



D. F. Bradach School

Parent Handbook

2023-2024

**15550 Bellflower Street
Adelanto, CA 92301
(760) 246-5016**

**Kristina Valenzuela, Principal
Josephine Wade, Assistant Principal
Shakira Amaya, Secretary
Lupita Martin, Clerk
Melanie Contreras, Health Clerk**

Vision Statement

We exist to give students more options and help them make better choices.

Mission Statement

Every student will be at or above grade level in reading by the end of second grade.

School Motto

Bradach Bears Make a Mark Today, Influence Tomorrow

Goals

1. All students will be exposed to and will pursue mastery in reading, writing, and mathematics, to be prepared for more advanced material.
2. All students will have access to global knowledge and opportunities through a variety of resources.
3. We will provide a *safe, nurturing, and stimulating environment*.
4. Students will gain the *knowledge, desire, and skills* needed to become responsible citizens, and to go forward with the confidence necessary to enter the future.
5. All parents, staff, and the community will be jointly responsible for the education of our students.

Bear Paw Pledge

The Bradach Bears are a community of learners who are respectful of self and others, responsible for our behavior and academic achievement and safe at all times.

Be Safe, Be Respectful, Be Responsible



SCHOOL INFORMATION

Hours of Operation

Office Hours: 7:30 am-3:30 pm

First Bell: 8:05 a.m. Instruction Begins: 8:10

Regular School Hours

TK – 3rd 8:10 – 2:24

4th – 5th 8:10 – 2:29

Tuesday Early Out Hours

TK – 3rd 8:10 – 1:29

4th – 5th 8:10 – 1:44

90 minute Early Outs

TK – 3rd 8:10 – 12:54

4th – 5th 8:10 – 12: 59

10/6, 12/15, 1/5, 3/15, 3/22, 5/31

Breakfast served in the Multi-Purpose Room (MPR)

Doors open at 7:45am

All students enter through the MPR

The school MPR opens at **7:45 AM** each morning. Please arrive at school no earlier than 7:45 AM as **there is not adequate supervision before this time.**

Students MAY NOT be on campus earlier than 7:45 am

EMERGENCY CLOSURE INFORMATION:

When emergency conditions, such as severe weather, make it necessary to close school for the day, announcements will be made on local radio stations (Y102: 102.3 FM and KATJ: 100.7 FM). In addition to the local radio station, you can find closure information online at <http://www.aesd.net> or on our Facebook page: D.F. Bradach School.

LATE PICK UP POLICY

We expect that all students will be picked up no later than five minutes after dismissal. We understand that emergency or unforeseen situations may occasionally occur which may interfere with a parent being able to pick their student up on time. When these situations arise, and we have not heard from the parent, we make every effort to get a hold of someone on the emergency card to come get the student. When we cannot reach the parent or anyone on the emergency card and thirty minutes has elapsed, it becomes necessary for us to call the local Sheriff's Department to pick up the student. If we have to call the Sheriff's Department, the student will be taken into protective custody and the parent will have to pick the student up at the Sheriff's Department.

STUDENT PICK UP & DROP OFF

The parking lot in the front of the school is designated for short-term parking. The curb in front of the office is used for loading and unloading of students ONLY. Parents dropping off or picking up students are to enter the parking lot on Bellflower and drive in a single file line forward toward the front of the cafeteria. **If you need to leave your vehicle, please park in the parking lot.** Continue moving forward as the line moves. After picking up your child, drive through the parking lot and exit.

Children are always to enter or exit your vehicle on the right side next to the curb. Students are not to walk in between cars or through the parking lot in front of cars without an adult at their side. **YOUR CHILD WILL NOT BE RELEASED IF YOU ARE DOUBLE PARKED OR ON A RED CURB WHEN PICKING UP YOUR CHILD.**

Your child will not be released unless you are parked next to the curb in the vehicle line. If you choose to park in the parking lot, you will need to get out of your car and walk to the sidewalk to escort your student back to your vehicle. **CHILDREN WILL NOT BE SENT INTO THE PARKING LOT WITHOUT PARENT OR GUARDIAN ACCOMPANYING THEM.** Do not park behind cars parked in the parking lot.

Handicapped parking spaces are to be utilized according to the law, with a placard, or you will be asked to move.

DISMISSAL

T/K and Kinder classes will be released at the dismissal gate east of the office.

1-5th grade classes will be released at the dismissal gate west of the office.

Revised 7/23/2023

Bus riders will be released at the bus loading zone dismissal gate.

The bus loading zone area is for school buses only. No parking is permitted in this area.

All bus riders will load in the bus loading zone. After all students are on the bus and the bus leaves our campus; the bus loading dismissal gate will be locked and all students will be walked over to the front of the school near the office. The back gates are locked at all times except in the morning, and at dismissal time in the afternoon.

Please remember that your child can only be released to persons listed on the emergency form on file in the front office and only with proper ID. You can update your child's emergency or dismissal information at any time during the school year by coming to the front office. Emergency and/or dismissal information cannot be changed over the phone.

BICYCLES

1. Second through fifth grade students may ride bicycles to school.
2. T/K, Kindergartners and first graders may not ride bicycles to school.
3. Bicycles should be walked directly to the rack and parked.
4. Put your bike on the stand and **lock it**.
5. The school does not assume any responsibility for lost, damaged or stolen bikes.
6. **All bicycle riders must wear a helmet.**

BICYCLES WILL BE LOCKED UP IN THE SCHOOL OFFICE IF CHILD DOES NOT HAVE A HELMET ON AND A PARENT MUST COME AND PROVIDE A HELMET OR COME PICK UP THE BIKE.

7. Each bicycle must have its own lock.
8. You are not to ride your bicycle on school grounds.

TO AND FROM SCHOOL:

Students are expected to travel directly to and from school along the safest and shortest routes utilizing sidewalks and all traffic signs.

Students are expected to exhibit the same behavior while en route to school and from school as on school campus. Bradach School has the authority by law and Board Policy to suspend or expel students for behavior violations that occur to and from school.

Please arrive at school no earlier than 7:45 AM as there is not adequate supervision before this time. The school MPR opens at **7:45 AM** each morning.

TRANSPORTATION:

Bus Riders: Not all students are eligible for transportation to and from school. For students in grades TK-3, you must live outside the 1 ¼ mile radius. Students in grades 4-5 must live outside a 2 mile radius from the school. Please note that eligibility is based on the distance from the home to the school, not the home to the nearest bus stop. Please direct inquiries to the District Transportation Office at 760-246-5925 if you have any questions regarding transportation.

Bus Conduct: It is the intent of the Adelanto School District to transport students as safely and as comfortably as possible. To accomplish this, it is expected that students will conduct themselves in a courteous and orderly manner. Any behavior which is not conducive to the safety and well-being of everyone riding the bus will be subject to disciplinary action. Bus riding is a privilege. Students who repeatedly fail to act in a safe manner will be removed from the bus permanently.

SCHOOL TO HOME COMMUNICATION

While individual teachers may send home notes on a weekly basis, the office sends home parent notes when necessary. Please check your student's backpack **DAILY** for important school communications.

An all call will be sent out the night before all major school events and in cases of emergencies, lockdowns or missing students.

Important event information can also be found on the school marquee, in the office, included in the monthly Newsletter and on the school's web page which can be found by accessing the district website at <http://www.aesd.net> or on our Facebook page: D.F. Bradach School and through Class Dojo.

ATTENDANCE INFORMATION

Research has shown that for every day a student misses school, he/she becomes more than two days behind in class. Research has also shown that regular school attendance is an indicator for academic success.

Perfect Attendance is defined as being in school for the 180 student attendance days of the school year **with no tardies, no absences and no more than 3 left earlyies.**

Absences: In California, students are expected to come to school on a daily basis.

Students who have three or more unverified absences and ten or more excused absences are referred to the School Attendance Review Board and may receive a citation into court. If your student is absent from school, please call Lupita Martin at (760) 246-5016. You may also contact the **absence line at (760) 530-7681**. It is very important that you notify the school of your student's absence. After three days, all unverified absences will be marked as unexcused. Absences that are not verified during the three day waiting period, will be marked as unexcused according to the Adelanto School District SARB A policy and procedures. **Attendance at Saturday School will not be used to make up absences toward perfect attendance, but will be considered when SARB recommendations are made.**

BP 5113/AR 5113 states: It is the parent's responsibility to contact the school office in order to verify their student's absence. Upon returning to school, parents will have three (3) days to provide a note or contact the school in person or by telephone to verify the absence. After three (3) days the absence will be permanently unexcused and considered truancy. Disciplinary action may result from unexcused absences. After three (3) days of cumulative unexcused absences, a truancy letter will be sent home and the District's School Attendance Review Board (SARB) will be notified.

The following reasons constitute a legal absence from school:

1. Illness
2. Medical and Dental appointments
3. Quarantine
4. Court Appearance (Child required to appear)
5. Death in the family
6. Religious beliefs

Tardies: The bell rings at 8:10 AM. Students **must** be in their seats and ready to work when the bell rings. If your student is not in their seat by 8:10 AM, they will be marked tardy. Students who enter the school after 8:10 AM will be required to come into the office for a tardy slip. Parents must bring students into the office to excuse a tardy. Students who have three or more tardies over thirty minutes will be referred for SARB A. Three tardies over thirty minutes are equal to a school absence.

In addition to the 30 minute or more tardy regulations, students who are tardy less than 30 minutes will receive the following consequences:

Early Pick Up/Late Drop Off:

Students with an excessive number of early pick-ups or late drop-offs may be requested to bring in notes from doctor and/or dentist appointments to verify the need to be out of school. **This will affect a student receiving a perfect attendance trophy at the end of the school year.**

Truancy: Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, having three (3) unverified tardies of more than 30-minutes during any portion of the school day, or

any combination thereof. Such students shall be reported to the SAO or SARB (School Attendance Review Board.)

The parent or guardian of a student classified as a truant shall be notified of the following: (Education Code 48260.5)

- a. The student is truant
- b. The parent/guardian who fails to meet this obligation to compel the student to attend school
- c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296
- d. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy
- e. Alternative educational programs are available in the district
- f. The student may be subject to arrest by approbation officer, a school administrator, an attendance supervisor or his designee under Education Code 48264 if found away from the home and absent from school without a valid excuse
- g. The student may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7
- h. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day

Independent Study: If it becomes necessary for your student to miss three or more consecutive days of school, you have the option of requesting an Independent Study Contract. If your student completes all of the required assignments at an appropriate level of mastery, he/she will receive attendance credit for the days he/she was absent. Failure to return the completed work will result in your child being marked absent for the duration of his/her time away from school. You may contact the office to request an Independent Study Contract. Whenever possible, please allow a one week window from the time of the request to the student departure date to ensure that your student's teacher has ample time to prepare the work requested.

Home Hospital Instruction: In those situations where it appears that a pupil will be out of school for a period of two or more weeks because of physical disability, a home teacher may be employed. This must be coordinated between the parents, site, and district personnel before a student is officially placed on Home Instruction.

Student Sign Out: In the event your student needs to leave campus before the end of the regular school day, you will be required to come into the office and sign your student out. For safety reasons, students will not be allowed to leave the campus with anyone not listed on their emergency card or without prior written approval from the student's parent or guardian and or who is not 18 years of age or older. Additionally, a photo ID will be required to confirm a parent/guardian's identity. While we recognize this may be inconvenient, we value the safety of all our students.

Divorce/Custody of Children: If your child has special custody or visitation agreements, it is most important that you bring this to the attention of the office staff. A copy of the court order document or final divorce papers must be given to the office (must have a court seal). Without specific court documents on file, the non-custodial parent may sign out and remove the child from school. We will notify you in the event that this occurs and the Sheriff's Department may be called if we feel the students are in danger.

Emergency Cards/AERIES Information: All students have an emergency card. Please make sure you update your student's card as soon as you have changes in address, phone number, insurance and guardianship. These cards are used in the event of an emergency or illness. You may check your student's information using the AERIES online system found at <http://aesd.net>.

Safety Drills: Drills are conducted once a month as required by state law. Once the drill alarm has rung, students are to exit the classroom in an orderly fashion.

Duck and Cover drills are conducted on a regular basis to help children be prepared for emergencies or potential disasters. Bradach is equipped with food, water and supplies to handle short term emergencies. Our disaster plan is comprehensive to provide maximum safety and comfort for those remaining in school until it is safe to release them. Trained staff will tend to first aid concerns.

In the event of a major earthquake, students will not be released from school until safe clearance is assured by the appropriate city or county officials. Do not remove your student from any school site unless you notify the proper school authorities on that site, and a release form has been signed.

At Donald F. Bradach, children will be released from their designated grade level dismissal gate only; unless it is unsafe, the dismissal gates will have grade level signs. All other gates will be closed. If you cannot pick up your child, it is important that your designee is listed on his/her emergency form.

Multi-Purpose Room/Cafeteria

Breakfast and Lunch: Breakfast and lunch are provided free of charge. Applications for free and reduced lunch are available on the District website, www.aesd.net.

Allergies: Please inform Julie Calderon, Director of Food Services at (760) 246-4912 if your child has any unique food allergies that require special meal preparation. A doctor's note may be required.

HEALTH:

School Health Clerk: The DFB Health Clerk is utilized when a student becomes ill at school, needs minor first aid or is required to take a prescribed medication. The Health Clerk may only give medication accompanied by a doctor's note. All prescription medicine must come to school in the bottle in which it was originally dispensed. Parents will be called to pick up their student when it is determined a student is too sick to remain in school. Due to privacy issues with our students, you are not allowed to use the health room door as an entrance or exit. Please enter and exit through the front office doors only.

The District Registered Nurse: The District Registered Nurse is available in cases of emergency and for routine vision, hearing and scoliosis screenings. She maintains the health care plans of students with health problems such as asthma, diabetes and allergies. She works closely with parents and the school to develop a care plan for each child with special health needs or concerns.

The District has a "No Adult Live Lice" Policy: The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Determining an Illness: Students should not be sent to school when they are sick. If your child is complaining of being ill before leaving for school, please reexamine them for signs of illness, sending students to school sick creates an unhealthy environment for all other students and staff members. If your child has or has been (last 24 hours); ran a fever, had diarrhea or vomiting, please keep him/her at home. State law mandates that a child must be kept home "fever free" for 24 hours.

CAMPUS VISITATION:

Visitors: We are delighted to welcome parents and other community members to visit our campus. However, in order to help us ensure the safety of all, we require that visitors bring their ID to sign in at the school office before entering the campus. **Please arrange your visitation 24 hours in advance. Information on how to arrange classroom visitation is available in the office.** Children (including small brothers and sisters) not registered at Bradach School are **not** allowed to attend school as visitors, per district policy. The Principal/designee will make every reasonable attempt to honor same day requests for parents/guardians and interested members of the community to visit the school and view the educational program and instructional materials. Parents who wish to observe in the classroom are asked to observe silently. Once the observation is complete, the parent may schedule a meeting with the teacher to discuss the observation. We do not allow parents to interrupt the learning environment while class is in session.

CLOSED CAMPUS POLICY:

Revised 7/23/2023

The District has implemented a closed campus on TK-8 Sites. There is a Parent Drop-off and Pick-up Procedure throughout the district, lessening unregistered and unmonitored visitors from entering the site during morning drop-off and afternoon pick-up. The MPR is where all students will arrive. Students will be dismissed from designated areas. If you have any questions regarding these procedures please contact our office at (760) 246-5016.

EC 44810: Interference with School-Every minor over 16 years of age or adult who is not a pupil of the school, including but not limited to any such minor or adult who is the parent or guardian of a pupil of the school, who comes upon any school grounds or into any school house and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor, and is punishable by a fine of not less than one dollars (\$100) nor more than one thousand dollars (\$1000), or by imprisonment in the county jail for not more than sixth months or both.

Volunteers: Bradach School has an active program for interested parents and community members, eighteen and over, who wish to volunteer. Coordinated by our attendance clerk, these volunteers work in classrooms and at the school to provide support and safety. All parent volunteers must fill out the parent volunteer application, attend a workshop, submit a negative TB test reading, submit a copy of a picture ID, pass a live scan fingerprinting process, and be board approved prior to volunteering on campus.

The workshop will explain your rights and responsibilities of volunteering on the school campus. This information must be renewed each new school year. Volunteers may not discipline students.

Volunteers can never be left alone with students. Volunteers must be trained before using workroom equipment and limit such use during the recess time of teachers.

Parents who wish to chaperone on study trips must receive volunteer approval from the School Board prior to attending the study trip. Interested volunteers can call the school office at 760-246-5016. Parent volunteers are honored each year at a Volunteer Celebration. We have many opportunities for parents who wish to be an active part of the Bradach campus.

Each family is being asked to volunteer three (3) hours at the school per month. Volunteers can be parents, guardians, grandparents, aunts, uncles, or older siblings (18+), etc. Volunteers can fulfill their requirement in many ways: Participating in school fundraisers, helping in the classroom, providing office assistance, serving as a PTA officer, PTA committee member, or School Site Council member.

Persons spending any time in the classroom or chaperoning on study trips must be board-approved as a volunteer.

Teachers are in full charge of their classrooms and are to be treated as such. If there are any conflicts among parent volunteers and/or staff members the administration will be notified immediately and will assess the situation. All parent visitors/volunteers will be responsible for obtaining a badge; you will be stopped by staff and referred back to the front office if you are not displaying one. The following applies to parents visiting and/or volunteering on the Bradach School campus:

- **Parents may not accompany their child into the cafeteria during meal time.**
- **Parents may not be on the playground, unless you are providing direct assistance with a teacher.**
- **Parents may not approach or question other students regarding incidents on campus. Any parent found approaching a student in a threatening manner will be asked to leave the campus and will be suspended from campus for two weeks.**
- **Parents violating any district or school policy will be asked to leave the campus.**

Classroom Deliveries: Delivery of flowers, balloons, etc. will not be allowed during the school day due to the potential disruption of learning time. Only individually wrapped snacks will be allowed for distribution and will

require advanced permission from the teacher. If you would like to bring snacks for your child's class, please also note that they will not be passed out until the end of the day.

Parent Teacher Conferences: Parent/Teacher conferences will be scheduled during the school year. We encourage all of our parents to attend their conference. At the conference you will receive information on your student's progress towards mastering the Common Core Standards. If you are unable to make your scheduled conference time, please schedule an alternate time when you can come meet with your child's teacher. Progress reports are sent home on a regular basis, if you have concerns about your child's progress, we would be more than happy to meet with you.

Uniform Complaint Procedure: We ask that you seek first to meet with your child's teacher to resolve a concern or if a problem arises. After a meeting with the teacher; we ask that you then meet with the teacher and administration to discuss your concerns. We work very hard to ensure a satisfactory outcome to all. Should you have any concerns that are not handled appropriately by the school administration, you may request a public complaint form from either the Bradach Office or the Adelanto School District Office. Once the complaint is filed, you will be contacted by School District personnel.

ACADEMICS

Grade Reporting: The Adelanto School District grading period is divided into a quarterly progress and report card system.. If your student is "at risk" of not meeting grade level standards, you will be notified through quarterly progress reports and during formal conference periods. Your child may be scheduled for a Student Success Team (SST) meeting to discuss progress. We will work together to make sure that we have a plan in place to support the needs of the student.

Class Requests & Transfers: While we make every opportunity to honor parent requests, the Administration at Bradach feels strongly that every teacher on campus provides an excellent learning environment to their students. Students are placed where the staff at Bradach feels they will be the most academically and socially successful. In the event a parent requests a transfer from one classroom to another, the parent must first meet with the teacher. If the parent feels the concern was not adequately handled at the teacher level, he or she can then request to meet with an administrator. The parent will be asked to fill out a "Request for Transfer" form and state their concerns in writing. If the administrator decides the student should be transferred, the receiving teacher will be notified and a transfer date will be scheduled. In the interest of providing a stable and secure learning environment, a student will not be allowed to transfer classrooms more than one time a year. **Special note: classroom changes will not be made during the first month of school.**

Homework: Homework is an essential part of the educational program. It may consist of the completion of classwork and/or special assignments appropriate to the grade level at which the child is working.

Teachers are expected to:

- Assign homework to reinforce, extend or enrich the educational process. Explain the homework assignment, monitor and/or evaluate the completion of homework and provide time for the student to write the assignment in their agenda planner.

Parents are expected to:

- Check with their child on a **daily basis** to see what homework is due. Provide a quiet place at home to do homework. Monitor the completion of homework and the return of homework to school, sign the agenda planner nightly.

Students are expected to:

- Write homework in their agenda planner, take homework home, do homework to the best of his/her ability and complete homework neatly. Return homework to school on time.

Assessment: Students are assessed throughout the year. Assessment data is used to drive the instructional needs of the school. In addition to the local Adelanto benchmarks, students in grades 3-5 are required to take the SBAC test each spring.

GATE: Each year students can be recommended for placement in the Gifted and Talented (GATE) program. Program placement is based on a variety of measures, including the Naglieri Nonverbal Ability Test-Third Edition (NNAT-3), teacher and parent observations and student aptitude. Students who qualify for GATE are placed in GATE clusters with a GATE certified teacher. GATE students will explore the curriculum using the icons of Depth and Complexity and will participate in enrichment activities designed to increase their critical thinking and problem solving abilities.

A.V.I.D.: The AVID program is designed to prepare students for college. Students are given a rigorous curriculum and the tools necessary to be successful in this curriculum. There is an emphasis on being college bound, so students are taught the skills necessary to help them successfully navigate a college application, a resume, A-G requirements and scholarships. Some grade levels will tour colleges and go on special study trips designed to broaden their knowledge. Grades TK-5 use AVID WICOR strategies in preparation of becoming an AVID elementary site. Parents who wish to know more about AVID can find information on the AVID website: <http://avidonline.org>

English Language Development (ELD): Students who speak a second language are required to take a California English Language Development Test (CELDT) annually to measure their language development needs. Students are required to have at least thirty minutes of ELD, five days a week. During this time, the students work on meeting their ELD goals and objectives to improve their English skills.

Intervention: All students are given every tool possible to meet and exceed the state mandated proficiency levels. With this in mind, the Bradach staff has developed an MTSS program that is focused and specifically targets essential standards in language arts and math.

After School Program: Bradach has an after school program that is run by the company Action Youth America, LLC. Applications are available in the School office. Action Youth America office is located in Room 201, the phone number is (760) 419-0216.

Library: All students receive regular instruction in library skills. In addition, children are encouraged to use the library at other times. **Students are responsible for their textbooks at all times.**

In order to provide a quality education for all students, it is important to ensure that all students have adequate instructional materials. Each school year, students are assigned instructional materials (textbooks, library books, cd's, etc...) that they are responsible for keeping in good condition. These materials are expected to be turned in at the end of the school year or before changing schools. In accordance with California Education Code 48904: parents will be billed for any lost or damaged items assigned to their student. Fines are assessed in line with the Adelanto School District fee schedule as follows:

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|---|-----------------------|
| ● Lost material: | 100% replacement cost |
| ● Extensive damage rendering item useless:
(for example-liquid soaked, mold, etc.) | 100% replacement cost |
| ● Missing/extensive damaged cover: | 100% replacement cost |
| ● Vandalism (cutting, graffiti, etc. that cannot be repaired) | 100% replacement cost |
| ● Minor damage to cover but still usable: | \$5.00 |
| ● Missing/damaged barcode label: | \$1.00 |
| ● Torn pages or replacement of a page: | \$1.00 per page |
| ● Writing, highlights, or other marks inside/outside of item: | \$1.00 per page |

Please bring the exact amount due in the form of cash, money order, or cashier's check to your student's school library. **Personal checks will not be accepted.** If cash is paid and change is expected, please know that the change will be mailed to you, in the form of a check, at a later date.

Upon receiving instructional materials, please remind your student to do the following:

- ❖ Look for damage. All damages that are not noted by the school librarian will be billed to the parent/guardian.
- ❖ Write full name in the designated area inside the textbook. Use a book cover to protect the textbook.

Revised 7/23/2023

- ❖ Do not lend materials to other students. Each item has a unique barcode number on it. Students are responsible for the specific numbered items that are assigned to them.

PROMOTION CEREMONIES

Promotion ceremonies are held for our students that have completed Transitional Kindergarten, Kindergarten and students that have completed the 5th grade. Ceremonies are held at the end of the year and parents are encouraged to attend. Responsibility is a trait that we strive to instill in our students. In order to hold our students accountable, 5th grade students will have some stipulations for participating in the end of the year activities.

STUDENT RECOGNITION

We believe that every student on our campus can and will be successful. We take every opportunity to celebrate this success. We encourage and invite you to attend these celebrations.

Perfect Attendance: Attendance is extremely important to the success of our students. Students who do not miss any days of school are honored at the semester awards. Students who have perfect attendance the whole year are honored with an award at the end of the year. **In order to receive a perfect attendance honor, a student cannot miss any days or have been tardy.**

Positive Behavior Intervention and Supports: (PBIS) Students are recognized frequently for meeting the behavior expectations on campus and demonstrating Model Bear Behavior. They are given a Bear Ticket for good behavior where they can win a prize. Students may also receive positive postcards home, positive phone calls and Weekly Pawsome Prizes will have their name read over the loudspeaker.

Accelerated Reader: Bradach uses the STAR Renaissance program to monitor student growth in Math and Reading. Students who meet their goals will earn special privileges such as; extra recess, movie showings, assemblies and celebrations.

Semester Academic Recognition Assemblies: Each semester, students will be recognized by their classroom teacher for their academic achievements, citizenship and assessment scores. Parents are encouraged to come and celebrate the achievement of their student.

Classroom Celebrations: Throughout the year, teachers may designate a short period of time for a celebration. Parents often want to know what types of things they can provide for the celebration. District policy and County Health regulations prohibit us from serving home baked items. All food items brought to school for consumption by students must either be commercially prepared, individually wrapped or prepared at the school site. If you would like to help with parties, please contact your child's teacher.

Spirit Days:

Bradach School is a community of learners, both student and adult. In building that sense of community and belonging, we use a common language and have common goals. It is important that we celebrate together as well. Every Friday is School Spirit Day and everyone is encouraged to wear a Bradach shirt.

PARENT ORGANIZATIONS

Parent involvement in school is a critical indicator for academic success. Recognizing the importance of our parents, we invite you to be involved in every aspect of your student's educational journey. A great way to be involved is to join some of the parent groups we have on campus.

PTA: The PTA is a parent organization founded with the purpose of supporting students and staff. The PTA is a vital part of the DFB campus. Throughout the year they sponsor fundraisers and activities. The funds raised are used to provide the school with a variety of resources including study trips. Notifications and all calls will be made to encourage participation in meetings and activities organized by our PTA. We encourage all parents to be active in PTA. **Participation in PTA sponsored events is at the discretion of PTA and site admin. If students demonstrate poor behavior while in a PTA sponsored activity, they may be banned from further activities. Student participation in fundraising is by parent permission only. Parents will be held responsible for any**

funds not turned in. Students with outstanding funds will not be allowed to participate in future PTA activities.

School Site Council: (SSC) The School Site Council plays an important role in the educational program at Bradach School. Site Council voting members are elected for two year terms. The main responsibility for School Site Council is to assist in improving the learning environment here at Bradach School. All parents are encouraged to come and attend our School Site Council's monthly meetings, even if they are not voting members.

English Learner Advisory Committee: (ELAC) The ELAC is made up of the parents of our English Language Learners. This committee meets throughout the year to discuss student progress and provide input for the instructional program for our English Learners, including categorical budget expenditures.

ACCELERATED READING PROGRAM

The staff at Bradach is committed to helping every student achieve their full potential. The ability to read is a vital skill needed for both school and career. In an effort to get our students excited about reading, to increase reading fluency and to develop a community of readers, we have invested in the Accelerated Reading Program. Accelerated Reader is a program that levels books. Students chose books to read at their given skill level. As students finish reading the books, they take a test on the computer. Depending on their score, they are assigned points which can be collected and used for special prizes. As students read and take computerized tests, their progress is monitored. When a student demonstrates consistent success at a given level, they are then challenged to move to the next level.

FAMILY LEARNING OPPORTUNITIES

We offer a variety of fun learning activities for families to participate in each year. We hope you will participate in these activities.

STUDY TRIPS

Whenever possible we offer study trips as enrichment and learning activities. **Study trip attendance is a privilege extended to those students who have demonstrated academic and behavioral responsibility.**

LOST AND FOUND

Lost and found items are kept in the Multi-Purpose Room. Students may visit lost and found before or after school, and during lunch. At the end of each quarter, all unclaimed clothing/items will be on display in the school cafeteria. Those items remaining will be donated to charity or cleaned and used for emergency situations. Parents may want to check the lost and found area periodically throughout the school year.

DISCIPLINE POLICY

Discipline Philosophy: All students have the right to learn in a conflict-free environment. Therefore, teachers have the right to expect each child to demonstrate behavior appropriate for school. Students will be counseled when they make inappropriate choices. Every staff member on the school campus shares the same expectations for student behavior. When a student demonstrates negative behavior, they will receive consequences appropriate to the action. Students are expected to know and follow school and classroom rules at all times. In an effort to educate every student on the appropriate way to behave in school we hold behavior assemblies throughout the year, we model appropriate behavior and choices, and we work closely with parents. We want every student at Bradach to receive the maximum benefits of attending our school. Our expectations are that all students will behave in a manner that is safe, respectful and responsible.

Suspension: An official consequence requiring a student to remain at home for one to five school days. The student may not enter campus or participate in any school sponsored activity during this time. Parent communication is required for this consequence. It is hoped that parents will become partners with the school in this serious consequence by pursuing home discipline during the period of the school suspension.

Expulsion: an official consequence removing the student from school for a given period of time, usually one semester to one year. The principal of the school can recommend an expulsion to the board of trustees for the most serious of offenses or when a student has reached a threshold of five suspendable offenses.

Recommendation for expulsion is required by law in certain circumstances: weapons, serious school violence, harassment, or drugs. The Adelanto School Board is responsible for final decisions in expulsion cases.

Due Process: The staff and administration of Bradach are dedicated to fair and equal treatment for all students. A serious effort will be made to investigate claims of student misbehavior. Discipline and consequences will be consistent with law, school rules, and age. Parents are welcome to discuss consequences and evidence of wrong-doing at any time. All concerns of this nature should be referred to the school administration. As mandated by state confidentiality laws, information regarding a student will be discussed with and released only to the child's parent and or guardian. The discipline of a student who is not your own will not be discussed with you.

PBIS: Bradach is a Positive Behavior Intervention and Support campus. We believe that all students can be taught the appropriate expectations for behavior. We also believe that when a student does not behave appropriately, that they need intervention and support. We work with every student, developing and using different methods of support, to help all students achieve and behave their very best. Interventions may include parent meetings, referrals for counseling, home visits, wrap-around services, Check in and Check Out and Check and Connect and other interventions deemed necessary by the PBIS interdisciplinary team.

Serious Offenses: There are a group of behaviors, listed in Education Code 48900, which require an administrator to become involved immediately. These are serious offenses and can lead to suspension from school and, in severe cases, expulsion.

- Causing, attempting to cause, or threatening physical injury
- Possessing or furnishing a weapon (including toy weapons)
- Possessing, selling or furnishing controlled substances or paraphernalia
- Selling look-a-like controlled substances
- Aiding and abetting an altercation
- Damaging or attempting to damage school or private property
- Robbery or extortion
- Possession of stolen property
- Hate crime
- Sexual Harassment includes, but is not limited to verbal, visual or physical conduct of a sexual nature:
 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, stories, drawings, pictures or gestures.
 5. Spreading sexual rumors.
 6. Touching an individual's body or clothes in a sexual way.
 7. Cornering or blocking of normal movements.
 8. Displaying sexually suggestive objects in the educational or work environment.
 9. Any act or retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a harassment complaint.

DRESS CODE:

As a part of Bradach's effort to maintain an environment in which all students can learn, our site expects students to dress and groom in a manner that is appropriate for our school environment.

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

1. All students are expected to comply with the District dress code.
2. Students and parents share primary responsibility for student compliance with the dress code.
3. School personnel are responsible for enforcing the dress code with ALL students.

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4. A student who violates the dress code may not remain at school or at a school function unless the violation is corrected. For example, the student may be asked to:
 - a. Remove or cover the accessory or piercing; or
 - b. turn the clothing inside out; or
 - c. have other clothing brought from home; or
 - d. change into loaner clothing.

DRESS CODE VIOLATION CONSEQUENCES: On the first offense the student will be given a warning and may be asked to call home for a change of clothing. If the student cannot reach home, they may be provided with a clothing alternative provided by the school. Students with inappropriate writing on their shirts may be asked to turn the shirt inside out. Students with sagging pants may be given some yarn to be used as a belt. If a student continues to violate the dress code, they will receive further disciplinary action.

Basic Dress Code
<ul style="list-style-type: none"> ● Hats, beanies, hoodies and sunglasses may only be worn while outdoors and must be removed while in the classroom. ● Tops must be short sleeve or long sleeve and cover cleavage and midriff - no spaghetti straps (must be over two inches on sleeves) ● No clothing containing sexual innuendo or promoting alcohol, tobacco, drugs, vaping, weapons, hate, intolerance, or violence. ● No gang related attire, such as bandanas, or gang related drawings, symbols, or writing on clothing, notebooks, shoes, backpacks, etc. ● Shorts and skirts no higher than two inches above the knee. ● Clothes must fit at the waist. ● No ripped clothing ● No open-toed shoes, sandals (Crocs), flip flops, slippers, Heelys, etc. are not acceptable. <p>*Please note: these are some, not all, examples of possible dress code violations. We will address concerns as they arise.</p>

ANTI-BULLYING/SEXUAL HARASSMENT POLICY

DFB believes that all students have a right to a safe and healthy school environment. To that end, the district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance. The district will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as inappropriate touching, unwanted sexual comments or advances, hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. This policy applies whenever a student is on school grounds, traveling to and from school or a school sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Students who act in violation of this policy may be subject to school/district disciplinary procedures up to and including expulsion.

PERSONAL PROPERTY, PLAYTHINGS, GADGETS, TOYS

Things such as radios, CD players, walkie-talkies, tape recorders, battery/computer games, Gameboys, laser pens, mp3 players, pepper spray, fireworks, tech decks, whipsits, aerosol spray cans, perfumes and hairspray, salvia, stuffed animals, permanent markers (Sharpies) and similar toys/items **ARE NOT ALLOWED** at school. Such items will be confiscated and a parent will have to pick the item up the same day it is confiscated. **Students who use cell phones shall do so only before or after the instructional day.** Cellphones are to be turned off in the classroom, unless needed for a lesson, as designated by the classroom teacher. Aerosol sprays and strong perfumes are not permitted, as others may be allergic. **Although we make every attempt to secure and protect all property at school, we ARE NOT responsible for any lost or stolen property (including money) and**

recommend that students do not bring any items that cannot be used for reading, writing or arithmetic at school.

Adelanto Elementary School District's Board Policy regarding Cell Phone Use

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Even though cell/smart phones are an integral part of our everyday world and through instant communication may add to the well-being of students our students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.1 - Bus Conduct)

(cf. 5137 - Positive School Climate)

(cf. 6145.2 - Athletic Competition)

Use of Cell/Smart Phones

1. Under no circumstances are students permitted to use cell/smart phones on Adelanto School District property or during school sponsored activities or events in order to transmit any text or images that are obscene, pornographic, illegal, profane, violate academic policies, or invade another's privacy. This includes "sexting" (the sharing of explicit or otherwise sexually provocative photos and/or messages). This also includes the possession of inappropriate digital content.

2. The Adelanto School District will not assume any responsibility or liability for loss, theft, damage or destruction of any personal student cell/smart phone.

3. Guidelines for use of a student cell smart/phone according to grade level are as follows:

Elementary:

b. Prior to entering the school building, the cell/smart phone must be turned off.

c. During regular instructional hours cell/smart phones must be turned off, secured, and out of sight, unless a classroom teacher has given a student authorization to use the device for an educational activity.

Once the activity is completed the cell/smart phone must be turned off, secured, and removed from sight.

4. All students who have cell/smart phone use as part of their IEP or 504 plan are authorized to carry such a device during the regular school day.

5. During regular bus transportation to and from school elementary and middle school students may only use cell/smart phones with permission of the bus driver.

Use of Student Cell/Smart Phones at School Sponsored or Related Activities

1. Elementary students involved in after-school and weekend instructional activities may not use cell/smart phones without the instructor's permission in the area of the activity from the beginning of the activity until the end of the activity.

2. Cell/smart phones may be used if students are participating in non-academic activities (athletics, drama, clubs, etc).

3. If traveling to or from a school sponsored activity via bus, student cell/smart phones may be used with the permission of the sponsor.

4. During bus transportation to and from athletic events or other school sponsored events, students may use cell/smart phones only with the permission of the athletic coach or principal/designee.

Student Misuse of Cell/Smart Phones

1. Any staff member having knowledge of unauthorized possession or use of a cell/smart phone by a student on Adelanto School District's property shall promptly report this information to the Principal/designee.

2. Students who misuse cell/smart phones in any of the following ways may face disciplinary action:

- Refusal to Turn Off a cell/smart phone. Students in possession of a cell/phone must turn it off when directed by a teacher, administrator, coach, counselor, or other school personnel, and secure it out of sight.
- Causing disruption using a cell/phone to cheat, including getting and giving answers to tests and copying from the Internet.
- Using a cell/smart phone to bully, threaten, harass, or attack another student or school personnel whether or not communicated directly to that person

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- Sending (or asking to receive) pictures or videos of people without their permission

Consequences for Inappropriate Use

- When cell/smart phones are misused, students will be subject to disciplinary action including but not limited to, verbal or written warning and loss of the cell/smart phone. Additional consequences are referenced within the Adelanto School District's Search and Seizure Policy, Mobile Learning Devices Policy, Acceptable Use of Electronic Networks Policy, and the Discipline Policy. Any student in violation of the policy and procedures regarding cell/smart phones may be subject to the following disciplinary actions.
- The first offense - confiscation of cell/smart phone for one (1) day and parent must pick up the communication device, with a conference.
- The second offense - confiscation of the communication device, and student discipline which will be at the discretion of the principal, designee or dean. The cell/smart phone will be returned only to the parent at the completion of the consequence and with a conference.
- The third offense - cell/smart phone privilege revoked, discussion with student and parent that cell phone will not be allowed on campus

Any subsequent violation may result in additional disciplinary action or loss of school privileges (e.g. school functions and promotions).

This policy is to be reviewed with the students at the beginning each school year.

ELECTRONIC LISTENING OR RECORDING ON CAMPUS

California Education Code: 51512.

The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor.

Any pupil violating this section shall be subject to appropriate disciplinary action.

This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.

(Enacted by Stats. 1976, Ch. 1010.)

Penal Code section 632(a) provides: “Every person who, intentionally and without the consent of all parties to a confidential communication, by means of any electronic amplifying or recording device, eavesdrops upon or records the confidential communication, whether the communication is carried on among the parties in the presence of one another or by means of a telegraph, telephone, or other device, except a radio, shall be punished by a fine not exceeding two thousand five hundred dollars (\$2,500), or imprisonment in the county jail not exceeding one year, or in the state prison, or by both that fine and imprisonment. If the person has previously been convicted of a violation of this section or Section 631, 632.5, 632.6, 632.7, or 636, the person shall be punished by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment

BUS/TRANSPORTATION STUDENT CONDUCT

The state law (Section 14103 Title 5 C.A.C. Authority of the Driver) reads: Pupils transported in a school bus shall be under the authority of and responsible to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the District.

Students may receive a “bus ticket” for any of the following infractions:

1. Improper boarding/departing procedures
2. Bringing articles aboard bus of injurious or objectionable nature
3. Failure to remain seated
4. Refusing to obey the driver

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5. Fighting/pushing/tripping
6. Hanging out of the window
7. Throwing objects in or out of the bus
8. Lighting matches/smoking or vaping on the bus
9. Spitting/littering
10. Unnecessary noise
11. Tampering with bus equipment
12. Rude, discourteous and annoying conduct
13. Destruction of property
14. Other behavior relating to safety, well-being and respect for others

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

The principal or designee of the school will notify the parent of any written bus citation. The following consequences shall be followed:

- 1st offense - warning and ticket home
- 2nd offense - 3 day suspension from bus
- 3rd offense -5 day suspension from bus
- 4th offense - 8 day suspension from bus
- 5th offense - 10 day suspension from bus
- 6th offense - bus privileges suspended for rest of the school year

The principal may suspend immediately from the bus if the infraction is warranted.

The transportation office and the school office will keep copies of the citations on file with each incident.

Teachers will endeavor to familiarize pupils with the standards of conduct expected of them as passengers prior to their participation on trips.

It is the parent's responsibility to contact the school office when a student is issued a "School Bus Incident Report".

SCHOOL BUS TRANSPORTATION IS A PRIVILEGE, NOT A RIGHT!

Adelanto Elementary School District Anti-Bullying Policy

Bullying definition: For the purpose of this policy, bullying is defined as; one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils that interferes with the individual's school performance or participation in the educational process. Bullying includes bullying committed by means of an electronic act.

"Electronic Act" means the transmission communication, including, but not necessarily limited to, a message, text, sound, or image, or a post on a social network, internet website, by means of an electronic device, including, but not necessarily limited to, a telephone, wireless telephone, or other wireless communication device, computer, or other device.

Indicators of Bullying Behavior: Bullying behaviors may include, but are not necessarily limited to the following:

- Verbal: Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors. Inappropriate references to an individual's sexual orientation, religious beliefs, or ethnicity.
- Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, theft, or exhibiting inappropriate and/or threatening gestures or actions.

- Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- Cyber Bullying (Sexting): Sending insulting or threatening messages, sending nude or sexually suggestive pictures/videos, black mailing, via email, phone, texting, social media, or any other electronic or written form of communication.

Areas of where bullying can occur:

- Any School sponsored function i.e. study trips, dances, sports, etc...
- School property including before and after school is in session.
- Bus stops or on the bus itself.
- Walking to and from school.
- On the internet through social networks such as Facebook, Twitter, Emails, Blogs, Chat rooms, etc...
- In the neighborhood where the individual lives.
- Public areas where students are known to hang out when school is not in session such as skate parks, shopping malls, strip malls, bowling alley, etc...

Components to Bullying Behavior

When investigating a report of bullying the principal or designee shall assure the incident contains all of the following components:

1. Specific type of Aggression:
 - Verbal
 - Physical
 - Psychological
2. Behavior is intended to Harm or Disturb
3. Carried out repeatedly and over time
4. Imbalance of Power
 - ✓ Physical
 - ✓ Psychological

Jurisdiction:

The administration and staff will act promptly on any act of bullying that takes place under the following conditions:

- Any District or school sponsored function i.e. study trips, dances, sports, etc...
- On School property including before school, after school, and while school is in session.
- Bus stops or on the bus itself
- Walking to and from school.
- Cyber-bullying that causes a disruption to the educational process for individuals, groups or the school.
- When a bullying act that began in a non-school setting presents itself in school and disrupts the educational process for individuals, groups or the school.

Education Code: 48900

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.

- 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.

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- 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 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.
- q) Engaged in, or attempted to engage in, hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- 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.

48900.4 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 the school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

Administrative Responsibilities:

- Create an environment where the school community understands that bullying is inappropriate and will not be tolerated.
- Communicate and ensure that staff, students, and parents are informed of District Policy and school procedures regarding anti-bullying.
- Develop and incorporate anti-bullying procedures into behavior or discipline codes.
- Review and revise these annually, as appropriate.
- Provide in-service training to certificated and classified staff to ensure that staff is clearly familiar with and able to identify the indicators of bullying and understand their individual responsibilities to respond to and report bullying behavior.

Staff Responsibilities:

- Create an environment where students understand that bullying is inappropriate and will not be tolerated.
- Discuss with students all aspects of the anti-bullying policy and strategies to prevent bullying.
- Encourage students to report bullying incidents.
- Learn to recognize the indicators of bullying behavior.
- Intervene immediately and take corrective action when bullying is observed.
- Understand individual responsibility not only to intervene when bullying is observed, but also, to report incidents and actions to appropriate District offices or outside agencies as required.

Student Responsibilities:

- Take responsibility for helping to create a safe school environment.
- Do not engage in or contribute to bullying behaviors, actions, or words.
- Treat everyone with respect. Be sensitive as to how others might perceive your actions or words.
- Report bullying behavior to a trusted adult.
- Never engage in retaliatory behavior, ask, encourage, or consent to anyone’s taking retaliatory actions on your behalf.

Parent Responsibility:

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- Talk to your child about bullying behaviors and encourage them to report incidents of bullying to you and school officials.
- Role model tolerance and citizenship.
- Keep communications open and on-going with teachers and principals.
- Help your child to accept responsibility for their actions.
- Seek out school and community resources when problems occur.

Responding to Bullying Complaints:

Reported incidents of bullying must be submitted (with the reporting party kept in confidence) within 30 days of the last incident taking place. Reports of bullying that are over 30 days since the incident occurred will not be investigated. This does not include, however, previously written and recorded incidents of bullying that may constitute a pattern or history of bullying behavior.

- Assure the target of the bullying that the District takes bullying seriously, will not tolerate such treatment, and has a strong policy against bullying. Additionally, provide all parties involved with assurances regarding District policies on confidentiality and non-retaliation in the complaint investigation.
- Have the student (with the help of a staff member if necessary) accurately fill out all sections of the bullying incident report form. This form can be found online, in each school office and/or classroom. Every reported incident of bullying will be recorded on this document for the purpose of proper notification and follow-up of the reported incident.
- Intervene immediately and take corrective action to stop bullying behavior.
- Assure the target of the bullying that steps will be taken to monitor that the bullying behavior does not continue. Provide the individual with the names of school personnel who can help if the situation continues, escalates, or arises again.
- The parent or student must be notified within two (2) days of receiving the report that it is being dealt with and a thorough investigation in a confidential manner shall be conducted and completed promptly.
- The student accused of bullying should be informed of the results of the investigation and given the opportunity to present his/her version of the situation and to identify witnesses on his/her behalf.
- Determine what type of action or consequences will resolve the situation. This process shall not exceed 10 school days. Inform the target of the bullying (and his or her parent or guardian that corrective actions have been taken to resolve the complaint. This should be done in a manner that protects the privacy of all parties. Corrective action may include, but not be limited to: counseling, warning, or initiating disciplinary procedure against the offending student. Corrective action should be designed to prevent recurrence of bullying.
- Continue to monitor with the target of the bullying that the bullying has stopped.
- It is important to note that bullying may at times be part of a continuum of violence, and that some bullying actions can and do constitute other categories of misconduct such; as sexual harassment, hate crimes, assault, blackmail, child pornography, or child abuse which may be reported to outside community members such as law enforcement and child protective services.

Procedural Steps:

- 1) All district employees who deal directly with students receive training on the topic of recognizing and prevention of bullying on and off school grounds.
- 2) That each school located in the Adelanto Elementary School District adopts an anti-bullying program that may include an onsite school campus designee or committee to address all reports of bullying at their school and to make students and parents aware of the new policies in place.
- 3) An appeals process is developed for students and employees who have been implicated in a reported incident of bullying.
- 4) The anti-bullying policy will be included in the Official AESD Parents Handbook and School Site Handbooks.

The Adelanto Elementary School District has adopted the following definition of **bullying**:

1. The aggression is verbal, physical, or psychological in nature.
2. The behavior is intended to harm or disturb.

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3. The aggressive behavior is carried out repeatedly and over time.
4. There is a physical or psychological imbalance of power.

Bullying can be either:

Direct: (but not limited to) physical acts; threats; intimidation; verbal abuse; taunting

Indirect: (but not limited to) making faces; obscene gestures; exclusion; rumors

California Education Code provides the following information regarding bullying:

E.C. 48900 (r): Engaged in an act of bullying. For the purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupil's person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) "Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Cyberbullying is defined as:

1. The use of modern communication technologies:

- Email
- Instant Messaging
- Chat Rooms
- Web Sites
- Social Networking Sites
- Cell Phones and other forms of Technology
-

2. To intentionally embarrass, humiliate, threaten, or intimidate an individual or group

3. To attempt to gain power and control

Common Areas	Be Safe	Be Respectful	Be Responsible
Play Areas	<ul style="list-style-type: none"> ➤ Walk facing forward ➤ Keep hands, feet, and objects to self ➤ Report problems to an adult promptly ➤ Avoid inappropriate contact 	<ul style="list-style-type: none"> ➤ Use courteous language ➤ Share equipment ➤ Play fairly ➤ Pick up litter ➤ Follow proctor directions ➤ Walk around other's games 	<ul style="list-style-type: none"> ➤ Remind others to follow school expectations ➤ Take proper care of play equipment ➤ Be honest ➤ Learn the playground and game rules
Cafeteria	<ul style="list-style-type: none"> ➤ Eat only your own food ➤ Keep all food to self ➤ Sit with feet on floor, bottom on chair, and facing table ➤ Walk at all times ➤ Get adult help for accidents and spills 	<ul style="list-style-type: none"> ➤ Make room for others ➤ Use quiet voices ➤ Use good manners ➤ Offer to take another's trash and throw it away ➤ Offer to help 	<ul style="list-style-type: none"> ➤ Clean up your area ➤ Wait to be excused ➤ Wait patiently ➤ Choose healthy food
Restroom	<ul style="list-style-type: none"> ➤ Keep feet on the floor ➤ Keep water in the sink ➤ Wash hands when finished ➤ Use only one pump of soap ➤ Report problems to an adult promptly 	<ul style="list-style-type: none"> ➤ Knock politely on stall ➤ Give others privacy ➤ Use quiet voices ➤ Throw away trash ➤ Leave restroom clean 	<ul style="list-style-type: none"> ➤ Use designated bathrooms ➤ Flush toilet after use ➤ Return to room promptly ➤ Use for appropriate reasons ➤ Use restroom during lunch and passing periods
Arrival & Dismissal Areas	<ul style="list-style-type: none"> ➤ Use sidewalks & crosswalks ➤ Wait in designated areas ➤ Wear bike, scooter, and skateboard helmets 	<ul style="list-style-type: none"> ➤ Wait patiently ➤ Pay attention to your surroundings and others ➤ Avoid inappropriate contact 	<ul style="list-style-type: none"> ➤ Arrive on time ➤ Leave on time ➤ Go directly to your dismissal gate ➤ Walk bikes, scooters, and skateboards while on campus
Library	<ul style="list-style-type: none"> ➤ Keep hands and feet to yourself ➤ Walk at all times 	<ul style="list-style-type: none"> ➤ Use quiet voices ➤ Use book spacers ➤ Use good manners ➤ Wait in line patiently for check-out and check-in 	<ul style="list-style-type: none"> ➤ Get teacher's permission ➤ Return to classroom quickly ➤ Return books on designated library day
Office	<ul style="list-style-type: none"> ➤ Walk at all times ➤ Keep hands and feet to yourself ➤ Use chairs appropriately 	<ul style="list-style-type: none"> ➤ Use inside voice ➤ Wait patiently for help ➤ Use good manners ➤ Use courteous language 	<ul style="list-style-type: none"> ➤ Always have a pass ➤ State your purpose politely ➤ Get permission to use the phone

Special Events & Assemblies	<ul style="list-style-type: none"> ➤ Enter MPR in straight lines ➤ Keep hands and feet to yourself ➤ Wait for arrival and dismissal signal 	<ul style="list-style-type: none"> ➤ Use audience manners <ul style="list-style-type: none"> ➤ Sit properly ➤ Sit quietly during presentations ➤ Remove hats and hoods 	<ul style="list-style-type: none"> ➤ Focus on presentations ➤ Clap at appropriate times
Computers	<ul style="list-style-type: none"> ➤ Food and drink permitted outside only ➤ Use keyboard and mouse gently 	<ul style="list-style-type: none"> ➤ Wait your turn ➤ Get permission to use the computer 	<ul style="list-style-type: none"> ➤ Use appropriate websites and games <ul style="list-style-type: none"> ➤ For school use only
Bus	<ul style="list-style-type: none"> ➤ Keep hands, feet, and objects to self ➤ Keep hands, feet and objects out of aisle and inside bus 	<ul style="list-style-type: none"> ➤ Make room for others ➤ Touch only your belongings <ul style="list-style-type: none"> ➤ Use quiet voices ➤ Use courteous language ➤ Sit facing forward 	<ul style="list-style-type: none"> ➤ Arrive to bus stop on time ➤ Enter and exit appropriately ➤ Report problems to driver
Class	<ul style="list-style-type: none"> ➤ Report problems to teacher promptly ➤ Stay in your seat unless teacher directs otherwise <ul style="list-style-type: none"> ➤ Use chairs appropriately ➤ Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> ➤ Allow teacher to teach ➤ Volunteer to help a peer <ul style="list-style-type: none"> ➤ Follow directions <ul style="list-style-type: none"> ➤ Stay on task ➤ Take turns ➤ Be honest ➤ Use courteous language ➤ Respect differences 	<ul style="list-style-type: none"> ➤ Complete and turn in class/homework ➤ Self-monitor grades <ul style="list-style-type: none"> ➤ Ask questions ➤ Ask for assistance ➤ Have all necessary supplies <ul style="list-style-type: none"> ➤ Participate ➤ Think before you speak/act
Athletics	<ul style="list-style-type: none"> ➤ Report problems to an adult promptly ➤ Keep hands, feet, and objects to self in locker rooms/restrooms ➤ Avoid hard contact and rough housing 	<ul style="list-style-type: none"> ➤ Play fairly ➤ Use courteous language ➤ Give others privacy in the locker room/bathrooms ➤ Leave other schools cleaner than when you arrived 	<ul style="list-style-type: none"> ➤ Keep uniforms clean <ul style="list-style-type: none"> ➤ Participate ➤ Abide by the guidelines of the game ➤ Be courteous to other athletes and parents

Bradach
5th Grade Promotion Guidelines
2023-2024

5th Grade Promotion Ceremony and Study Trip

A promotion ceremony is held for our students that have completed the 5th grade. The ceremony is held at the end of the year and parents are encouraged to attend. Responsibility is a trait that we strive to instill in our students. In order to hold our students accountable, 5th grade students may have some stipulations for participating in the end of the year ceremony, due to behavior/discipline.

Promotion Expectations for Students and Guests

- Students will be expected to dress according to dress code
- Balloons must be in the back of the building so that it does not block the view of the audience
- Blow horns, noise makers and silly string will not be permitted

5th Grade Study Trip

- Signed permission slip
- Behavior contract signed and expectations, as defined, met

Bradach Home-School Compact



At DFB, we work to provide a supportive and successful climate for all students. We believe that a working relationship between students, parents/guardians and staff must be maintained to ensure a positive education for students. To keep this relationship strong, certain expectations must be achieved by each group.

Students are expected to:

- ❖ Honor the Bear Paw Pledge
- ❖ Demonstrate best efforts on all assignments – classroom and homework
- ❖ Participate in learning and follow all classroom expectations
- ❖ Arrive to school on time; well rested, prepared and ready to learn
- ❖ Share all school communication with parents/guardians

Parent/Guardian Initial _____ Student Initial _____

Parents/Guardians are expected to:

- ❖ Assist your child/children with assignments and ensure homework is completed and returned on time
- ❖ Attend parent-teacher conferences and parent education evenings
- ❖ Become informed about opportunities for involvement, such as PTSA, School Site Council, English Language Acquisition Committee (ELAC), Gifted and Talented Education Committee (GATE), Coffee with the Principal and other school events
- ❖ Ensure that your child/children are at school on time and are prepared to remain in school for the entire day
- ❖ Ask school personnel for support, when needed
- ❖ Ask your child/children for school communication regularly and return signed documents in a timely manner
- ❖ Expected to keep student emergency and contact information updated

Parent/Guardian Initial _____

Staff is expected to:

- ❖ Provide a safe and supportive environment for standards-based learning
- ❖ Communicate with parents on a regular basis regarding student progress
- ❖ Assist parents by providing information and/or materials regarding specific grade level expectations
- ❖ Return phone calls and respond to messages in a timely manner
- ❖ Ask parent/guardian for help when needed
- ❖ Communicate volunteer needs; welcome and train classroom volunteers
- ❖

Revised 7/23/2023

Parent/Guardian Initial _____

Working together to achieve school success will be of benefit to all students and student learning. We appreciate your support.

Please sign and return to your child's teacher

Parent Signature

Date

Student Signature

Date

Staff Member Signature

Date

**Bradach Master Signature Page
Parent and Student Handbook**

Parent/Guardian Affirmation

I understand that a high quality education can only occur when there is a strong partnership between parents and the school. I have reviewed and understand the terms highlighted in this Parent Student Handbook, and have directed any questions to my child's school or appropriate district department.

I have read and agree to the following:

Student Initials

Parent Initials

School Dress Code Policy

School Attendance Policy

School Discipline Procedures

School/Family Compact

Chromebook Use

District Bullying Definition and Policy

Parent Volunteer Policy

PBIS Behavior Matrix

5th Grade Promotion Expectations

Study Trip Expectations

Student _____ School _____

Revised 7/23/2023

Parent's Signature _____ Date _____

Thank you for your time in reviewing this document and for being a partner in your child's education. Please sign and return this page to your child's teacher right away.



Donald F. Bradach School

Principal: Kristina Valenzuela
Assistant Principal: Josephine Wade
15550 Bellflower Rd., Adelanto, CA 92301
Phone: 760-246-5016
Fax: 760-246-7896



Acceptable Use Contract

Employee/Student Agreement

I understand and will abide by the provisions and conditions set forth in the Adelanto School District's Acceptable Use Policy. I understand that any violations of the Acceptable Use Policy or related District policies may result in disciplinary action, account revocation, and possible legal action and/or prosecution. I also agree to report any misuse of District technology immediately. I understand that all rules of conduct described in District and school site policies, procedures, and handbooks apply while I am using District technology resources.

Printed Name

Employee/Student ID

Signature

Date

Parent/Guardian Agreement

Students under 18 years of age must obtain the signature of a parent or legal guardian who has read this contract. As the parent or legal guardian of this student, I have read this Acceptable Use Policy and understand that it is designed for educational purposes. I understand that it is impossible for Adelanto School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the District network. I also agree to report any misuse of District technology to the school or District staff. I hereby give my permission to allow my child access to the technology resources provided by Adelanto School District, including the Internet.

Revised 7/23/2023

Parent Printed Name

Parent Signature

Date

Parents, for further information on educating minors about appropriate online behavior we recommend visiting <http://www.onguardonline.gov>. This resource is provided by the federal government free of charge.