is considerate of the teacher's time 	<ul style="list-style-type: none"> ● Violates confidentiality by passing on information to the community ● Berates, belittles or uses sarcasm ● Acts in a cold or indifferent manner ● Criticizes the teacher or support staff ● Fails to call to let the school know he or she is going to be absent ● Is late to the classroom ● Loses control and says something that is inappropriate or might be regretted ● Uses a cell phone or text messages while volunteering ● Disrupts the classroom

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

TELEPHONES

The Cleveland telephone number is 805-963-8873. 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 voicemail 24 hours a day. During school hours students may use the office phone only with a note from a teacher.

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 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 are a **Healthy Choices** 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.

MEDICATION

If your child needs to take 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, Lisa Guillen.

SCHOOL NUTRITION BREAK AND LUNCH

Cleveland is a provision 2 school, which means that all students attending Cleveland qualify to receive FREE breakfast during first recess and a lunch.

PROGRAMS

Physical Education

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

S.T.E.A.M. Science Technology Engineering Art Math

All T-kinder through sixth grade students receive weekly formal STEAM instruction.

Technology

- One-to-one technology in TK-6th grade
- Personalized learning programs including Lexia, Words Their Way and Dreambox Math
- Every T/Kindergarten-6th grade classroom is equipped to support student engagement with a 60 inch LC Television, Apple TV, Mac air and an ipad tablet.

Field Trips

Field trips provide students with experiential learning aligned with the academic standards. Field trips are designed by individual grades and teachers. Our community provides various enriching opportunities for our students to experience on-the-field and first-hand learning.

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 Santa Barbara Jr. High. Free transportation is provided.

GATE

Cleveland 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.

PRESCHOOL (Not available on our campus)

- **Preschool/Child Development Programs:** The State Preschool Classroom is located at Franklin Elementary. 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: Daisy Ochoa at 805-963-8685 ext. 6513.

Cleveland Elementary After School Programs

SBUSD/After School Opportunities for Kids (A-OK for Tk-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, special interest classes, and sports leagues.

SBUSD/After School Program (TK/K-2 only): A district-supported program that focuses on providing a 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.

(Currently unavailable) Girls Inc. of Greater Santa Barbara (TK-6): 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!

Boys and Girls Club (1st-6th Grades): may attend a program focused on building youth's academic and social skills. Transportation to the facilities is provided.

	Grades Served	Bus	Open until	Cost	On Cleveland Campus	Contact	Additional Information
SBUSD After School Program	TK-2	No	6:00 PM	Fee Based & Subsidized (based on income)	Yes	(805) 965-4633 X 6502	Provides a safe, enriching, and educationally sound environment that supports the school day. Snacks served and homework assistance. Open summer months and over school breaks.
SBUSD A-OK Program	TK-6th	Yes	6:00 PM	\$30-\$50/month with an additional \$6/month for the end of day bus.	Yes	(805) 963-8873 X 1216	Open only when school is in operation. Five days/week enrollment. Creative curriculum, homework assistance, and snacks served.
Girls Inc. of Greater SB (not available)	TK-6th	Yes	6:00 PM	\$100/week (3 days or more), \$60/week for 2 days or less (Scholarships available)	No	(805) 963-4017	Open year-round, enrichment classes, homework assistance daily, field trips, and snacks served.
Boys and Girls Club	1 st -6 th	Yes	6:00 PM	TBD	No	(805)962-2382	Open year-round, homework assistance, enrichment classes. Located off campus and transportation is included.

SUPPORT SERVICES

- **Special Day Class**

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), composed of teachers, parents, and support staff, meets monthly to 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 Counselor**

The CALM 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.

● **Nurse**

The site nurse maintains student health records, attends to minor injuries and refers students to the doctor when necessary. District nurses supervise site nurses and provide special health-related services, such as referrals and screenings.

● **Family Liaison**

The family liaison connects our families to resources in the community and our district. This resource may include housing, food, medical, mental health and school support.

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 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)

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 walk to and participate in PE and/or other movement activities.*

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.

In addition to doing homework assignments, all students are expected to read nightly for a minimum of 20 minutes or as assigned by each teacher and use our online learning software (Words Their Way, Dreambox, Fast ForWord) which can be found on our website, cleveland.sbunified.org.

Parents-Teachers Association

Cleveland PTA is an organization consisting of parents, teachers, families of the school and administrators. The PTA significantly strengthens and enriches the academic programs at Cleveland. 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

All students at Cleveland 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 the first Friday of the month.

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:

- a. Monitor the programs and services provided for English Learners at the school and provide input to the School Site Council.
- b. Provide input into the development and implementation of the school's needs assessment.
- c. Administer, review, and provide input on the school's annual language census
- d. 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 for one hour each month.

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 on the playground eating area. Anything that is not claimed by the end of every month will be donated to charity. Please check behind the cafeteria regularly as well.

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.

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

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).

- **1st Offense:** student pick-up after school
- **2nd Offense:** parent pick-up
- **3rd Offense:** parent pick-up plus meeting with Principal

Additional Offenses: parent pick-up, meeting with Principal and possible suspension for defiance

HEALTHY CHOICES AND JUNK FOOD FREE CAMPUS

Cleveland is a Healthy Choice and Junk food free campus. No candy, cookies, donuts, soda, sugar drinks, Gatorade, hot Cheetos, Takis (baked chips allowed), cupcakes, etc... are allowed on campus. If they are brought to school, students will be asked to take them home. Multiple offenses will lead to food confiscation. All Birthdays are to be celebrated with nutrition in mind. Therefore, we do not allow cakes, donuts, etc... to be distributed at school. You may distribute fruit, muffins, crackers, 100% juice, trail mix, etc...

CELL PHONES, TABLETS, ELECTRONIC DEVICES

Personal cell phones, tablets and/or other electronic devices can interfere with learning and are sometimes stolen or misplaced. The school is not responsible for any lost or stolen items. 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 cellphones to school for safety reasons are required to turn them off during the school hours.

- **1st Offense:** student pick-up after school
 - **2nd Offense:** parent pick-up
 - **3rd Offense:** parent pick-up plus parent meeting with Principal
- Additional Offenses:** parent pick-up, no device on campus, meeting with Principal and possible suspension for defiance

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 Cleveland have agreed to consistently uphold these discipline standards throughout the school grounds and adhere to Restorative Approaches and Board policy.

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

STUDENT COUNCIL Elections for student council are held in the fall. 5th and 6th graders are eligible to be officers, but there are also a 4th grade representatives. The council meets monthly.

EVENTS:

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 30 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.

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.

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 Cleveland School office or online at www.sbunified.org. 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.

PTA Community Gatherings

-Dinner and Dancing/Convivio, Winter Sing, Spring Carnival, Outdoor Movie Nights, Art and Music Showcase, etc.

SAFETY PLAN

The Cleveland 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.

Fire Drills/Earthquake and other Safety Drills

Fire, Earthquake and Other Safety drills are held 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.

COMMUNICATION

Stay Informed

- **ParentSquare App:** ParentSquare will alert your cell phone and/or email of any important school happenings and/or alerts. Please be sure to check these notices!
- **Thursday Folder:** is a weekly folder sent on Thursdays. You will find upcoming events here, and other important information.
- **Telephone Communications:** We will send messages to all families as needed.

How to solve school-related problems: The important thing is that we are all here to work together for the benefit of your children/our students. Please follow this process:

- *ASSUME POSITIVE INTENTIONS, then, follow this chain of command:*
- *Step 1: Talk to the Teacher FIRST,*
- *Step 2: If not solved, make an appointment with the Principal*
- *Step 3: Make an appointment with the Assistant Superintendent of Pupil Services or the Assistant Superintendent of Elementary Education*

Parent Conferences

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. Your child is encouraged to participate with you. 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 within 48 hours.

Phone Calls

Teachers often do not have the time to check their messages during the school day. If you have an urgent need to contact the teacher during the day, please call the office and your message will be relayed. 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 parent's responsibility to inform the classroom teacher at least one day in advance for any transportation changes.

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.

Campus Grace and Courtesy

Campus "Grace and Courtesy" suggests ways of interacting and communicating that not only help each of us feel comfortable on campus, but also help us model the behaviors that we foster in the classroom. The following list reflects a community built on caring, respect, and consideration of others. We greatly appreciate your desire to be such a positive role model and thank you for supporting the extensions of the lessons we teach in the classroom and our community.

- Use a respectful tone of voice when speaking and writing to others.
- Speak softly in all areas where adults and children are working.
- Patiently wait your turn until you are acknowledged; if you need prompt assistance and the person you need is busy, leave a note requesting immediate action.
- Be on time
- Communicate in a clear and timely manner.
- Communicate requests for assistance in a patient, respectful manner.
- Communicate dissatisfaction in a respectful way.
- Encourage respect by treating others respectfully.
- Follow direct lines of communication and communicate clearly; for example, speak to the person/s who can directly address your concerns, can supply the information that you need, and/or can offer support. Go directly to the person with whom you are having a problem, rather than discussing the problem with another person, thereby creating an unhealthy triangle.
- If another person comes to you to complain about a problem they are having with another person in the Cleveland community, PLEASE help guide them back to the person they are having the problem with rather than engaging in intrigue and gossip. Possibly offer to facilitate the conversation, or role-play with them to practice solving the problem.
- Suggest positive actions or resolutions.
- Support our natural environment by reducing, reusing, and recycling.

Title I School-Level Parent and Family Engagement Policy Cleveland Elementary 22-23

2.0 With approval from the local governing board, *Cleveland* has jointly developed with, and distributed to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, and updated periodically to meet the changing needs of parents and the school. (*EC* Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

- Cleveland Elementary School jointly develops and revises its parent and family engagement policy in consultation with school personnel and parents annually. It is then adopted with input at the ELAC and approval by the SSC. This policy is distributed to parents of participating children and to the extent practicable, provided in a language the parents can understand. This policy shall be made available to the local community by posting it on the school's website and through messages in the Parent Square messaging system. This parent involvement plan is updated annually to meet the changing needs of parents and the school.

2.1 Involvement of Parents in the Title I Program

The policy describes the means for carrying out Title I parent and family engagement requirements. (20 U.S.C. § 6318[b][1])

To involve parents and family members in the Title I program at Cleveland, the following practices have been established:

- a) Cleveland convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. § 6318[c][1])
- Each year at Cleveland, an annual Title I meeting occurs in October to inform parents of their rights and responsibilities as parents attending a Title I School.

b) The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parental involvement. (20 U.S.C. § 6318[c][2])

- Cleveland involves parents through a variety of meetings, including the School Site Council, English Learner Advisory Council, Monthly Principal-Parent Forums, and workshops through the SBUSD Family Engagement Unit.

c) The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 U.S.C. § 6318[c][3])

- The Cleveland Title I Parent and Family Engagement Policy and Home School Parent Compact are reviewed annually by the SSC and ELAC and presented to the entire school community in the Principal's Message and Student Handbook.

d) The school provides parents of participating children with the following:

1. Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])

- At Cleveland, we provide consistent school updates via Principal's Message, Parent Square, social media, and the school's website. The school provides information about the SPSA, Title I fund allocations and student progress through SSC, ELAC and other stakeholder meetings. Fall and Spring Back to School and Open House nights are held in addition to PTA meetings.

2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards. (20 U.S.C. § 6318[c][4][B])

- Updates on instructional curriculum and assessment are shared at our Back to School Night and in Parent Conferences, in written and verbal format in English and Spanish. These resources explain state academic standards, and the curriculum students have access to, in order to meet state academic standards by grade.

- Student progress and assessments are communicated with parents through Parent Square, SST meetings, progread and teacher-parent meetings.

3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 U.S.C. § 6318[c][4][C])

- We involve parents through a variety of meetings beginning with the School Site Council, English Learner Advisory Council, Parent Advisory Council, Parent Forums, and workshops through the SBUSD Family Engagement Unit.

e) If the schoolwide program plan is not satisfactory to the parents of participating children, the school submits any parent comments on the plan when the school makes the plan available to the local educational agency. (20 U.S.C. § 6318[c][5])

- We provide a process for documenting concerns, and suggestions for school wide plans through our councils and committees. We also encourage parents to communicate via email or by calling the school office.

2.2 Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted with Title I, Part A funds establishes the practices listed below. (20 U.S.C. § 6318[e])

- a) The school provides parents with assistance in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 U.S.C. § 6318[e][1])
 - Parents are informed of academic expectations and assessments to measure student progress through distribution of the following: Parent Handbook, Student Handbook, New Parent and Kinder Orientation, Parent Square, Open House and Back-to-School Nights, School Report Cards, Parent Conferences, and SST Meetings.

- b) The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 U.S.C. § 6318[e][2])
 - Cleveland provides parent resources in topics such as ELD, literacy, and math in Parent meetings and in conferences. In collaboration with the Family Engagement Unit we provide parent training and resources, such as the Family Literacy Project. Parents have access to computers to use in the Main Office for registration purposes and filling out surveys. Within the school day and after school tutoring is offered in ELD, ELA, and Math.

- c) The school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (20 U.S.C. § 6318[e][3])
 - In supporting parent recommendations, Cleveland strives to provide training for teachers during professional development in cultural sensitivity and awareness to increase parent-school interactions. We encourage and support teachers toward establishing regular contact regarding student progress and supporting this contact with interpretation and translation support.

- d) The school, to the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])
 - Parent volunteer forms are sent home and posted on campus. Cleveland coordinates with FEU and local non-profits, through the District Office, to inform parents of site-level and outside of school resources available. The Public Library is available to be utilized as a resource for parents to help students academically.

- e) The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318[e][5])
 - All schoolwide parent communications, including communication about the Title I program will be sent in languages spoken by the families of students in the school as outlined in law.

f) The school provides such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14])

- Parent involvement strategies/opportunities outlined within the SPSA are included based on parent input.

2.3 Accessibility

Cleveland, to the extent practicable, provides opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) including providing information and school reports required under section 1111 of the ESEA (20 U.S.C. § 6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

- All parents, including those with limited English proficiency, are provided information in an understandable format as outlined in law.

Cleveland School, where every child is valued and empowered!