

Cameron Elementary Parent/Student Handbook  
2022-2023 School Year



# Cameron Elementary School Parent/Student Handbook 2022-2023 School Year

Cameron KIDS Lead Through Kindness,  
Integrity, Determination, and Support

Cameron Elementary  
801 Muriel Dr.  
Barstow, CA 92311  
760-255-6260

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Assistant Principal: Juan Escamilla [juan\\_escamilla@busdk12.com](mailto:juan_escamilla@busdk12.com)  
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Office Assistant: Stephanie Ocegueda  
Health Assistant: Leslie Jumonville

Dear Parents, Guardians, and Students,

Welcome to the 2022-2023 school year. We were all happy to have our students back on campus and learning in person. After a couple challenging school years due to the pandemic, it was a positive change that was needed.

The following handbook was created for parents and students to support their time at Cameron Elementary. This is a guidebook that allows you to know all about our school, from the rewards, to parent support, to consequences when a student breaks a rule. Please read it and if you have any questions, feel free to contact the office.

We are excited to be building a positive school environment. We are focused on creating leadership opportunities for our students. Our behavior expectations are that [Cameron Kids Lead Through Kindness, Integrity Determination, and Support](#). All Cameron students should know the meaning of K.I.D.S.

I look forward to this year with each and every one of you. I am confident this will be a success for all of us. Please feel free to call if you have any questions or concerns.

Sincerely,

Brent Leslie, Principal  
Cameron Elementary

## The ABC's of Cameron Elementary

Designed to help your child enjoy a safe and successful school year. Please keep this handbook to use as a reference throughout the school year.

**A**ttendance and punctuality are extremely important to your child's academic success. Parents and students need to establish regular and sustained attendance patterns. Please send your child to school every day and on time.

**A**bsences – when a student is absent parents need to call the office at 760-255-6260 or send a note with the child upon return to school. State 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 in order to avoid missing important lessons. Unexcused absences include out of town trips, vacations, family emergencies or personal concerns other than illness.

- *Daily attendance* is mandatory for students to benefit 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 absent 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 regarding student absences. If there are illness concerns, parents are requested to bring a doctor's note regarding the illness. For poor attendance, students may be referred to the Student Attendance Review Board (SARB) for further interventions.
- *Make-up Work*- Students are responsible to make-up work (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. Requests for homework should be made early enough to allow reasonable time for the teacher to assemble the work.
- *Tardies* - students who are tardy must check in at the office before going to the classroom. Students arriving 30 minutes or more are considered truant tardy. (3 truant tardies = 1 day of absence) Tardiness impacts the student and school. First, there is a loss of valuable academic time for a student. Discussions and introduction 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/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* – a parent must come to the office and show identification to check a student out of school early. No student will be released from the classroom without prior authorization from the office. **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) may be made. *Prompt student pick-up after school is mandatory.* Students must be picked up promptly. If a child is left at the school site, attempts will be made to contact parents and individuals on the Emergency card or Infinite Campus. Students will only be released to the individual listed. If we are unable to contact anyone, Child Protective Services (CPS) and/or the Barstow Police Department may be called to pick up your child.

**A**cademic excellence is what we strive for at Cameron Elementary. Our staff works hard to provide the best educational opportunities for all of our students. We offer the following at Cameron:

- Paraeducator support for students in 4K, TK, Kinder, 1st, and 2nd grade.
- Provide devices for students 1:1 in 1st grade through 6th grade
- Provide research based programs to support students
  - iReady
  - Learning A-Z
  - Fast Forward
  - LLI (Leveled Learning Intervention)
- Small group instruction to support the needs of our students.
- Provide homework on a regular basis that provides practice for students to master grade level standards.
- Offer after school interventions to provide additional support for students.

**A**SB- Cameron Elementary offers students an opportunity to be a part of our ASB. Students support our school for family night activities, lunch activities, dances, PTA performances, and any other school function. Information is provided by our ASB coordinator at the beginning of the school year. Students are expected to attend meetings when they are scheduled and have a good standing in their classroom as far as academics and behaviors are concerned.

**B**reak through Cards are given to students that show Kindness, Integrity, Determination, and Support. At 2:30 each day, a student that receives a card will go to the principal's office and receive a reward.

**C**ameron Elementary begins school each day at 8:45 and ends at 3:15 Monday, Tuesday, Thursday, and Friday. On Wednesday, school is over at 1:30. Please make sure your child is in their classroom and prepared for the day by this time.

- Breakfast begins at 8:15 and goes up to 8:45. If you are planning to eat breakfast, please attempt to be at school early enough to get your breakfast and be in class by 8:45.
- At 8:45 Cameron does our daily announcements and the flag salute. Academic instruction starts immediately afterwards.

**C**ommunication between school and home. The school will attempt to communicate with parents on a regular basis. This communication will be provided in the following ways:

- Infinite Campus
- Phone calls
- Monthly calendar/newsletter
- Updated Website <https://cam.busdk12.com>
- Updated PBIS Website  
<https://sites.google.com/busdk12.com/home-of-the-chargers/home>
- Monthly progress reports from all classrooms
- Parent Conferences at the end of the 1st Trimester
- School Site Council Meetings (5 a year)
- ELAC Committee Meetings (4 a year)

**C**ounselor for Cameron Elementary is available to our students. The counselor is in Room 17 and is able to support students with social skills, help teach strategies to calm students down, and help with the overall emotional state of students at our school. A permission slip is sent home if a student is needing to see the counselor on a regular basis. The counselor can speak to students in need of support if deemed necessary by the school principal. The counselor will send out a form with the services that she provides to all families at the beginning of the school year.

**D**iscipline is important to the school environment and all students are expected to follow Cameron Elementary's behavior expectations: **KINDNESS, INTEGRITY, DETERMINATION, and SUPPORT.**

**Possible consequences may include:**

- Warning and time-out
- Conference with student/parent
- Phone call home
- Reteach expectations
- Campus Beautification
- Alternate Classroom
- Counseling Referral
- Time in the office
- In school or out of school suspension
- Behavior Contracts
- Check in/out
- Behavior Support Plans

**D**ress Code: All Cameron Elementary students are expected to adhere to the Barstow Unified School District Dress Code:

### **Clothing**

1. Clothing must be neat and clean. Clothing must be seasonally appropriate, of proper fit, and in good repair so as to not cause a safety hazard. Pant size must be appropriate. If the student removes the belt, pants must not fall more than two inches below the hip bone.
2. Clothing or accessories that suggest obscene gestures, pictures, wording (in any language), and/or are drug, tobacco, alcohol, or occult related are not permitted. Clothing or accessories that promote weapons or violence are not permitted.
3. BUSD school apparel such as T-shirts, sweatshirts, jackets and caps are permitted. Students are not to wear clothing designating membership in private clubs or representing gangs. Apparel representing community organizations may be worn upon approval of the school principal or designee.
4. Crop tops, clothing exposing bare midriffs, halter tops, plunging necklines, tube tops, open-sided shirts, skirts and shorts shorter than mid-thigh (finger-tip length), shirts, spaghetti straps, and blouses which expose sides of the body, tight stretch or Spandex pants (unless covered by outerwear clothing), and see-through or mesh materials which expose bare skin ARE NOT PERMITTED at school or during school sponsored events/activities. Tank top straps must be at least one inch wide. Outer clothing will properly cover all underwear. No garment may be worn that is cut-off, ragged or torn. Clothing must be worn right side out and have appropriate hems, exhibit no slits, tears, or holes, and must be in good condition.

### **Footwear**

5. Safe footwear must be worn at all times. All shoes in elementary grades (K-6) must have backs or back straps. Socks must be worn with open toed-shoes. No “heelines” (shoes with wheels underneath) are allowed. Heel height for shoes in the elementary grades shall be no higher than 1 inch. No slippers or house shoes are allowed.

### **Headwear**

6. Hats or caps are to be worn in an acceptable manner. Hats or caps may not be adorned in any way. Hats or caps may not be worn in the classroom or inside school buildings. Hoods (hoodies) that are attached to shirts/sweatshirts/jackets may not be

worn in the classroom or inside school buildings. All other hats, caps, "dew rags," bandanas, or any kind of headscarf are not permitted.

### **Accessories**

7. Any apparel, jewelry, accessory, notebook, hair net, or manner of grooming which by virtue of its arrangement, trademark, or any other attribute denotes membership in or relationship to a group/gang (as identified by Barstow Police Department) which advocates or promotes drug use, disruptive behavior, violence or may be a potential safety hazard is not permitted. Accessories include but are not limited to jewelry, personal items such as backpacks, fanny packs, purses, book bags, gym bags, water bottles, lunch boxes, etc

8. Sunglasses (unless prescription) may not be worn in classrooms or inside school buildings. Sunglasses are to be unmarked except for the student's proper name. Schools are not responsible if sunglasses are lost, stolen, or damaged.

9. Body rings/piercings, tongue studs, bracelets, large rings, dangling earrings, belt/wallet chains, studded chokers, belts or lanyards hanging from clothing or belt buckles which may be considered disruptive, a safety hazard, or used as a weapon are not permitted in the elementary grades. Stud earrings and hoop earrings no more than ½ inch in diameter are allowed to be worn in the ears. Jewelry that does not meet dress code requirements will be removed at the direction of the principal or designee.

10. Make-up, perfume, cologne, and false fingernails are not permitted in the elementary grades.

11. Gloves may be worn during inclement weather only.

### **Hairstyles**

12. Hairstyles that are deemed a safety hazard or are disruptive to the educational process are not permitted. Extreme haircuts ("Mohawks" over one inch in height) or unnatural hair color are not permitted. Hairstyles that may fall and cover a student's eyes while in class or during school sponsored activities are not permitted.

### **Additional Information**

13. 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.

14. Anything not specifically covered in the above rules and regulations that is 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

15. 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 outdoors, 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. (ED Code 35183.5)

Non-Compliance of Dress code can lead to the following consequences:

- Conference with student and/or parent.
- Warning and parent contacted for apparel change.
- Sent to the school office.
- Parent/Student/Teacher/Principal conference held to discuss violation.
- Suspension.

## Distance Learning-if needed

As the 2019-2020, and 2020-2021 school year taught us, we must all be prepared for the unexpected. If there is a state mandated shutdown or if a pandemic hits our state again, we may need to do some form of Distance Learning. If so, the school will provide the following:

- A device for students to complete work at home.
- Google Meets for students and teachers to connect online for academic purposes.
- Teachers will communicate with parents through:
  - Remind App
  - Class Dojo
  - Emailing
  - Phone calls
  - Infinite Campus
- If the need for Distance Learning occurs, it is essential that students be online at their scheduled time and complete all assignments.

**D**rama Club: Cameron Elementary provides a drama club for our students. This is an afterschool club led by a Cameron teacher. The goal of the school is to have two performances, one in December and one in the spring.



**E**nglish Learner Advisory Committee- Our school provides an ELAC for our families of our English Learners. The ELAC committee completes many tasks:

- ELAC is made up of parents, an EL Coordinator, and administrator
- ELAC committee meets up to 4 times a year
  - ELAC approves the School Plan for Student Achievement (SPSA)
  - ELAC approves the School Safety Plan
  - ELAC provides input on all School Site Council Meetings
  - ELAC gives input on ways to support our English Learners

**F**amily Nights at Cameron Elementary. Our school will provide up to 5 parent nights each school year. An invitation will be sent out during the month we are holding the event. This is a fun time where parents can bring their children and play games or complete activities.

**F**ield Trips are available for grade levels to choose. In order for our classes to go on field trips we need parent support with fundraisers. Grade levels can choose to do a field trip or use their funding to bring in an activity for their students. Information will be provided to parents at the start of the school year.

- ASB and PTA help support school field trips through fundraisers.

**G**ood nutrition and a good night sleep go hand in hand. Healthy students are alert and attentive to the learning process. All students have an opportunity for a free breakfast (starting at 8:15 and ending at 8:45) and a free lunch. Each grade level has a designated lunch time that will be provided for all parents with the welcome letter from the principal. Your child may also bring a sack lunch that you provide. Please ensure that you are sending your child with a nutritional lunch and not candy and chips. We ask that you do not send soda or large bags of chips with your child.

**H**health is an important part of our school. Cameron Elementary has a full-time health assistant. Our current health assistant is Ms. Jumonville. Her goal is to provide assistance to our students in case of illness or minor injury. Please make sure you communicate any important health needs of your child with the school.

- Communicable Diseases- notify the office immediately if your child contracts a contagious disease such as measles, mumps, chicken pox, pink eye, or COVID.
- Medication- Medicine, including aspirin and cough drops cannot be administered by the school. Students who need to take prescribed medication must have the

appropriate form signed by the physician and parent before the medication can be brought to the school. The medication and the form must be left in the office. The medication must be administered by office personnel. No medication is to be self-administered by students.

- Vision screening will be conducted for kindergarten and/or first and third grade.
- Auditory hearing screenings will be conducted for kindergarten, first, and second grade.
- Speech therapy- students with speech impairments will be referred to the speech and language specialist.

**H**omework will be provided on a regular basis for Cameron students. Homework is recommended for the following:

Kindergarten: 1 to 2 hours

1st-3rd Grade: 1-3.5 hours

4th-6th Grade: 2-4 hours

[A daily routine of family reading time is highly recommended to help your child develop reading fluency and reading comprehension.](#)

**I**ndividual Education Plan (IEP) for students in Special Education. If your child has an IEP, our school Resource specialist (RSP) teacher will meet with your child based on their needs to meet goals. The exact time they meet with your child will be determined in an IEP meeting.

- Members of an IEP team are parents, the general education teacher, the RSP teacher, admin, and district psychologist.
- IEP's are reviewed annually and triannually with assessments.
- Your child will be pulled out of general education during this time to meet with their RSP teacher.
- To get your child on an IEP, the school recommends going through the SST process with support from the classroom teacher and following through on all strategies. More information can be provided by the admin or school.

**I**ready- Students in Kindergarten through 6th grade will regularly work on our iReady program. The students will do the following in the program:

- Take 3 diagnostic assessments in Reading and Math
  - Fall, Winter, and Spring
- Complete daily tasks
- Teachers have the iReady toolbox to provide additional support
- Students have access to Classroom Ready (supplemental math program from iReady)

**J**oin the Cameron Elementary PTA. It is an important organization that helps meet the needs of students at Cameron Elementary. Information will be sent home regarding the opportunity for parents to work with our PTA.

Fundraisers are used to help pay for field trips and school activities and items the school may need. The school will also provide grade level PTA performances. Actual dates of performances will be sent home at a later date:

October- 2nd Grade Performance  
December- Kindergarten Performance  
January- 4th Grade Performance  
February- 5th Grade Performance  
March- 3rd Grade Performance  
April- 1st Grade Performance  
May- 6th Grade Performance

**K**ee our campus clean. We have worked hard to have a clean and safe campus where students and parents feel welcomed and comfortable. We do not allow gum on campus and we ask that all students help keep our campus clean by picking up after themselves inside the cafeteria and outside on the patio area. We also ask that students be respectful and responsible when using the restrooms.

Students that are caught doing inappropriate things in the restroom, throwing food items, or not picking up after themselves may get the following consequences:

- Warning
- Parent Contact
- Referral
- Campus Beautification duty

**L**ibrary times and opportunities for students to check-out books will be available. Students will need a signed permission slip to check-out books and take them home.

- Teachers will select a library time for a weekly schedule.
- Students are allowed to check-out one book at a time.
- Students need to return the book weekly to check-out a new book.
- If a student loses or damages a book they may be fined.
- If the fine is not paid, the student's report card may be held.

During the 2022-2023 school year, the library will hold a reading challenge once a Trimester. Students will have an opportunity to earn free books and bookmarks by reading a set number of hours. Parents will be asked to sign a reading log and have their child return it to school in order for the books or bookmarks to be awarded.

**M**usic opportunities at Cameron. Your child will have opportunities to gain skills in the area of music. We offer a drama club, which can include singing and music. In addition, every student in 3rd grade will play and learn how to use the flute-o-phone. Students in grades 4th through 6th grade can join band and meet with the district band teacher weekly to learn how to play the instrument they choose. The band teacher will put out information towards the beginning of the school year.

**N**ewsletters are sent home monthly. The newsletter will include a calendar of events and any important information that parents will need to know. The newsletter will also include a PBIS area to support the needs of our students. If you have additional questions about school activities, please contact the office at 760-255-6260.

**O**ngoing attempts to encourage student's self esteem and recognize their accomplishments will be provided in the following ways:

- Trimester progress reports
- Break Through Cards
- Trimester Awards
  - Student of the Month
  - Attendance Awards
  - Bug Awards
  - Principal Awards
  - Math and ELA Awards
  - Cameron KIDS Awards

**P**arent Involvement is an essential part of Cameron Elementary School's goal to assist in meeting the needs of all students. Parents are asked to participate and/or be involved in the following:

- Return messages from the office or teacher.
- Participate in formal parent conferences the 1st Trimester.
- Participate in parent conferences throughout the school year.
- If needed, assist the classroom teacher in developing an Individual Learning Plan (ILP) for your child.
- Participate in formal Advisory Committees such as School Site Council, ELAC, and Parent Advisory Committees.
- Attend Back to School Night on August 16, 2022.

- Attend Family Nights (5 provided throughout the year).
- Join the Cameron PTA.

**P**arties are allowed at Cameron Elementary. Teachers will send out information regarding these and how you are able to support the classroom. The following are times your teacher may send out information:

- Halloween (we will also have a costume party and students may wear appropriate costumes to school)
- Thanksgiving
- Christmas
- Easter
- End of the school year
- Birthdays (Must be at 2:30 or later with teacher permission)
  - All items must be store bought (no home cooked items)

**P**BIS at Cameron Elementary. PBIS stands for Positive Behavioral Interventions Supports. Our school has a PBIS team which includes an admin, PBIS coordinator, school counselor, teachers, classified employee, and a parent. The team meets monthly to review data, look at referrals, suspensions, and Breakthrough Card data. The team also looks at the following:

- PBIS assembles on positive behaviors.
- Incentives for students.
- Ways to improve student behaviors.
- Ways to support teachers in the classroom.
- Look at ways to improve our school.

Cameron Elementary has a PBIS website with behavior expectations, consequences, and activities. <https://sites.google.com/busdk12.com/home-of-the-chargers/home>

**P**hysical education is a part of the weekly schedule. Your student will be learning how to play different outside activities. Please make sure they dress appropriately for these activities, especially wearing appropriate shoes to ensure their safety.

**Q**uestions and comments about school improvements are always welcome. Our School Site Council meets regularly to review our school improvement and safety plan. Please take the time to visit our Cameron office, give us a call, email the school, and view our website for additional information.

**R**aptor Service in the office. If you are a visitor to our Cameron campus, you are required to show your ID and we put it through the Raptor service. If it brings up

something you may not be allowed on campus. If you are able to be on campus, you will be given a badge by our office assistant.

In order for you to check your student out early, you also need to be on our Infinite Campus list or Emergency card. Please make sure you always have a valid driver license or ID.

**R**eport cards are provided to parents at the end of each trimester in order to keep you informed about your child's progress.

- Report cards are based on the California Content Standards for each grade level.
- Assessments are given each trimester to evaluate student progress.
- Any student that does not meet grade level standards on their report card may receive an ILP or Individual Learning Plan. This means they are not currently meeting grade level expectations and there is a possibility that they may be retained or put into the Student Study Team (SST) process.
- Report Cards are scored in the following:
  - 4- Meeting or exceeding expectations
  - 3- At grade level
  - 2- Below grade level
  - 1- Far below grade level
- Parents are invited to parent conferences to go over report cards after the 1st trimester. For the 2nd and 3rd trimester, report cards are sent home with students.

**R**eport any concerns to the nearest adult. We want each of our students to be safe. Part of this is teaching students to report things immediately. If they do not get reported at the time it makes investigating things more difficult. Please talk with your child about telling the nearest adult. If they are unable to find someone, ask to talk to the principal. Students can always go to the office and write up an incident report and then it will be investigated by the admin.

**R**estrooms should be used properly by all students. Help our school keep the school clean by using paper appropriately and never bringing in things to draw on walls. We need all Cameron students to help support us with keeping our restrooms clean; report anything inappropriate you see immediately

**S**afety is a priority for Cameron Elementary. It is our top priority to ensure the safety of all of our students and staff. Anyone that comes to the school has to check-in and use the

Raptor service before going on campus. We provide the following safety measures:

- Full-time campus safety assistance
- Noon supervisors
- Raptor service
- Classroom doors remain locked during instructional time
- School Counselor to support students
- Monthly fire drills, lockdown practice and shelter in place practice
- Updated School Safety plan approved annually by the School Site Council
- School Safety Team that meets regularly to ensure our classrooms have resources necessary for an emergency and to create plans in case of emergency

**S**chool Site Council: Our school uses a School Site Council, which is voted upon by our Cameron families. Requirements of our SSC:

- 5 parent members, 3 teachers, 1 classified member, and administrator
- Voting is completed yearly when needed (2 year membership)
- SSC meets 5 times per year and completes many tasks
  - Approve the School Plan for Student Achievement (SPSA) and review it throughout the school year
  - Approve the School Safety Plan
  - Approve the Family Involvement Plan
  - Approve the School/Home Compact
  - Share ideas about activities and ways to improve our school and its culture

**S**tudent Study Team: If your child is having difficulty with their academics or behavior, the school will form a Student Study Team. This includes the teacher, the parent, admin, and the SST coordinator for the school. During this process, the teacher will use different strategies, which are agreed upon with the SST team, collect data, and report out over two 8-week periods. During the second meeting, the district psychologist will support the team to help make the best plan for the student.

**T**ests are an important way of measuring student achievement and progress. Throughout the school year your child will be tested in different ways:

- Chapter tests
- Quizzes
- Oral Assessments
- Trimester benchmark assessments
- iReady Diagnostics in reading and math
- California Assessment of Student Performance and Progress (CAASPP) for 3rd grade through 6th grade.

- If you want your child excused from the CAASPP assessment, a formal letter must be given prior to the start of the testing.
- CAASPP testing begins in the spring.
- California Alternate Assessment for ELA and Math are given to students on an IEP and must be stated on the document that they are able to take this assessment.
- Physical Fitness Testing (PFT) for 5th graders only.
  - Students are required to run a mile, do sit-ups, stretching and other mandated exercises. This is to be completed in the spring.

Unclaimed clothing such as jackets, sweaters, sweatshirts, lunch boxes are kept in the cafeteria. If you have lost items, please check there for them. It is important that parents label all personal belongings with your child's name so they can be returned if found there.

Please do not allow your child to bring electronic equipment, toys, and personal items that are not school related to our campus. Items brought to school will be confiscated and parents will have to pick them up. Per district policy, cell phones are to remain turned off and secured in the student's backpack during school hours or left with the teacher. Students who use their cell phone during school without specific permission will have their phone confiscated. An adult will be required to pick up any confiscated items from the office. They will not be released to students.

Volunteer for school field trips and help in the classroom (to do this, please read the following bullets)

#### New Parent Volunteers

Each year the parent volunteers from Cameron School must bring with them the signed authorization form and a valid TB in order to attend the training class. The candidate cannot attend the training class without those two documents. The completed form will be checked against the Registered Sex Offenders List. A fee will be charged for fingerprinting. If you cannot afford this fee, please see the office about possible assistance. Once this is completed the candidate can volunteer in the classroom.

#### Returning Parent Volunteers

The procedure is the same as for New Parent Volunteers except they do not have to retake the TB test (a TB test is required every four years). The parent volunteer form from Cameron School must be completed and sent to the District Office. The volunteer will then update the form at the District Office, be checked against the Registered Sex Offenders List and fingerprinted. Once this is completed the candidate can volunteer in the classroom.

(Note: TB tests are only given once a month, usually the first Monday of every month.



Volunteers are always given the option of obtaining a TB clearance from their own physician.)

Chaperones:

All chaperones must present a copy of their California driver's license or identification at least one week before attending a field trip and be cleared as a volunteer through the district office. This process can take time, so please complete the course work and other requirements early. Parents and grandparents of students are invited to chaperone. Siblings and other children will not be allowed to attend field trips. It is the responsibility of the chaperone to supervise students while on field trips. Siblings and others present on a field trip hinder chaperones from doing this. Only chaperones, teachers, and students will attend field trips. All adults on a field trip will be responsible for a group of students. Proper attire must be adhered to when you are chaperoning our students.

**W**ork ethic and good study habits are expected in order for all students to experience success. Please take time to discuss the importance of doing one's best at school. We need a great partnership between school and home to ensure that your child has the best opportunity to be successful. Please make sure you communicate in a positive manner with the school and the school will do our best to always be professional in our communication with our families.

**E**xpectations are high at Cameron Elementary. We expect each of our students to follow our behavior expectations of Kindness, Integrity, Determination, and Support. We base our rewards and consequences off of these expectations. We also expect each of our students to know these words, what they mean, and we teach them how Cameron KIDS should be at all times. Please help support the school by teaching these important words to your child.

**Y**ou are your child's best example. Please communicate in a positive manner with the school. If you have a concern, reach out to the teacher and speak to them. If you do not feel the matter was resolved, you can reach out and set up a meeting with the principal. We are all here to support our students and families and want this to be as positive an experience as it can be.

**Z**ero tolerance means our school personnel will not tolerate any of the following activities and the principal and take necessary actions on behalf of Barstow Unified School District if deemed necessary:

- (1) caused, attempted to cause, or threatened to cause physical injury to another person; or
- (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
- c. Unlawfully possessed, used or sold or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered, arranged or negotiated to sell any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person a liquid substance or material and represented same as a controlled substance, alcoholic beverage or intoxication
- f. Caused or attempted to cause damage to school property or private property
  
- g. Stolen 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 cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- i. Committed an obscene act, or engaged in habitual profanity or vulgarity
- j. Unlawfully possessed, 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 willfully defied the valid authority of supervisors, teachers, administrators, other 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 substantially similar in physical properties to conclude that it is a real firearm, i.e., a replica of a firearm that is so substantially similar in physical properties 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 or sexual battery
- o. Harassed, threatened or intimidated a pupil who is a complaining witness or a 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
- s. A pupil who aides or abets, as defined in section 31 of the Penal Code the infliction or the attempted infliction of physical injury to another person.

EC48900.2 committed sexual harassment (grades 4-12)

EC48900.3 caused or attempted to cause, threatened to cause, or participated in an act of hate violence

EC48900.4 intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonable expected effect of

materially disrupting classwork, creating substantial disorder and invading student rights by creating an intimidating or hostile education environment (grades 4-12)  
EC48900.7 makes terrorist threats against school officials and/or school property

## **BARSTOW UNIFIED SCHOOL DISTRICT'S NONDISCRIMINATION NOTICE**

BUSD Nondiscrimination Statement: The Barstow Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.

Barstow Unified School District's Non-Discrimination Statement and Title IX (Sexual Harrassment) Notice and information can be accessed on the District's website under **RESOURCES>NON-DISCRIMINATION STATEMENT AND TITLE IX (SEXUAL HARRASSMENT) NOTICE**, <https://www.busdk12.com/resources/non-discrimination-statement-and-title-ix-notice>

Scott Godfrey

Assistant Superintendent, Educational Services Title IX Coordinator Officer

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Jorge Gutierrez

Assistant Superintendent, Personnel Services UPC Compliance Officer

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Dr. Heather Reid

Director II, Pupil Services CCR, Title 5, Chapter 5.3 504 Coordinator

551 S. Ave H, Barstow CA 92311 760-255-6028 heather\_reid@busdk12.com

## **BARSTOW UNIFIED SCHOOL DISTRICT NOTICE OF COMPLAINT PROCEDURES**

### **FOR STAFF, STUDENTS, PARENTS AND GUARDIANS**

The Barstow Unified School District ("District") is responsible for investigating and responding to complaints that allege violations of state and federal law and District policies. The District has adopted Board Policies ("BPs") and Administrative Regulations ("ARs") which outline the District's procedures for filing, investigating and responding to various complaints.

The District is committed to responding to complaints promptly, adequately, and impartially.

The District protects all complainants and witnesses from retaliation and ensures all parties are treated fairly throughout the District's investigation process. This Notice summarizes the District's complaint procedures.

### **Uniform Complaint Procedure (UCP)**

Complaints alleging retaliation, discrimination, harassment, intimidation, or bullying on the basis of any protected characteristic including disability, gender, gender identity, gender expression, nationality, immigration status, national origin, race or ethnicity, religion, and/or sexual orientation, and complaints alleging violations of state or federal laws governing educational programs, including non-compliance with laws relating to pupil fees and the District's Local Control and Accountability Plan (LCAP) are subject to the District's Uniform Complaint Procedure ("UCP"), contained in BP and AR 1312.3.

UCP complaints may be filed in a written complaint or reported orally. The District will provide a prompt, adequate and impartial response to any complaint, either reported orally or provided in writing. The District will assist any complainant in the filing of a UCP complaint if the complainant is unable to put the complaint in writing, due to a disability or illiteracy. The District's compliance officer(s) is responsible for receiving, coordinating the investigation and responding to UCP complaints.

The District's UCP compliance officer(s) is:

Jorge Gutierrez, Asst. Supt., Personnel Services 551 S. Avenue H, Barstow, CA 92311 (760) 255-6041  
jorge\_gutierrez@busdk12.com

Complaints subject to the UCP will be investigated pursuant to the District's BP and AR 1312.3. The District will commence an impartial investigation into the allegations in a UCP complaint within ten (10) days of receiving a complaint. The District will investigate anonymous complaints to the extent possible.

Within thirty (30) calendar days of the District's receipt of the complaint, the District will prepare and send the complainant a written report of the investigation summarizing its findings, including a determination for each allegation. The timeline for completing the investigation and sending the written report may be extended by written agreement with the complainant. In certain situations, if the parties voluntarily agree to pursue an informal resolution and such resolution is permitted by BP/AR 1312.3, the District will provide notice of any resolution reached through the informal process. Additional information about the rights pursuant to the UCP, including appeal rights, and the UCP process may be found at [BUSD Uniform Complaint Procedures Board Policy/Admin. Regulation](#)

### **Title IX Complaints by Students or Parents/Guardians**

Students or parent/guardians who believe any student has been subjected to sexual harassment by another student, District employee, or third party, may file a complaint using the District's Title IX Sexual Harassment Complaint Procedures, contained in BP and AR 5145.7. Complainants may file a Title IX complaint with a teacher, principal, the District's Title IX Coordinator, or any other District employee. District employees who receive a report or observe an incident of sexual harassment are required to file a complaint within one school day of receiving the report.

Sexual harassment complaints meeting the definition of sexual harassment under the Title IX regulations will be investigated in accordance with BP and AR 5145.7 and AR 5145.71. All other sexual harassment complaints will be investigated in accordance with the District's Uniform Complaint Procedures, contained in BP and AR 1312.3.

For complaints investigated pursuant with AR 5145.71, the District shall prepare and send the complainant and respondent (the accused) a written decision within forty-five (45) calendar days of the District's receipt of the complaint. This timeline may be extended by written agreement with the complainant and respondent.

The District will respond to complaints investigated pursuant to BP and AR 1312.3 within thirty (30) days of the District's receipt of the complaint. This timeline may also be extended by written agreement with the complainant and respondent.

The District's Title IX Coordinator is:

Scott Godfrey, Asst. Supt., Educational Services 551 S. Avenue H., Barstow, CA 92311 (760) 255-6021  
scott\_godfrey@busdk12.com

### **Complaints Concerning Employees**

Complaints concerning District employees may be filed by anyone in accordance with the District's Complaints Concerning Employees procedure, contained in BP and AR 1312.1. Complaints regarding District employees may be filed in writing with the principal or other immediate supervisor of the employee. Complaints regarding a principal or District administrator may be filed with the Superintendent or designee. Any complaints regarding the Superintendent may be filed in writing with the Board. The District will provide assistance to any complainant who is unable to file a complaint in writing.

The District will attempt to resolve complaints regarding employees within thirty (30) days.

Complaints alleging that an employee engaged in discrimination, retaliation, harassment, intimidation or bullying in District programs and activities shall be filed and investigated in accordance to the District's Uniform Complaint Procedure, contained in BP and AR 1312.3. Any complaint by an employee, job applicant, volunteer, adult and non-enrolled district or school intern, or independent contractor alleging unlawful discrimination or harassment by an employee shall be filed in accordance with AR 4030 - Nondiscrimination in Employment.

### **Employees Filing a Complaint that They Have Experience Sex-based/Sexual Harassment**

Sex-based harassment includes, but is not limited to, harassment that is based on sex, gender, gender identity, gender expression or sexual orientation, pregnancy, childbirth or related medical conditions. Sex-based harassment complaints, including sexual harassment complaints, filed by District employees, adult and nonenrolled interns, volunteers, contractors, job applicants and other persons with an employment relationship with the District may be filed using BP and AR 4119.11, or, as applicable, according to the District's Title IX Sexual Harassment Complaint Procedures, contained in BP and AR 4119.12.

District employees who feel they have been harassed on the basis of sex at work or have knowledge of any incident of harassment on the basis of sex by or against another employee are required to report the incident to their direct supervisor, a District administrator or the District's Title IX Coordinator. Formal complaints may be filed with the Title IX Coordinator. Supervisors and administrators are

required to report any sex-based harassment complaints they receive to the Title IX Coordinator.

Sex-based harassment complaints meeting the definition of sexual harassment under the Title IX regulations will be investigated in accordance with BP and AR 4119.12. All other sex-based harassment complaints will be investigated pursuant to AR 4030.

For sex-based harassment complaints investigated pursuant to BP and AR 4119.12, the complainant and respondent will receive a written decision within forty-five (45) calendar days of the District's receipt of the complaint. The timeline can be extended for good cause with written notice to the complainant and respondent.

Effective September 24, 2021