



Parent and Student Handbook
2022-2023

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School Information

School Name: Montara Elementary School

Address: 700 Montara Road
Barstow, CA 92311

Phone Number: 760-253-5150

Principal: Robert Dominguez

Asst. Principal: Elizabeth Davis

Administrative Assistant: PJ Estudillo

Office Assistant: Patricia Rodriguez

Health Assistant: Patricia Cordova

Counselor: Betsi Hernandez

Office hours: Monday thru Friday: 8:30 a.m. to 4:00 p.m.

School Hours: Monday, Tuesday, Thursday, & Friday: 8:45 a.m. to 3:15 p.m.
Wednesday/Minimum Day: 8:45 a.m. to 1:30 p.m.

Web Site: <https://mon.busdk12.com/>

Bell Schedule

Student Arrival:

- 8:30** Breakfast served until 8:45
- 8:30** Gates open (front entry, kindergarten, roundabout)
- 8:45** Gates close (kindergarten, roundabout); all students must enter campus through the front of school. Cafeteria doors close for business.
- 8:45** Class begins; students who arrive after the tardy bell are considered tardy and must check into the office for a pass to class.
- 8:50** Announcements begin

Monday, Tuesday, Thursday, and Friday

Grades TK, and K		Grades 1 and 2		Grades 3 and 4		Grades 5 and 6	
8:00 - 8:30	Teacher Prep	8:00 - 8:30	Teacher Prep	8:00 - 8:30	Teacher Prep	8:00 - 8:30	Teacher Prep
8:30 - 8:45	Breakfast	8:30 - 8:45	Breakfast	8:30 - 8:45	Breakfast	8:30 - 8:45	Breakfast
8:45 - 10:00	Instructional Time	8:45 - 9:45	Instructional Time	8:45 - 10:00	Instructional Time	8:45 - 10:15	Instructional Time
10:00 - 10:15	Recess	9:45 - 10:00	Recess	10:00 - 10:15	Recess	10:15 - 10:30	Recess
10:15 - 11:00:0	Instructional Time	10:00 - 11:00	Instructional Time	10:15 - 12:30	Instructional Time	10:30 - 11:45	Instructional Time
11:00 - 11:20	Lunch	11:00 - 11:20	1st Lunch/2nd Recess	12:30 - 12:50	3rd Recess/4th Lunch	11:45 - 12:05	5th Recess/6th Lunch
11:20 - 11:40	Recess	11:20 - 11:40	1st Recess/2nd Lunch	12:50 - 1:10	3rd Lunch/4th Recess	12:05 - 12:25	5th Lunch/6th Recess
11:40 - 1:30	Instructional Time	11:40 - 1:15	Instructional Time	1:10 - 2:15	Instructional Time	12:25 - 2:45	Instructional Time
1:30 - 2:00	PE	1:15 - 1:45	PE	2:15 - 2:45	PE	2:45 - 3:15	PE
2:00 - 3:15	Instructional Time	1:45 - 3:15	Instructional Time	2:45 - 3:15	Instructional Time		
3:15	Dismissal	3:15	Dismissal	3:15	Dismissal	3:15	Dismissal

Wednesday Early Release/Minimum Day

Grades TK, and K		Grades 1 and 2		Grades 3 and 4		Grades 5 and 6	
8:00 - 8:30	Teacher Prep	8:00 - 8:30	Teacher Prep	8:00 - 8:30	Teacher Prep	8:00 - 8:30	Teacher Prep
8:30 - 8:45	Breakfast	8:30 - 8:45	Breakfast	8:30 - 8:45	Breakfast	8:30 - 8:45	Breakfast
8:45 - 10:00	Instructional Time	8:45 - 10:00	Instructional Time	8:45 - 10:00	Instructional Time	8:45 - 10:15	Instructional Time
10:00 - 10:15	Recess	9:45 - 10:00	Recess	10:00 - 10:15	Recess	10:15 - 10:30	Recess
10:15 - 11:00	Instructional Time	10:00 - 11:00	Instructional Time	10:30 - 12:30	Instructional Time	10:30 - 11:45	Instructional Time
11:00 - 11:20	Lunch	11:00 - 11:20	1st Lunch/2nd Recess	12:30 - 12:50	3rd Recess/4th Lunch	11:45 - 12:05	5th Recess/6th Lunch
11:20 - 11:40	Recess	11:20 - 11:40	1st Recess/2nd Lunch	12:50 - 1:10	3rd Lunch/4th Recess	12:05 - 12:25	5th Lunch/6th Recess
11:40 - 1:30	Instructional Time	11:40 - 1:30	Instructional Time	1:10 - 1:30	Instructional Time	12:25 - 1:30	Instructional Time
1:30	Dismissal	1:30	Dismissal	1:30	Dismissal	1:30	Dismissal

Minimum Days: Aug 8-10, Nov 7-10, May 30-31 and EVERY Wednesday

Academics

Books & Supplies

Students are responsible for all textbooks, workbooks, library books, technology tools, and supplies distributed to them by the teacher. Students must reimburse the school/district for any lost or damaged books and supplies.

Field Trips And Special Activities

Educational field trips are available throughout the year. Individual teachers and/or grade levels plan trips that enhance the students' education. Each child must have a completed Activity Waiver before leaving campus. ***Student behavior, completion of work, and outstanding bills for lost or damaged school property may be considered in a student's ability to participate.*** Siblings and friends are not permitted.

Homework Policy

Assigned homework should follow district policy and an established pattern that is understood by parents and students. The family's role is to support and encourage the student and provide an appropriate place and time to complete the homework. Homework must be returned within the time frame specified by the teacher, and grading related to homework will be reflected in the work habits marks, but not impact the academic grade.

Library/Media Center

There are charges for lost and damaged books. Students in all grades are allowed to check out books. Books are checked out for two weeks. Students in grades TK-1 may check out one book, and grades 2nd -6th may check out two books. By signing the library contract the parent/guardian and student agree to pay for any damage or replacement costs associated with Montara Elementary's library books checked out by the student. A student will not be allowed to check out library books unless the library contract has been signed and returned to the student's teacher. Any student owing books to another school will not be allowed to check out library books until they have returned or paid for those books.

Physical Education

Proper PE attire (clothing and shoes):

1. No sandals (bring tennis shoes on PE days).
2. Closed-toe shoes are recommended

3. Shorts should be worn under dresses.

A physical education program is offered to students. The program consists of skills development. A student may be excused from class with a written excuse from a parent for two consecutive days. After that period of time, a doctor's excuse is required. A note from the classroom teacher or the nurse is accepted as an excuse. Students who do not participate in PE due to a physical illness or injury, should not participate in recess activities.

Reports To Parents

This report communicates your child's progress towards mastering the California State Standards in reading, writing, speaking and listening language (both English and Spanish), and mathematics. Progress in additional subject areas and responsibility for learning and behavior are also reported. Teachers issue a Report to Parents at the end of every quarter for a total of four (4) reports a year. The explanation of marks is as follows: 4= Advanced, 3= Proficient, 2= Approaching, 1=Minimal, and "N/A" indicates not assessed (as not all standards are assessed each quarter). Work Habits and Social Skills and Effort Performance is marked satisfactory (+), needs improvement (/), or unsatisfactory (-). A parent/teacher conference for every student is scheduled after the first trimester. An additional conference may be held in the spring as needed. Teachers and parents may request to schedule additional meetings at any time. The purpose of these parent reports is

1. To provide a formal basis of communication between the teacher and the parent on the student's achievement.
2. To provide parents with an update on the current progress of the student's achievement of academic standards, social skills, and work habits.
3. To provide the parents with an opportunity to intervene as appropriate.

Technology

Technology is used by students to access curriculum-related activities and assignments and to increase productivity. Technology is integrated into standards-based instruction and learning, check for understanding; formative assessments, accessing data; collaborative learning, demonstration, and research; personalization and differentiation; and developing information literacy skills. In the classroom, teachers and students use technology as a tool to help acquire, evaluate, present, and distribute information. All students will be issued a school Chromebook and will have access to other devices. We will provide headphones for school use, but it is highly encouraged for students to bring their own personal set of headphones which will be for their use only in the classroom. All students are required to follow the Acceptable Use Policy filled out during re-registration each year. Privileges may be suspended or revoked if this policy is violated.

Attendance

Student attendance is very important. When your child is absent or tardy they miss important instruction. Please make sure your child is here on time every day.

Absences

All absences must be reported and cleared within 72 hours from the day the student was absent from school. When a student is absent, parents are asked to call the office at 252-5150 or send a note with the child upon return to school with the reason for the absence, the dates of the absence(s), and sign the note. Students who are ill, or have a doctor's appointment will be excused. If you take your child to the doctor, please ask for a doctor's release to confirm the excused absence. Please try to schedule doctor and dentist appointments in the afternoons or after school to avoid missing important lessons. Unexcused absences include out-of-town trips, vacations, family emergencies, or personal concerns other than illness.

Chronic Absences

Daily attendance is mandatory for students to benefit to the fullest from the instructional program. Chronic absences may lead to failing grades, poor test performance, and in some cases, a recommendation for retention.

Parents are notified through attendance letters of the number of absences and tardy days. Letters are sent after the 3rd, 6th, and 9th days of absence. Parents need to communicate with the school regarding any extenuating circumstances that are involved in student absences. If there are medical concerns, parents are requested to bring a doctor's note regarding the illness/condition. After the 9th day of unexcused absence, students are referred to the Student Attendance Review Board (SARB) for further interventions.

Makeup of work

The students are responsible to make up any missing schoolwork (1 day for every excused absence). However, it is the responsibility of the student or parent to arrange with the teacher for make-up work, tests, etc. Homework requests should be made early enough to allow reasonable time for the teacher to assemble the work.

Tardies

If your child is tardy (late to school), they must check-in at the office and receive a tardy stamp before going to class. Students who arrive more than 30 minutes late will be considered truant (one truant tardy = 1 day of absence).

Tardiness impacts the student and school. First, there is a loss of valuable academic time for the student. Discussions and introductions of new concepts are missed. Second, it interrupts the classroom when a student is late and information needs to be repeated for the latecomer. Third, a child may be embarrassed by his or her late arrival. Fourth, increased record keeping takes additional

time. Patterns of tardiness will be noted. Interventions will be discussed and referrals to the Student Attendance Review Board (SARB) may be made.

Early Dismissal

Students will only be released through the office. The office will require anyone picking up a student to show identification. Please come to the office, show your identification, and sign your child out.

Students will not be released between 3:00 and 3:15 p.m. (1:15 and 1:30 on Wednesday) unless it is an emergency.

Students will be released to only those individuals authorized in writing by the parent on the emergency card in the office. If you frequently pick up your child before school is out, it will be considered a "Reverse Tardy" and the minutes will be counted as a tardy. Interventions will be discussed and referrals to the Student Attendance Review Board (SARB) will be made.

Prompt Student Pick After School

Students must be picked up promptly at the end of each school day. If a child is left at the school site, attempts will be made to contact parents and individuals on the emergency card. Students will only be released to the individuals listed on the emergency card. If we are unable to contact anyone, the Department of Children's Services (DCS) and/or the Barstow Police Department (BPD) will be called to take custody of your child.

Calendar

A copy of the school calendar can be found on our district website at <https://www.busdk12.com/our-district/calendar/2022-2023-academic-calendar>

Withdrawal from School

Please notify the school if you plan to withdraw your child/move. Records of transferring students are released to receiving schools upon request from the receiving school.

Intra-District Transfers

Intra-District transfers are conditional based on space availability. Parents are required to complete the Transfer Request Forms provided by the central Enrollment Center.

Report Cards

Report cards are provided to parents at the end of each trimester to keep them informed about their child's progress.

Trimesters include the following dates:

- **First Trimester August 08 – October 27**

- Second Trimester October 31 – February 16
- Third Trimester February 21 – June 01

Report cards are based on the California Content Standards for each grade level.

Assessments are given each trimester to evaluate student progress.

Progress is given on the following numeric scale:

- 4 – Standard Exceeded
- 3 – Standard Met
- 2 – Standard Nearly Met
- 1 – Standard Not Met

Other Interventions may include:

- Read 180
- Lexia
- iReady Reading
- Math 180
- Raz Kids Reading A-Z
- iReady Math

Behavior/Discipline Policy

Bullying

How is bullying defined legally?

Board Regulation 5131.2 clearly provides, *Bullying* is aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

According to Education Code section 48900, subdivision (r), bullying is broadly defined and includes at least but is not limited to any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that have or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property, or cause the student to experience a substantially detrimental effect on his/her physical or mental health, or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school.

A “victim of an act of bullying” means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency.

What is bullying?

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, and/or social behavior that intends to cause physical, social, and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated or has the potential to be repeated over time.

What is NOT bullying?

- single episodes of social rejection or dislike
- single episodes of acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements, or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they’re not examples of bullying unless someone is deliberately and repeatedly doing them.

Reporting bullying

In order to address bullying, it is very important to report incidents as soon as possible after they occur. Students may report to trusted adults or in reporting “boxes” on campus. Incidents can be reported confidentially on the BUSD website.

Possible Disciplinary Actions

Students who bully or participate in bullying are subject to progressive disciplinary actions if the behaviors can not be mitigated through school interventions. Interventions include peer mediations, counseling, meetings, on-site detentions, loss of recess privileges, stay-away orders, behavior contracts, suspension from school, and ultimately expulsion from school.

What to do if your child is being bullied?

- First, focus on your child. Be supportive and gather information about bullying.
- Contact your child’s teacher. Give factual information about your child’s experience of being bullied including who, what, when, where, and how.

- Help your child become more resilient to bullying. Encourage your child to make contact with friendly students, and meet new friends outside of the school environment. Teach your child safety strategies, and how to seek help from an adult when feeling threatened by a bully. Talk about whom he or she should go to for help and role-play what he or she should say. Assure your child that reporting bullying is not the same as tattling.

What can students do to help with bullying prevention?

- Not going along with bullying behavior to others: be supportive to someone who is being bullied; stand up in a non-confrontational way to someone who is bullying if it feels safe.
- Tell the student who is bullied to talk to someone about what happened. Offer to help by going along.
- Tell an adult who can help you with the problem.
- What would be the best way for our children who are having issues with other students to solve their problems? What is the best way to solve a dispute or a fight between two students?

Discipline Policy

The Barstow Unified School District believes that high standards of discipline allow students to develop appropriate behavior and are a necessary part of the student’s education. Montara Elementary operates with basic rules and procedures so a safe school environment may be provided for all students. The following rules and consequences are provided so all staff, parents, and students are aware of the behavior policies at our school. Classroom rules are developed by each teacher and support school rules. Consequences for these offenses may require a meeting with a student, a warning letter to parents, a conference with the student and parents, suspension (In and/or out of school), a SARB Hearing, an expulsion, and/or law enforcement referral. Please review these STANDARDS OF BEHAVIOR and school-wide rules.

SCHOOL-WIDE RULES: The following offenses are a violation of school-wide rules:

- | | |
|--------------------------------------------------------------|------------------------------------------------------------------------------------|
| 1. Threats: Provoking a fight or encouraging others to fight | 8. Profane/indecent language or gestures |
| 2. Fighting (mutual) | 9. Possession of a dangerous object |
| 3. Assault and Battery | 10. Disrespect/Defiance to any adult on campus |
| 4. Rough Play/Confrontational Behavior | 11. Defacing, destroying, abusing school or personal property (property tampering) |
| 5. Sexual Harassment | 12. Unauthorized Articles |
| 6. Bullying/Harassment | |
| 7. Possession of lewd or vulgar material | |

13. Campus Disruption/Creating Hostile Environment

15. Classroom Disruption

14. Theft/Cheating/Lying/Academic Dishonesty

16. Dress Code Violation

- **General Campus Behavior:** Students are expected to behave respectfully to all while on campus. In general, they should not do anything that makes a problem for themselves or others.
- **Restroom Behavior:** Students must obtain a classroom pass to use the restroom during instructional time. Quiet voices need to be used. Toilets must be flushed and hands must be washed. Paper towels go in the wastebasket. There is no playing or hanging out in the restrooms.

CALIFORNIA EDUCATION CODE FOR STUDENT DISCIPLINE

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

Education Code, Section 48900

A student who has committed the following acts is subject to discipline by suspension or expulsion:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following.
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Sec. 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

Education Code 48900.2: Sexual Harassment

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Add. Stats. 1992, Ch. 909).

Education Code 48900.3: Hate Violence

In addition to the reasons specified in Sections 48900 and 48900.2 a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

Education Code 48900.4: Harassment, Threats, Or Intimidation

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class-work, creating an intimidating or hostile educational environment.

A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

Education Code 48900.5: Required Other Means Of Correction/Exceptions

“At the very minimum...students who are threatened with removal from school, depriving them of the fundamental right to a publicly financed education, are entitled to notice of the grounds for the removal and an opportunity to be heard.” (Goss v. Lopez)

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

Education Code 48900.6: Disciplinary Action/Community Service

Instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, or the superintendent of schools, or the governing board, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section “community service” may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instance where suspension or expulsion is required by this article. (Add. Stats. 1995, Ch. 972).

Education Code 48900.7: Suspension Or Expulsion For Terroristic Threats

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Add. Stats. 1997, Ch. 405)

Education Code 48900.8: Suspension, Expulsion, Parent Notification And State Department Of Education Report

For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the State Department of Education, each school district shall specifically identify, by offense committed, in all appropriate official records of a pupil each suspension or expulsion of that pupil for the commission of any of the offenses set forth in subdivisions (a) to (o), inclusive, of subdivision (a) of, or paragraphs (1) to (4), inclusive of subdivision (c) of, Section 48915. (Add Stats. 1997, Ch637).

Education Code Section 48915

- (a) **Mandatory Recommendations, Permissive Expulsions:** Except as provided in subdivisions (c) and (e) the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:
- (1) Causing serious physical injury to another person, except in self defense.
 - (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
 - (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 1053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (For second offense, any amount, expulsion recommendation is mandatory. (AR 5131.6)
 - (4) Robbery or extortion.
 - (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (b) **Dual finding required for 48915(a) and 48900(a), (b), (c), (d) and (e):** Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of section 48900. A decision to expel shall be based on a finding of one or both of the following:
- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

- (c) **Mandatory Expulsions (one year from date of expulsion):** Principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a fire arm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
 - (2) Brandishing a knife at another person. As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade (any size) that locks into place, or a razor with an unguarded blade.
 - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (any amount)
 - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - (5) Possession of an explosive.

NOTICE TO STUDENTS, PARENTS/GUARDIANS: Possession of a firearm, explosive devices, brandishing a knife, sales of drugs, or sexual assault and/or battery will result in automatic expulsion recommendations.

General School Rules: “**Do not do anything that causes a problem for anyone else.**”

1. **Be respectful** (Use kind words and good manners).
2. **Be responsible** (Follow directions, be on time, and come prepared with homework and books).
3. **Be safe** (Follow playground rules that protect you and others. We maintain a hands-off policy).

Consequences for Violations of General Behavior Guidelines:

Students will receive a verbal warning or behavior intervention for most first offenses. In the school-wide discipline grid, a comprehensive list of violations and consequences will be used and followed for major offenses.

PBIS (Positive Behavioral Interventions and Supports)

PBIS is a schoolwide positive behavioral intervention and support discipline plan where the approach is to proactively prevent or reduce challenging behaviors and produce positive outcomes. PBIS works much like reading and math, behavior can be taught. PBIS seeks to create positive environments by utilizing proactive strategies such as introducing, defining, modeling, teaching, and supporting positive behavioral expectations school-wide and then reinforcing and rewarding students for these positive social behaviors. It is also about creating positive school environments so that all children feel safe and can learn.

Positive Reinforcement/ Student Rewards:

- Classroom rewards and special opportunities
- Positive reports sent home
- Principal/Assist. Principal recognition in class
- Positive phone calls home
- Certificates at school-wide morning meeting celebrations
- Lunch with the Principal
- Recognition and Opportunity Drawings

Lunch/Playground Rules

Students are expected to adhere to all lunch rules and procedures, some of which are: students need to wait their turn in an orderly manner while in the lunch line and maintain courteous and quiet behavior while in the lunch area. All students will be expected to clear their areas before being dismissed by the supervisors. Supervisors have full authority over students during the noon recess in the lunch area and on the playground. All food must be eaten in the lunch areas. Once students leave the lunch area, they may not return. Students may leave the lunch area only when the yard supervisors have excused them. **For the safety of all students and to safeguard against possible food allergy contamination, there is no trading, swapping, or sharing of food.** Students are expected to use playground equipment safely and properly. Students are not to bring toys, balls, play equipment, trading cards, personal game devices, or personal items for playing with at school. **Exceptions to this must be preapproved by the principal.** School lunch periods are 20 minutes and recess for 20 minutes. If needed, students are permitted to eat for that duration and may waive their recess/playtime.

Weapons and Drugs

Our school district has a zero-tolerance policy for weapons and drugs on campus. They are not permitted on school grounds at any time. Students found in the possession of such items will be suspended pending an expulsion hearing. The Barstow Police Department will also be called. If a student discovers they have brought a knife or dangerous object to school, they **MUST** turn it in to a teacher or the office immediately in order to avoid consequences.

Communication

Cell Phones & Electronic Devices

Parents: While inside the office or visiting a classroom, please refrain from using your cell phone as it is disruptive. Thank you. We strongly discourage elementary students from bringing cell phones to school. If a family supports sending a child with a cell phone, you agree to the following conditions:

1. Cell phones could be a disruption to the learning environment and must be in the “off” position or airplane mode during school hours.
2. No camera phones or any type of cameras are allowed on campus, unless as part of a class assignment or approved school activity with the advanced permission of the principal. Unauthorized filming of any kind at school will result in disciplinary action.
3. Montara Elementary School and the Barstow Unified School District are not liable for cell phones that are lost, damaged, or stolen.
4. Cell phones may only be used before and after school in the office or in front of the school.
5. Proper documentation must be turned in to the principal to authorize a cell phone that must remain “on” if determined to be essential for a student’s health by a licensed physician. Usage would be limited to health-related purposes only.
6. Personal electronic devices, such as smart watches, that are worn by scholars, must be kept in airplane mode or shut off from when school begins until dismissal time daily.
7. Students who do not abide by these rules will have their phones/devices confiscated. If this occurs, parents will be required to pick the phone/device up from the office.

Home/School Communication

Communication is very important to the success of our program. We’d like to keep you highly informed, involved, and a part of your child’s education. Close communication is made available by notes going home with students, Report to Parents (formerly Report Cards/Progress Reports), email, ClassDojo, Remind, Montara Elementary social media pages, classroom newsletters, and through the various volunteer committees/associations (ELAC/PTA/SSC). Your child will bring home their communication folder/binder agenda with information and schoolwork for you to see and/or papers to be signed and returned. Please review your child’s Communication Folder/Binder Agenda daily. In addition, our district uses an online flyer distribution service through Infinite Campus Messenger. All district-approved flyers will be emailed to the email address we have on file to keep you informed about upcoming activities, programs, and events. If you need to contact a teacher for any reason,

please call the school office and leave a message. You can also email them directly from the following webpage: <https://mon.busdk12.com/>

Student Messages And Deliveries

- If a parent needs to leave a message for a student, we request that whenever possible, the office is called 30 minutes or more before dismissal in order to assure that we can get the message to your child prior to dismissal.
- Items that are dropped off in the school office for students after instruction has begun will be retrieved by the student during a non-academic time. This may include but is not limited to, special classroom treats, musical instruments, and classroom projects. To protect instructional time, students are not called out of class immediately, nor are visitors permitted to make the delivery without previous arrangements. Band students without instruments are always sent to the office to check prior to their lesson.

TELEPHONES & MESSAGES

To prevent continually interrupting classes during instruction, we require that any messages be of an emergency nature only. If you need to contact your child, please come through the office and provide proper identification. Since there is no way to verify a legal parent or guardian over the phone, phone messages cannot be delivered. Students may not use the office or classroom telephones unless it is an emergency or they have been granted permission. It is the student's responsibility to bring homework or lunch to school each day. Students will not be permitted to call home or text using a cell phone during the school day. All classrooms and the office have phones available for student use with adult permission.

Daily Procedures

Scholars are requested to leave campus IMMEDIATELY after dismissal. Before and after school supervision is not available except for students registered with the after-school intervention program. No school supervision is available before 8:30 a.m. or after 3:30 p.m. Monday-Thursday and 1:45 p.m. on Wednesdays for all other students.

Arrival And Dismissal Safety Rules & Procedures

Supervision is offered in the cafeteria for students eating breakfast from 8:30 AM a.m. to 8:45 a.m. At 8:45 a.m. students report to their classrooms. Please follow all school arrival and dismissal procedures. Students should leave the school grounds promptly after the dismissal bell in the afternoon. Any student who is still on campus after 3:25 p.m. or 1:40 p.m. on Wednesday (grades 1-6), will be brought into the office to call home. Students who are habitually left at school and/or students who are still at school 45 minutes after dismissal time will be reported to Child Welfare and Attendance and the local authorities will be notified to pick up the student(s). Students, this includes

TK and Kindergarten, will be released **ONLY** to adults listed on the Emergency Card with valid photo ID. Please make sure your emergency contacts are up to date at all times.

Bicycles/Scooters/Skateboards/Rollerblades:

The school strongly urges students to wait until 3rd grade before riding bicycles, scooters, or skateboards independently to and from school. Bicycle helmets must be worn as per state law. Students on bicycles must drive under the same rules of the road as motor vehicles, stop at all stop signs, and drive on the right-hand side of the street. Bicycles on sidewalks are to be walked and not ridden. The following rules are to be observed by all bike riders when entering and leaving school.

1. Students arriving on bicycles must go directly to the bike rack, lock their bike and leave the bike rack area immediately.
2. Bikes are never to be ridden on school grounds.
3. The school is not responsible for the theft of any bicycles, scooters, parts, or damage while bicycles are on the school grounds.

Breakfast Program

Breakfast will be offered each morning from 8:30 a.m. to 8:45 a.m. Breakfast is provided at no charge to all of our scholars.

Closed Campus/Student Release:

Closed campus policy means that once a student arrives at school, the student must remain on campus until dismissal; unless being picked up by parents/guardians, and/or emergency contact persons listed on the Emergency Card. Parents, guardians, and other people taking students from school before regular dismissal time must come to the office and sign a student out. **A photo ID is REQUIRED** for proper identification. Students will only be released to adults listed on the student's Emergency Card. Parents/Guardians are responsible for ensuring that Emergency Cards are up-to-date. After arrival, students will NOT be released from school until at least 30 minutes have elapsed. At the end of the day, students will NOT be released from school 15 minutes prior to dismissal (unless prior 24-hour notice has been given). This policy will be reviewed by the administration as needed. Please keep in mind that at all times, that Montara Elementary is a CLOSED CAMPUS. Any and all visitors to campus must report to the office and obtain a pass using our visitor kiosk, Raptor Reporting System before entering campus.

Procedures For Drop-Off And Pick-Up

DROP-OFF: Drivers, we have one drop-off location in the morning. The parent drop-off and pick-up area, located on the north side of the school on Aurora Way, has a designated driving path marked by arrows. Students should be dropped off out of the passenger side of vehicles safely onto the sidewalk

to enter the gates onto campus. Please do not drop off students in the parking lot area.

PICK-UP: Drivers, we have one pick-up location in the afternoon. The parent drop-off and pick-up area, located on the north side of the school on Aurora Way, has a designated driving path marked by arrows. Students should be picked up from the sidewalk on the passenger side of vehicles. Staff members are present to assist. Please do not pick up students in the parking lot area.

To ensure the safety of all children, all drivers should follow these simple rules:

- Please follow the instructions of the school's staff members..
- Pull your car as far forward as possible in the pick-up/drop-off line before allowing scholars to enter/exit the car. Drop off at cones only.
- Allow the staff members to assist scholars to/from the car. Drivers do not need to exit their vehicles.
- Before entering/exiting the pick-up/drop-off area, drivers give their full attention to staff members to ensure scholars are safely out of the way.
- Students should enter/exit vehicles from the right side of the vehicle.
- Upon arrival in the morning, scholars should gather their backpacks and any personal belongings prior to reaching the drop-off area so they are prepared to immediately exit the car.

Parking:

- Do not leave your vehicle unattended during pick-up/drop-off times and use crosswalks/sidewalks at ALL times.
- Abide by DMV/traffic laws. No parking in **RED ZONES** nor **DOUBLE PARKING** in parking lots or along the surrounding streets.
- Students must be dropped off in the drop-off/pick-up area OR escorted by an adult.
- If you are escorting a student to the drop-off area gate/office in the morning, we kindly ask that you park on the street or in the parking lot and use sidewalks/crosswalks. This will allow our families to safely walk up and the valet line to function safely too.

***Be patient, courteous, and drive slowly with caution. Thank you in advance for your cooperation and support. ***

Lost & Found:

The lost and found bin is located in the Multi-Purpose Room. Please check the Lost & Found periodically, but only at the end of each school day. Parents are encouraged to put names on students' clothing and check for lost articles as soon as possible. The school assumes no responsibility for any lost or stolen belongings. Parents wanting to check lost and found will be permitted to do so only after dismissal is completed each day.

Lunch Program

Nutrition Services and Montara Elementary are pleased to announce that we will provide breakfast and lunch to all students at **NO COST**. This school will operate the meal service program under the Community Eligibility Provision (CEP) so that all students receive a free meal at both breakfast and lunch meal services. No meal applications are required to participate in this provision. The breakfast meal consists of a choice of the following items each day: Grain, Meat/Meat Alternate, Fruit and/or 100% Fruit Juice, and Milk. Students must select at least three of the four items offered for breakfast and one item must be ½-cup fruit or juice. The lunch meal consists of a choice of the following components each day: Grain, Meat/Meat Alternate, Vegetable, Fruit and/or 100% Fruit Juice, and Milk. Students must select at least three of the five components for lunch and at least one component must be ½-cup of fruit or ½-cup vegetable.

Personal Property

Students are not allowed to bring toys or personal property to school to play with either in class or on the playground. Items needed for after school must remain stored in a backpack. Exceptions are made during special event times for items such as marbles, yo-yos, etc. School communications will announce these times. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

Dress Code

Students are expected to follow the BUSD Board Regulation 5132: Dress and Grooming of 7/27/2021

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

The dress code shall be modified, as appropriate, to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Students to be Neat and Clean

(California Code of Regulations, Title 5, Section 320)

A student who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school or shall be required to prepare themselves for the schoolroom before entering.

In an effort to keep district schools and students free from threats or harmful influences and to promote a positive environment for learning, the following guidelines are provided for parents/guardians, students, and school staff to ensure appropriate school dress and grooming:

1. Hair and clothing must be neat and clean. It is recommended that clothing be seasonally appropriate, of proper fit, and in good repair.
2. Safe footwear must be worn at all times. Shoes such as thongs and open-toed and open-backed sandals that create a safety or health hazard are not permitted.
3. Clothing or accessories that suggest obscene gestures, pictures, wording, and/or are drug, tobacco, alcohol, or occult-related are not permitted.
4. Barstow Unified School District school apparel such as T-shirts, sweatshirts, jackets, and caps are permitted. Students are not to wear clothing designating membership in non-school organizations, private clubs, or gangs. Apparel representing community organizations may be worn upon approval of the school principal or designee.
5. All professional sports team apparel is not permitted.
6. Barstow Unified School District principal-approved school hats or caps may be worn in an acceptable manner. Barstow Unified School District school hats or caps cannot be adorned in any way except for the student's proper name. Barstow Unified School District school hats or caps cannot be worn in classrooms or inside school buildings. All other unapproved hats or caps are not permitted.
7. Sunglasses (unless prescription) cannot be worn in classrooms or inside school buildings. Sunglasses are to be unmarked except for the student's proper name.
8. Any apparel, jewelry, accessory, notebook, hair net, or manner of grooming which by virtue of its arrangement, trademark, or any other attribute or behavior denotes membership in or relationship to a group/gang, that advocates or promotes drug use or disruptive behavior, are not permitted. This rule/regulation shall be applied at the school administrator's or designee's discretion as to the need for it arises at individual school sites.
9. Rings, bracelets, earrings, or chains that may be considered a safety hazard or used as a weapon are not permitted.

10. Crop tops, clothing exposing bare midriffs, short shorts, halter tops, plunging necklines, tube tops, open-sided shirts, micro-mini skirts, shirts and blouses which expose sides of the body, tight stretch or Spandex pants, and see-through or mesh materials, which expose bare skin, are not permitted. Outer clothing will properly cover all underwear.
11. Apparel, hairstyle, or makeup that are deemed a safety hazard or are disruptive to the educational process are not permitted.
12. Makeup is not permitted in the elementary grades.
13. Tattoos will be covered if they promote any disruption to the educational program.
14. Anything not specifically covered in the above rules and regulations that are disruptive to the educational process will be left to the discretion of the school administration or designee with referral to Board Policy 5132 and AR 5132.

Students in violation of the dress and grooming code will be referred to the principal or designee. It will be the responsibility of all school employees and parents/guardians to enforce the code. This code will be reviewed annually by a committee composed of administrators, teachers, parents/guardians, and students and presented to the Board.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

1. Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

Additional Information

1. Meeting the requirements of Administrative Regulation 5132 (student dress) does not prohibit a student from adhering to the tenets of an established religion or faith as they relate to dress and grooming.
2. Anything not specifically covered in the above rules and regulations that are disruptive to the educational process or considered to pose a safety hazard will be at the discretion of the school administration or designee with referral to Board Policy 5132 and Administrative Regulation 5132.
3. The state of California and the Barstow Unified School District Board of Trustees is also concerned about health issues related to safety. They include protection from sun damage to students. When out of doors, in sunny areas, students are encouraged to wear clothing including unadorned hats, caps, and sunglasses designed to protect students from sun

damage. Sunscreen lotion can be used by students during the school day without a physician's note or a prescription. (Education Code 35183.5)

Non-compliance with Dress Code

1. Students who are unable/unwilling to comply with the standards of dress/conduct may be involved in one or more of the following actions designed to assist the student in developing acceptable behavioral patterns.
2. Conference with student and/or parent. Warning and parent contacted for apparel change or low-level referral and parent contact made for apparel change.
3. Major referral and parent contact made for apparel change.
4. Parent/ student/ teacher/principal conference held to discuss the violation.

Enrollment/Student Records

Classroom Placement/Requests

It may be necessary to adjust classes during the course of your child's enrollment with us. Due to enrollment fluctuation in the Barstow Unified School District, Class Size Reduction, and other factors, changes to teachers may occur. We will make every effort to avoid making these changes. If a move is necessary, we will make every effort to accommodate all families whenever possible. We are sorry for any inconvenience this may cause.

With rare exceptions, teacher requests are not allowed. Teacher requests are considered in extraordinary circumstances as a result of a student study team or IEP team meeting. Class placement is done annually by staff to ensure an appropriate balance of language allocation strengths within the classroom, in addition to balancing the academic and social-emotional needs of scholars within the class lists.

Custody/ Family Legal Matters

The courts must handle custody disputes. By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the children and/or school records UNLESS one of them has a signed/stamped court order that indicates otherwise. The school has NO LEGAL JURISDICTION to refuse a biological parent access to their child and/or school records. If a parent has a signed, current court order limiting the other parent or any other person, the school MUST HAVE A COPY of the court order on file. If a copy is not on file, the school is required by law to release children to their parents with proper photo identification. Situations that put the welfare of students in question will be handled at the discretion of the Principal/Designee. In situations that become a disruption to the school, local law enforcement (Barstow Police Department) will be contacted and an officer will be requested to intervene.

PARENTS ARE ASKED TO NOT INVOLVE THE SCHOOL SITE IN CUSTODY/ FAMILY LEGAL MATTERS.

The school will make every attempt to reach the custodial parent when another parent not listed on the Emergency Card attempts to pick up your child. Thank you for your understanding.

Educational Records

A cumulative record is maintained for each student enrolled. All student information is confidential. Parents are welcome to review these records by making an appointment with the Principal. Please give a 24-hour notice.

Events

Assemblies & Student Celebrations

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational. Assemblies provide one of the few opportunities in school to learn formal audience behavior and enjoy the various performances. Students need to enter the multipurpose room and/or playground quietly and safely. Students should be quiet during the assemblies showing respect to guests. The following assembly expectations are for all students:

1. When the person in charge of the assembly asks for your attention, give it immediately.
2. Be courteous to the performers and your neighbors.
3. Applause should be generous and keep with the occasion.

Each grade level will schedule and hold an end-of-the-trimester grade level awards assembly to celebrate a variety of awards that honor academic achievement, citizenship, 21st-century learning skills, and attendance.

Birthdays & Other Celebrations

We understand that some students want to bring food items to school on their birthday to share with their classmates. However, our class time is designated for instruction, and only school-sponsored parties are permitted. We ask that you do not bring food or party items to school to celebrate your child's birthday. Any food items brought to school for any reason must have prior approval from the teacher and/or administration. All items must be store-bought and sealed in their original packaging from the store. No flower or balloon deliveries will be accepted. Your cooperation on this issue is

greatly appreciated. For more information about our Wellness Policy, please visit the district website at:

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030903&revid=Zslshy1ORRjMMAU6902ubj6CA==&PG=6&st=wellness&mt=Exact>

Health and Safety

Emergency Information

Emergency contacts are updated each year as part of the online re-registration. It is required that we have updated information for every child. Telephone numbers listed online will be used to notify parents or another listed person in the event of an emergency or accident. It is imperative that a **minimum of 3 valid** emergency phone numbers are provided and the school is notified of any changes. LOCAL EMERGENCY PHONE NUMBERS MUST BE PROVIDED.

- Only individuals listed on the student's emergency card will be permitted to pick up a student.
- A photo ID must be shown when picking up a student.
- A copy of legal documents regarding the custody of children should be provided to our office and will be kept on file.
- Students will only be released to individuals 18 years of age or older.

Medication

The health technician will distribute all medications. Only medication accompanied by forms filled out by the attending physician will be given. Forms are available in the health tech office. Students are not allowed to bring over-the-counter medications (i.e. Tylenol, aspirin, cough drops, medicated lip balm, etc.) without a note from a doctor and they must leave the medication in the health office and the health tech can administer the medication pursuant to the doctor's directions. Tubes of non-medicated lip balm or Vaseline may be brought to school for personal use.

No Animals/No Dogs On Campus

For the safety of all students and staff, no pets, especially dogs are allowed on campus, within the total school property (Penal code 627.2, 627.6, 627.7). Students or persons violating this policy shall be handled by school, district, or law enforcement personnel as appropriate. Please note that the only exception is for service animals.

Parent/Community Involvement

ELAC

ELAC or English Learner Advisory Committee is an elected committee of parents, staff, and community members specifically designated to advise the principal and school officials on programs and services for English Learners. If you are interested in being a member or would like to attend a meeting, please contact the office.

School Site Council

A Single Plan for Student Achievement developed and monitored by the School Site Council and the Montara Elementary Staff is in operation throughout the year. This group is elected by parents and staff to identify and address school needs. If you are interested in being a member or would like to attend a meeting, please contact the office.

Visitors To School/Volunteering At School

As part of our continuing efforts to make our campuses safer for all students – Barstow Unified School District utilizes a Visitor Management system, known as Raptor, at all sites. **A valid Government-issued ID card (i.e.: Driver's License, State issued Identification Card) is required to sign in.** A personalized visitor Badge will be printed and is required to be worn at all times while on campus.

- All visitors to our school are required to sign in at the Raptor. Office personnel will assist you as you scan your valid identification and print a visitor badge.
- Visitors are limited to one-hour observations (at a time) for the purpose of observing a classroom or visiting a program on campus.
- Volunteers for the classroom need to first make arrangements with the teacher to ensure that they are expected and to determine the best time for volunteering.
- District Policy requires that anyone who volunteers on a regular basis must have a TB clearance on file. Volunteers for field trips and school volunteers in excess of 40 hours per year must also have fingerprint clearance. Please check with the office for procedures on obtaining fingerprinting and TB clearance.
- School volunteers must be under the direct supervision of certificated staff. Therefore, volunteers are not to be in unsupervised areas such as the cafeteria, lunch tables, or playground unless assisting with class activity under the supervision of a teacher.

- In order to maintain confidentiality, volunteers should not be in the staff lounge without the expressed permission of site administration or for brief moments to place/retrieve items from the school's refrigerator/freezer.

Due to Covid-19, this policy above is subject to change

Student Support Systems

Student Success Team (SST)/Response To Intervention (RTI)/ (Academic)

Students experiencing academic difficulties may be referred to the Student Success Team (which can be comprised of teachers, parents, an administrator, and the school psychologist). This team will work with the student and parent(s) to address individual student needs and identify potential solutions.

Student Success Team (SST)/Response to Intervention (RTI)/ (Behavior)

Students who have behavioral concerns will be referred to a Behavior Student Success Team meeting. The team will work with the student and parent(s) to address individual student needs and identify potential interventions.

Other Notices and Policies

Complaint Procedure

BUSD complaint procedure includes speaking with the specific employee involved concerning the complaint within one week of knowledge of the event. If the complaint is not resolved satisfactorily, a formal complaint form should be submitted to the employee's immediate supervisor.

Mandated Reporting

Mandated reporters are those people defined by law as "child care custodians". Mandated reporters include virtually all school employees. Mandated reporters have a duty to report any suspected case of child abuse or neglect. A representative of a government agency investigating suspected child abuse or neglect, deem it necessary, may interview your child during school hours or on school premises (Penal Code 11174.3). PARENTS ARE ASKED TO NOT INVOLVE THE SCHOOL SITE IN CPS MATTERS. If you have questions or concerns, please contact the County of San Bernardino

Department of Public Social Services. For more details, please see the Barstow Unified Board Policy and Administrative Regulations (AR 5141.4 – Child Abuse Reporting Procedures).

Non-Discrimination Notice

“The Barstow Unified School District maintains an operating policy for nondiscrimination on the basis of race, color, national origin, sex, or handicap in its educational programs and activities. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent.” (Federal Regulation, Title VI, Civil Rights Act, and Title IX, 1972 Education Act)

Search And Seizure

The administration retains control over buildings, parking lots, and grounds, and has the right to search them without a warrant. All persons entering a school site or district facility may be subject to a metal detector scan and/or personal search to ensure that weapons, drugs, or other dangerous items are not brought on campus. Violators are subject to suspension, expulsion, or arrest.

Sexual Harassment Among Students:

Ed Code 48900.2: The Barstow Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Therefore, the district strongly condemns, opposes, and prohibits sexual harassment whether verbal, physical, or environmental. Anyone who violates this policy is subject to discipline, including student expulsion or employee dismissal. The complete board policy and resolution process are available at schools and the district office.

Examples of sexual harassment include

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way

9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects

Tobacco-Free School District

The Barstow Unified School District is a tobacco-free district. The use of any tobacco products (including electronic cigarettes/vaporizers) is prohibited at all times on district property and in district vehicles.

Parent/Guardian Signature Page

Please sign and return this page to your student's teachers.

To: Montara Families:

Re: Montara Student Handbook

Please complete this page and return it to your child's teacher immediately to acknowledge that you have received a copy of the Montara Student Handbook. (Handbook signature page will be stored in the classroom)

I hereby acknowledge receipt of the information required by Education Code Sections 48900.

Name of Student

Grade

Name of Student

Grade

Name of Student

Grade

Name of Student

Grade

Signature of Parent or Guardian

Date