Parent/Student Handbook

2025-2026

Grades TK - 6

A California Distinguished School
A Title I Academic Achievement Award School

Home of the Academy Alligators
School colors: Hunter Green and White
Santa Barbara Unified School District
Santa Barbara, California, 93101

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

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

SANTA BARBARA COMMUNITY ACADEMY
850 Portesuello Ave., Santa Barbara, CA 93101
Telephone: (805) 687-2081
Fax: 805-687-6530

WELCOME TO THE SANTA BARBARA COMMUNITY ACADEMY

Our Mission
WE GROW LEARNERS.

Our vision is...
to cultivate curiosity and develop skilled learners through connected & meaningful learning experiences that empower students to solve problems and make a difference in our world.

Santa Barbara Unified School District Mission

We prepare students for a world that is yet to be created.

Santa Barbara Unified School District Vision

Students read, reason, and communicate to contribute positively to an ever-changing world.

Welcome Parents, Guardians and Families to Santa Barbara Community Academy!

CONGRATULATIONS! Your child has been admitted to SBCA, a school of choice in Santa Barbara Unified School District. Because our families and our teachers know that the best way to educate our children is through collaboration between the home and the school, we make it our way of doing things. This is our school; it belongs to the students, their families and all of our staff. Together we make up our school community.

Ask your child's teacher how you can help. When you offer to help, your child feels proud, the teachers are grateful, and together we build a better school! Everyone wins!

At SBCA, the home/school relationship is vital to student success. We value you as a collaborative partner. Consequently, we ask that first and foremost, you communicate frequently with your child's teacher.

How to Stay Informed: The Home/School Connection:

- Thursday Letter: Weekly family newsletter sent out every Thursday. This newsletter contains all current and upcoming events as well as important messages to families. This newsletter will be sent on Parentsquare and in paper form in the Thursday folder. Ask your Student's teacher if you do not get a newsletter!
- Parent Square: Parent Square will alert you electronically of any important school happenings and/or alerts. Please be sure to check these notices! If you receive them as a text, you must click on the link to read the full message.

Our goal is to build a safe, nurturing and academically enriching learning community where all children are valued and all children succeed. Your active participation and collaboration is essential to this process!

The SBCA staff and I welcome you to the Santa Barbara Community Academy. We look forward to a strong partnership, one that ensures all children blossom.

Santa Barbara Community Academy Staff

Telephone: (805) 687-2018 / Fax: (805) 687-6530

Staff	Grade/Room	E-mail
Ms. Suzette McCormick	Principal	smcormick@sbunified.org
Teaching Staff		
Mrs. Morales	Transitional Kinder	dfroach@sbunified.org
Ms. Kristina Rodriguez	Kindergarten - Rm 115	kristinarodriguez@sbunified.org
Mrs. Heather John	1st – Rm 113	hjohn@sbunified.org
Mrs. Tamara Montag	2nd – Rm 119	tmontag@sbunified.org
Mrs. Roberta Ortega	3 – Rm 120	rortega@sbunified.org
Mrs. Jennifer Capshaw	4 – Rm 210	jcapshaw@sbunified.org
Mrs.Shawna Ray	⅘ combo – Rm 212	dfroach@sbunified.org
Mrs. Susan Remick Adams	5th - Rm 120	sremick@sbunified.org
Mr. Brian Pearson	6th- Rm 212	bpearson@sbunified.org
Mr. José Solano	6th – Rm 211	jsolano@sbunified.org
Mrs. Elizabeth Castro	Special Education Rm 213	ecastro@sbunified.org
Ms. Ryann McCollum	STEAM MPR	ccleland@sbunified.org
Mr. Charles Ortega	Music 4th-6th	cortega@sbunified.org
TBD	Music TK-3rd Bungalow A	bsayre@sbunified.org
Mr. Brian aguilar	PE	baguilar@sbunified.org
Ms. Selina Vargas	Speech/Language	Svargas@sbunified.org
Ms. Carolee Peterson	Curriculum Specialist	cpeterson@sbunified.org
Mr. Devon Uyesaka	Curriculum Specialist	duyesaka@sbunified.org
Instructional Support and Library		
Adrian Esqueda	Bi-lingual Instructional Aide	aesquedarodriguez@sbunified.org
Ms. Colleen Marquez	Instructional Assistant	cemarquez@sbunified.org
Ms. Monique Garcia	Special Education Para	mgarcia@sbunified.org
Mr. Mitchell Flores	Special Education Para	mkflores@sbunified.org
Health and Mental Wellness		
Mrs. Melissa Quigley	Psychologist Office	mquigley@sbunified.org
TBD	Mental Health Clinician	
Ms. Tina Solberg	Health Assistant – 117c	tsolberg@sbunified.org
After School Program and Enrichment Partners		
Mr. Austin Montoya	A-OK- Site Coordinator	amontoya@sbunified.org
Mr. Kevin Ruiz-Loyola	A-OK Program Facilitator	kruiz-loyola@sbunified.org
Office, Cafeteria, and FEL Staff		
Mrs. Giovanna Benvanides	Office Manager	gbenavides@sbunified.org
Mrs. Susie Urbina	Office Assistant	surbina@sbunified.org
Ms. Kimberly Ruiz	Family Engagement Liaison	kiruiz@sbunified.org
Mr.Juan Loza	Cafeteria Manager	lacumbrecafeteria@sbunified.org
Campus Support		
Maria Rodriguez	Campus Support	mvrodriguez@sbunified.org
Alondra Bonilla	Campus Support	abonilla@sbunified.org
Julian Barense	Campus Support	jsbarense@sbunified.org

Title 1 Rights and Responsibilities

We all have rights to a positive learning environment and responsibilities to ensure those rights are met.

	RIGHTS	**RESPONSIBILITIES**
STUDENTS	• To be treated respectfully by adults and other students at school • To receive praise and constructive feedback • To expect fair discipline policies justly administered • To expect teachers to provide high-quality instruction that offers the opportunity to make a year of growth • To receive instruction at their instructional level • To feel a sense of belonging at school • To develop independence and responsibility	• To arrive at school on time • To accept the consequences of their actions • To complete assigned classroom work and homework • To behave appropriately at school • To respect the rights and feelings of other students • To respect the property of others
TEACHERS	• To expect students to be at school on time • To expect students to be ready to learn when the school day begins • To expect that children understand that school is a place to learn • To expect students to be respectful of the authority of substitute teachers, playground supervisors, office personnel, cafeteria workers, and teachers • To expect parents to share concerns directly with them	• To provide a quality program of instruction that is relevant to students • To provide learning experiences and expectations that will increase independence in children • To model respectful behavior by treating students respectfully • To build quality relationships with students and parents • To inform students and parents about behavior policies and consequences • To inform parents regularly about student progress and events
PARENTS	• To hear honest evaluations of their child's strengths and struggles • To receive regular communication about their children • To learn about the programs offered by the school • To expect the teachers to provide quality programs of instruction	• To ensure that their children arrive at school on time • To ensure that children get adequate sleep and good nutrition • To communicate that school is a place to learn • To assist the school by supporting behavioral expectations and academic standards • To be open and receptive to school contacts • To communicate their concerns honestly and openly with their child's teacher

Adapted from GUSD

Santa Barbara Community Academy - Family/School Learning Contract

SBCA is a Small School of Choice.
Families elect to bring their children to our school. By doing so, families agree to the following contract. We do this to ensure student success. Thank you for adhering to this agreement, we value your collaboration and your partnership!

STUDENT

Academic Achievement

1. I will do my best work at all times.
2. I will take advantage of every opportunity to learn.
3. I will have the necessary tools for learning in class.
4. I will complete assigned work neatly, on time and to the best of my ability.

Attendance

1. I will go to school every day, unless I am ill.
2. I will go to bed at a reasonable hour to ensure restful sleep.

Citizenship

1. I will know and follow classroom and school rules.
2. I will respect others at all times.
3. I will follow the school's dress code.

Homework

1. I will set a time after school each day to review what I have learned.
2. I will complete the assigned homework neatly, on time, and to the best of my ability.

PARENT

Academic Achievement

1. I will encourage and support my child's efforts to learn.
2. I will maintain contact with the school and my child's teacher.
3. I will review my child's progress with his/her teacher throughout the year.
4. I will seek help from school staff as and when needed.

Attendance

1. I will assume responsibility for regular and prompt attendance of my child.
2. I will get my child to bed at a reasonable hour to ensure reasonable sleep.

Citizenship

1. I will support classroom, school, and district rules for appropriate behavior.
2. I will teach my child to respect others.
3. I will send my child to school with instructions to pay attention in class and be respectful.
4. I will verify that my child follows the dress code.

Homework

1. I will provide a quiet time and place for my child's homework.
2. I will read and know the school's homework policy.

Parent Involvement

1. I will contribute the necessary hours of volunteer time to the school, a minimum of 8 hours per trimester, or a total of 24 hours per year.

TEACHER

Academic Achievement

1. I will encourage the student to do his/her best work.
2. I will serve as a good example through my enthusiasm for teaching and learning.
3. I will evaluate each student's progress and report to students and parents at regular intervals.

Attendance

1. I will encourage good attendance through quality instruction and positive communication with the students and their families.

Citizenship

1. I will enforce all rules fairly, firmly and consistently.
2. I will maintain an attractive and well-managed classroom conducive to good student behavior and learning.
3. I will follow and enforce the code.

Homework

1. I will provide homework designed to reinforce what has already been taught in class.
2. I will provide students and parents with information about the homework policy.

SBCA Parent Commitment to Student Success Contract

Parents are students' primary educators. Therefore, parents are expected to make the following commitments when you enroll your student in the Santa Barbara Community Academy Small School of Choice. Please read and initial each item:

_____ I will always help my child by supporting them and encouraging them to adhere to their "commitment to excellence".

_____ I will ensure that my child comes to school every day on time unless ill. Only when the parent/guardian has informed the school that a child is absent for an illness or a medical appointment is the absence excused.

_____ I will ensure that my child comes rested and prepared for school with the necessary tools & materials for learning (i.e. eyeglasses, musical instruments, agendas, etc.)

_____ I will ensure that my child dresses in an appropriate manner conducive to learning, per school uniform policy.

_____ I will ensure that my child has the necessary school materials and a clean, quiet place to do homework (i.e.: monitor distractions such as television, video games and internet). I will monitor and support the completion of all homework assignments.

_____ I will ensure that my child is reading or being read to every night a minimum of 20-30 minutes or more, dependent on grade level.

_____ I will frequently discuss schoolwork and activities with my child and take the initiative to monitor my student's academic performance and check in with his/her teacher.

_____ I will attend school activities to support my child and the school community.

_____ I will check Parent Square weekly so that I know about school events and activities.

_____ I will work with the school to support my student/s and treat teachers, office staff and students in a dignified and professional manner.

_____ I will volunteer at least 8 hours per trimester or 24 hours per school year, at my child's school. This can include attending meetings, supporting while at home, or being on a committee.

_____ I will follow all drop-off and pick-up regulations and parking procedures to keep our students safe.

Failure to adhere to these commitments may lead to my child returning to their home school.

_____ _____

Parent/Guardian Signature Student Signature Date

8/20/2025 - 6/10/2026
Bell Schedule

Monday, Tuesday, Thursday, Friday

Schedule	TK/Kinder	1st-3rd	4th-6th
Start	8:30	8:30	8:30
Recess	9:52-10:15	10:15-10:35	10:35-10:55
lunch	11:40-12:26	12:10-12:53	12:36-1:16
Dismissal	2:00	2:40	3:00

Wednesday

Schedule	TK/Kinder	1st-3rd	4th-6th
Arrival	8:30	8:30	8:30
Recess	9:52-10:15	10:15-10:35	10:35-10:55
lunch	11:40-12:23	12:00-12:40	12:35-1:05
Dismissal	1:30	1:30	1:30

Minimum Days - Other and End of Trimester 11/14/25, 12/19/25, 3/20/26, 6/10/26			
Schedule	**TK/K**	**1st-3rd**	**4th/6th**
Arrival	8:30	8:30	8:30
Recess	9:52-10:15	10:15-10:35	10:35-10:55
Dismissal	12:00	12:00	12:15

Parent Conferences - Minimum Day Schedule 11/17/25-11/21/25 and 3/23/26-3/27/26		
Schedule	**1st-3rd**	**4th/6th**
Arrival	8:30	8:30
Recess	10:20-10:40	10:40- 11:00
Dismissal	12:00	12:15

TK/ Kindergarten First Five Days of School/ Parent Conferences

Minimum Days 08/21/25, 08/22/25, 08/25/25, 08/26/25, 08/28/25 and 11/17/25-11/21/25 and 3/23/26-3/27/26	
Schedule	**TK/K**
Arrival time	8:30
Recess	9:52-10:15
Dismissal	12:00

20 de Agosto de 2025 - 10 de Junio de 2026

Horario De Campana

Lunes, Martes, Jueves, Viernes

Horario	TK/Kinder	1st-3rd	4th-6th
Comenzo	8:30	8:30	8:30
Recreo	9:52-10:15	10:15-10:35	10:35-10:55
Almuerzo	11:40-12:26	12:10-12:53	12:36-1:16
Despido	2:00	2:40	3:00

Miercoles

Horario	TK/Kinder	1st-3rd	4th-6th
Comienzo	8:30	8:30	8:30
Recreo	9:52-10:15	10:15-10:35	10:35-10:55
Almuerzo	11:40-12:23	12:00-12:40	12:35-1:05
Despido	1:30	1:30	1:30

Dias Minimos - Otro y Final De Trimestre 11/14/25, 12/19/25, 3/20/26, 6/10/26			
Horario	**TK/K**	**1st-3rd**	**4th/6th**
Comenzo	8:30	8:30	8:30
Recreo	9:52-10:15	10:15-10:35	10:35-10:55
Despido	12:00	12:00	12:15

Conferencias de Padres - Horario de Dias Minimos 11/17/25-11/21/25 and 3/23/26-3/27/26		
Horario	**1st-3rd**	**4th/6th**
Comenzo	8:30	8:30
Recreo	10:20-10:40	10:40- 11:00
Despido	12:00	12:15

TK/ Kindergarten Primeros cinco días de clase/ Conferencias de padres

Dias Minimos 08/21/25, 08/22/25, 08/25/25, 08/26/25, 08/28/25 and 11/17/25 - 11/21/25 and 3/23/26 - 3/27/26	
Horario	**TK/K**
Comenzo	8:30
Recreo	9:52-10:15
Despido	12:00

UNIFORMS

It is the parents' responsibility to make sure each child wears the appropriate school uniform at all times: **NO CLOTHING OR SHOES WITH GANG AFFILIATIONS, WEAPONS, OR DRUGS!**

TOPS

White-collared blouse or dress-collared shirt
White polo shirt with collar- The only logo that is allowed is the school logo. Undershirts must be solid white, with no visible logo, and must be kept tucked in.
Navy "V" neck cardigan sweater
Navy sweatshirt without logos or pictures OR Navy school sweatshirt with SBCA logo
Navy cardigan vest
Navy round-necked cardigan sweater

FRIDAYS are Spirit Day and students may wear their SBCA T-shirts or tie dye jogathon t-shirt. 6th grade only may have free dress Friday at the discretion of the teachers and Principal

BOTTOMS

NO LEGGINGS! LEGGINGS ARE NOT PART OF THE UNIFORM.
Navy twill slacks
Navy skort
Navy skirt
Navy twill walking shorts
Navy uniform dress
Navy or white leggings or tights **under skirts/jumper** (**no other colors**)
NO sweatpants.

SHOES

Any comfortable, closed-toed shoe may be worn. However, due to safety concerns, **Sandals, Ugg or Ugg type shoes, platform shoes, shoes with open backs or slick soles are unacceptable.** ***Please remember that your child needs to be prepared to walk and participate in PE and field trips.***

Outerwear
Jackets may be worn during cooler weather. The navy cardigan and navy Academy sweatshirts or any navy Sweatshirt are part of the uniform and may be worn year round.

NON-UNIFORM CODE: Only clothing that is the Academy Uniform may be worn. **Under-shirts must be solid white with no visible logo.** The following may NOT be worn: sandals, crocs, clogs, Uggs, shoes with open backs or slick soles, short shorts, cut-offs, bicycle shorts, halter tops, spaghetti strap tank tops, tube tops, crop tops (bare midriff). All clothing must fit in a traditional manner. Pants and shorts must be worn at the waist and may not be worn baggy or sagging. Pants must be the appropriate length. Sweatpants, jeans, cargo pants, corduroys, or other casual pants **are not part of the uniform and are unacceptable.** No bandanas may be worn. Make up may NOT be worn or brought to school.
Uniforms can be purchased at Target, Old Navy, Wal-Mart, or Aggressive Soccer (on Milpas)

Consequences

First violation: Students shall receive a warning and will be given clothing to borrow from the

school nurse if their size is available. A note will be sent home with the student or via parentsquare.
Second violation: Parents will be contacted to bring the student a uniform or the missing part of the uniform.
Third violation: A problem solving meeting with the principal will occur. Any further uniform violations the student will be subject to revocation of their transfer.

ATTENDING SBCA

ENROLLMENT AND REGISTRATION

Families only need to **enroll** their student once in the Santa Barbara Unified School District. **Registration** is required annually. Both processes should be done online. If you need help, please don't hesitate to ask. We can help set up emails and create your account in Aeries.
Online registration and bringing in address verification and a printed emergency card is required before a student may attend school.

ATTENDANCE

By state law the only excused absences are: illness, medical/dental appointments, and bereavement for immediate family. Parents must call the ***attendance hotline at (805)*** **687-2081 or write a note** to report an absence. If the parent has called each day, it is not necessary to write a note. If no call has been made, the student must bring a note when returning to school. The note should include: **student's name, date of absence(s), reason for absence(s), and parent signature.**

At SBCA we recognize that daily *attendance* and *punctuality* are critical to student success; Please adhere to this policy. We are committed to ensuring that all students arrive at school on time and strictly enforce punctuality and attendance. Students with chronic tardies, truancies and absences, (10% is defined as chronic), will be subject to District and State regulations pertaining to the Student Attendance Review Board (SARB). Referral to SARB may constitute grounds for revoking a students' privilege of attending SBCA. In addition to excessive tardies and absences, a student may also be subject to having their transfer revoked due to inappropriate behavior or repeated suspensions.

ARRIVAL

The school day will begin promptly at the start of the bell schedule. Please drop off students at the assigned time and not before 8:00 a.m.

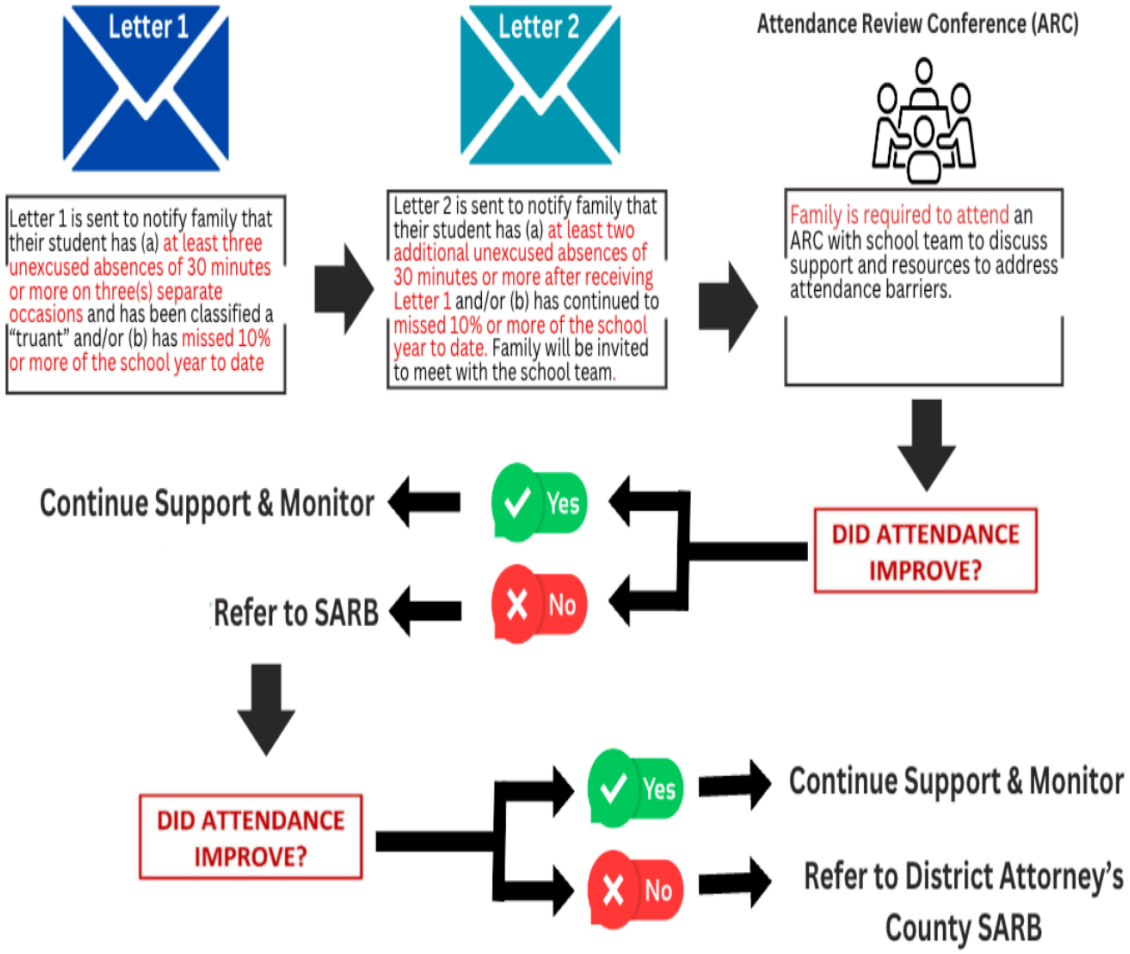
TARDIES

A student is considered late to school if not present by the time indicated on the bell schedule. When a student arrives late, they must report to the office to be reported tardy. It is imperative that they write their name on the tardy sheet in the office, pick up a tardy pass and give it to the teacher, otherwise a student is marked absent and a note/call home will follow. *Parents, when you make sure your child is at school on time everyday, you are teaching them the importance of punctuality, responsibility and that you value their education*! Thank you for instilling these values! Students with excessive tardies will be subject to further referrals (see Attendance).

EARLY PICK-UP FROM SCHOOL

If a child needs to be picked up before dismissal time for any reason, parents **must** sign their child out from the office. Office staff will call the child and the parent is to pick the child up from the office. For the child's safety, a child will only be released to a designated person on the emergency form. If another person must pick the child up, the parents **must call** or **send a note, otherwise the child will not be released to that person**.

ATTENDANCE PROCEDURES



6TH GRADE PROMOTION EXPECTATIONS

Students are expected to complete all coursework and homework, adhere to the attendance and behavior guidelines for SBCA, Santa Barbara Unified School District and the Education Code throughout the school year in order to participate in the end of the year promotion activities. Further information regarding sixth grade promotion and expectations will be given out to students in March.

LOST AND FOUND

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

2025-2026 Cell Phone Policy for 2025-2026 Notification of Rights & Responsibilities

Cell Phone/Other Non-Instructional Electronic Devices

To promote responsible and balanced use of technology, Santa Barbara Unified School District requires that all cell phones and non-instructional electronic devices, such as earbuds, be turned off and put away during class time.

- In elementary schools, students must keep all cell phones and non-instructional electronic devices turned off and stored away from the official start of the school day until dismissal. Use of these devices is not permitted at any time during the school day. This is referred to as the “Off & Away All Day” policy.
- In junior high schools, the same “Off & Away All Day” policy applies—devices must remain off and put away from the start to the end of the school day.
  (However, a junior high school may be exempt from the all day policy by submitting and implementing a plan that includes how responsible device use will be managed on campus. As part of the exemption requirements, schools must provide students with digital citizenship lessons during the first month of the school year and again in January as a mid-year reinforcement. The lessons will address topics such as online etiquette, privacy, cyberbullying prevention, and healthy screen habits.)
- In high schools, all cell phones and non-instructional electronic devices must be turned off and put away during class. However, students may use their devices before and after school, during passing periods, nutrition break, and lunch.

Failure to follow this policy will result in appropriate support and/or consequences, depending on the student’s age, ability, and the frequency of the violation. These responses may include a verbal warning, reteaching of expectations, a family conference, behavioral intervention support, confiscation of the device, or loss of privileges.

Students with a health-related or accessibility need that requires the use of a device must inform their school or teacher so that appropriate accommodations can be made.

SAFETY and EXPECTATIONS

Student safety is EVERYONE's responsibility!

DROP-OFF/PICK-UP POLICY

The following procedures have been developed with your child's safety in mind; please help us by observing these procedures:

- Drop-off and Pick-up students in front of the fenced lunch area
- Model safe and legal practices. Please use the crosswalk!
- Pick up for ALL grades, K-6, is in front of the fenced lunch area. Students should not be picked up on the street.
- Park in parking spaces if you would like to walk your child on campus or need to take care of business on campus. During pick up and drop off is the only time cars can be in the No Parking Lane. Do Not Leave Your Car Unattended! Violators will be cited.
- Use the right lane in the parking lot driveway only for drop-off and pick up; left lane is for cars that will be parking!
- Have your car doors unlocked and ready for your child to enter. Be sure to buckle them up right away and use the appropriate car seats if required.
- Exercise common courtesy; **please be respectful to dismissal attendants! They are here to keep your child safe!**

Please drive slowly and cautiously & WATCH FOR CHILDREN!

EARLY DROP-OFF POLICY

The safety of your child is our first priority. Supervision begins at 8:00. Please help us to keep your student safe!

LATE PICK-UP POLICY

Again, the safety of your child is our first consideration. Since there is no supervision after school, all students must be picked up promptly. Your child must be picked up within 10 minutes after dismissal.

DISASTER PLAN PICKUP

In the event of a serious disaster, please do not telephone the school. CHECK PARENT SQUARE FOR MESSAGING. Phone lines must be kept open for emergency use. During the initial evacuation of the building, students will assemble with their classes. All students will be cared for in the supervised area until they are properly checked out. According to state law, a student will only be released to a parent or person designated on the white emergency card on file in the office. Please follow these guidelines to maintain a safe and calm climate in the event of a disaster. You must keep all your contact information current.

1. Remain calm.
2. Do not telephone the school.
3. Check Parent Square for Updated Reports.
4. If the school messages out that students must be picked up, please bring your ID or Driver's License.
5. Park in the neighborhood and walk to Portesuello. Portesuello Ave will be closed and only open for Emergency Vehicles.
6. Upon arrival at school, report to the "Communication Center" located off of Portesuello Ave. to properly check your child out. The communication Center will radio for your child and your child will come to you. DO NOT go to the staging area.
7. BE PATIENT- It will take some time to pick up your child.

IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKOUT! Get inside. Lock outside doors.

STUDENTS
Return inside
Business as usual

TEACHER
Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Take attendance

LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

TEACHER
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance

EVACUATE! To the announced location.

STUDENTS
Bring your phone
Leave your stuff behind
Follow instructions

TEACHER
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

SHELTER! Hazard and safety strategy.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER
Lead safety strategy
Take attendance

HOLD! In your classroom. Clear the halls.

STUDENTS
Remain in the classroom until the "All Clear" is announced

TEACHER
Close and lock classroom door
Business as usual
Take attendance

STANDARD RESPONSE PROTOCOL EXTENDED

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SCHOOLWIDE POSITIVE BEHAVIOR INTERVENTION SYSTEM

In order to provide our students with a consistently safe and productive learning environment, teachers and parents/guardians have developed the following standards.

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

SBCA CORE VALUES

SBCA is a community of curious learners who…

ARE RESPECTFUL
SOLVE PROBLEMS
CONTRIBUTE
IMPROVE

Responsibilities

Each teacher and support staff member is responsible to set and teach students specific expectations for responsible and productive behavior on school grounds, as well as take appropriate steps of corrective action to resolve problems when they occur. Every effort will be made to use problems as teachable moments with the goal of eliminating inappropriate behavior. Each student is responsible for making appropriate decisions with regard to his/her behavior, as well as to fulfill the consequences of any inappropriate behavior he/she exhibits. Parents and guardians are responsible for supporting the policy of the school and requiring appropriate behavior of their child. Parents are partners in guiding their students to making appropriate choices.

Student Behavior

Initial misbehavior: Upon initial misbehavior, appropriate behavior will be directly re-taught to the student to ensure clarity of understanding. An explanation of future consequences and/or related safety concerns will be given to the student. Staff will use professional judgment if a consequence beyond a warning is warranted for a first offense.

Repeated Misbehavior: When behavior is repeated, it will be documented in order to determine the best possible way to address it. Grade level teams, or school teams focused on behavior support will try to identify patterns in a student's behavior and the causes for it. The goal will be to determine the root cause of the problem behavior and address that. Responses may include warnings, removal from an activity, action to repair the harm done, parent phone calls, and/or community service. Restorative approaches and conflict resolution will be facilitated by staff. Behavior will be referred to the principal.

Each classroom teacher develops with students a behavior support policy centered around our core values: being respectful, solving problems, contributing, and improving.

Expectations on what it means to be respectful, solve problems, contribute, and improve specific to various areas on campus will be posted.

Forms are readily available in the office for students who need to report “bullying or harassment.” Students may also request help from the teacher.

STUDENT SUSPENSION (Ed Code 48900)

A student may be suspended from school when other means of correction have failed to bring about proper conduct. Serious infractions may warrant suspension on the first violation. A student may be suspended for up to five consecutive days.

STUDENT EXPULSION (Ed Code 48915)

The following will result in an automatic recommendation for Expulsion

- ❖ Offered, intended to, or sold a controlled substance, unauthorized drugs, alcoholic beverage, or intoxicant
- ❖ Possessed, sold, or otherwise furnished a firearm
- ❖ Brandished a knife at another person
- ❖ Committed or attempted to commit sexual assault or committed sexual battery.
- ❖ Possession of an explosive

SBCA School-wide Expected Behaviors

Equipment

- Use soccer balls only on the grass
- Only kick soccer balls. Other balls are for throwing and bouncing.
- Treat equipment with respect.

Safe Play

- Keep hands and feet to yourself (No tackling, carrying other people, kicking, hitting)
- Play fighting is considered fighting and is against the school rules
- Students must be able to see an adult at all times AND adults must be able to see students at all times
- The hill is not for playing on
- ALWAYS stay inside the fenced area
- Must have a pass to be in the office, hallways, or classrooms.

Play Structure area

- One direction on the ladder, up only
- Go *down* slides, seated, feet first
- A hand must be on the bars at all times (no swinging from feet)
- Get off of the structure immediately when 2 - whistle signal blows
- Only humans on the equipment (no food or equipment)

Eating Areas

- Eat seated at picnic tables
- Walk only in the lunch area
- Pick up your own trash /spilled food and deposit in the garbage or recycling bins

Bathrooms

- Inform an adult when going to the bathroom
- K students, always take a buddy with you to the bathroom
- Use bathrooms for personal use and washing hands only
- Loitering and playing is not allowed

Lining up

- One whistle means 5 min. warning: go to the bathroom, get a drink
- Two long whistles mean **take a knee, freeze, silence**, and **hold** your equipment. If you're on the jungle gym, get off, and do the same as above.
- Three whistles mean walk to your line; return equipment
- **NO bathroom use after the three whistle signal has sounded**

Cafeteria

- Enter the cafeteria quietly (one classroom at a time)
- Sit in designated classroom tables
- Use indoor voices, (six-inch voices)
- Use restaurant behavior (no food throwing, chew with your mouth closed, etc.)
- Stay seated
- Wait for dismissal before getting up, picking up trash, push in chair

Hallways

- Walk quietly to be respectful of students learning
- Respect art and student work
- Loitering is not allowed

Students who behave appropriately will be positively rewarded with positive notes home, public recognition, end of month Assemblies, and in-class recognition etc.

How to solve school-related problems:

ASSUME POSITIVE INTENTIONS, then, follow this chain of command:
Step 1: Talk to the Teacher FIRST,
Step 2: If not solved, make an appointment with the Principal
Step 3: If necessary, student, parent, teacher, and principal have meeting

All SBCA discipline policies follow California Department of Education and Santa Barbara School District School Board policies. Any questions that you may have should be directed to Principal McCormick in the school office.

TECHNOLOGY

CELL PHONES

Students are recommended not to bring cell phones to school. **SBCA does not assume responsibility for lost, stolen or broken devices, the responsibility lies with the parent and student.** If your child must bring a cell phone, the device must, however, remain in the student's backpack during the school day or turned into the teacher or school office. Devices are NOT to be used before school on campus or during recesses. Should students use the devices during the school day, without permission, the device will be confiscated and taken to the office where an adult may pick them up at the end of the school day.

SCHOOL ISSUED IPADS

Ipads are provided to all students for the sole purpose of academic use. They are not to be used for social media, video games, entertainment, texting, or emailing for social reasons. Students must take care of the device. If there is a crack or a key is missing from the keyboard or other need, they must put in a tech ticket immediately. iPads are not to be used outside before school, during recess and lunch, or after school. Ipads will be issued to students in grades four through six only. Each primary classroom will share ipads. Each Kinder through third grade class has ten ipads each.

PARENT INVOLVEMENT

Emergent Multilingual Learner Advisory Committee

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

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

In addition, the committee is focused on finding ways that the school can support English learner parents at home to assure academic success for their children. EMLAC meets for one hour at least 4 times a year.

School Site Council

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

Parent-Teacher Association

The Santa Barbara Community Academy PTA is an organization consisting of parents, teachers, families of the school and administrators. The PTA significantly strengthens and enriches the academic program at the Academy. All parents are invited to join the PTA for a nominal fee ($7.00 per person or $10 per family). Everyone is encouraged to participate in PTA meetings. Parents support the school in a variety of ways:

- Volunteering in classrooms
- Raising funds through annual events
- Volunteering at school community events
- Participating on school committees
- Supervising students at recess and lunch time (with prior training)
- Supporting teachers with work done at home

The PTA contributes greatly to supplement resources for all students at the Academy, and all fundraising efforts are greatly appreciated. Some of the ways in which the PTA supports classrooms is through field trips, classroom materials, and grade-level projects. PTA general meetings are held on a regular basis.

Homework

Homework is intended either as practice or an extension of classroom assignments. If assigned, students are expected to complete homework on time and parents are asked to monitor the homework and make sure that it is returned to school. However, the emphasis is on developing student responsibility. It is the practice of the Santa Barbara Unified School District to assign consistent and a reasonable quantity of homework. Due to the extended day for 4th-6th grade, some time will be spent in class for what might have been homework in the past. Reading and math fluency practice should be the majority of homework assigned. 4th-6th grade might have special projects that will increase the amount of homework at various points throughout the year.

First – Second Grade:	20 minutes
Third grade – Sixth Grade:	30 minutes

Please contact your child's teacher should you have any questions regarding homework. Students are expected to read nightly for a minimum of 15 – 20 minutes for K-2 and 30 minutes for 3-6. This is a powerful habit to create and best done when the entire family takes the time to read and remove distractions.

FAMILY SERVICE HOURS

Each family is encouraged to contribute a minimum of 8 hours to our school community *each* trimester or **24 hours per year**. Here is a list of ways you can support your school.

Assist at the School

- Sign up to volunteer your time or donate something during school events (Open House, Jog-a-thon, Pizza Party, etc..)
- Tutor one on one or a small group of students in reading or math
- Help classroom teacher with daily work, copying or special projects
- Share a skill with the faculty
- Help student plan and build an outdoor garden or other project which beautifies the school
- Help coach students for academic/sport competitions
- Help supervise parking lot/playground before and after school
- Serve as a room parent coordinator
- Organize a book club or read-a-thon
- Help in the library
- Help with childcare during meetings
- Teach an after school enrichment program

Serve on an Advisory or Decision Making Committee

- Serve and volunteer for the following: **PTA** (Parent Teacher Association), **EMLAC** (Emergent Multilingual Advisory Committee), **SSC** (School Site Council Committee) or **SEAC** (Special Education Advisory Committee).

- Represent the school on a district committee: **DEMLAC** (District Emergent Multilingual Advisory Committee), **SEAC**
- Serve as an officer of the school's **PTA.**
- Support school sponsored activities.

Increase Financial Resources

- Help write grants/proposals wich will bring new resources to the school
- Donate Materials to the school
- Arrange for a business or other organization to donate materials to the school
- Help with fundraising

Please ask if you have any questions or suggestions. Everyone's participation is necessary and expected to ensure the Academy's continued success.

VOLUNTEERS AND VISITORS

At SBCA, parents are educational partners and we promote and expect parent/staff collaboration. Consequently, volunteers and visitors are an integral part of our school and are always welcome on campus and in the classrooms.
The work you do will have a positive influence on our students and assist us in providing a quality education for all students.
Your participation in our schools should also provide a rewarding experience for you. There are many ways to become involved, these opportunities include:

- Working with small groups or individual students
- Reading to students and/or listening to students read
- Mentoring a student
- Assisting students with special projects
- Assisting with special events
- Providing classroom presentations
- Assisting with clerical work such as word processing and/or preparing materials
- Chaperoning field trips
- Planning classroom events and/or celebrations
- Helping in the library
- Becoming involved in **PTA** (Parent Teacher Association), **EMLAC** (Emergent Multilingual Advisory Committee), **SSC** (School Site Council Committee) or **SEAC** (Special Education Advisory Committee).

Expectations for Volunteers

Volunteering will open new windows to you and to our students. We want to make sure your experience is pleasant and productive. Therefore, as a volunteer, we ask the following of you. I agree to:

1. Sign-in at the front office.
2. Wear my volunteer identification badge whenever required.
3. Never be alone with individual students.
4. *Keep classroom and student work confidential*. I will not discuss a student's problems with anyone other than the teacher or principal.
5. Not compare children within the classroom.
6. Work positively for the good of the school.
7. Not disrupt the class or the teacher.
8. Come on time and inform the teacher a day in advance if I will not be coming in.

A Great Volunteer...

- Praises and encourages students
- Tries to understand how the child feels
- Commits to regular attendance and arranges for a parent substitute
- Builds caring and supportive rapport with students
- Maintains control of the group when appropriate
- Speaks directly to the teacher about concerns regarding student performance

- Is considerate of the teacher's time

For the safety of all and in following Santa Barbara Unified School District policy, all volunteers or visitors must sign in at the office and get a Volunteer/Visitor Badge before going anywhere on campus for any reason.

**For the safety of all, the principal as well as the classroom teachers reserve the right to restrict any volunteer from volunteering on the campus if necessary.*

LOGISTICS AND OTHER INFORMATION

TELEPHONE/E-MAIL COMMUNICATION.

The Santa Barbara Community Academy telephone number is (805) 687-2081. Parents who wish to contact a teacher during school hours, may leave a message with the front office, *but must not disturb the class*. After-hour phone messages can be left on voicemail 24 hours a day. Teachers may be contacted via email, please refer to the staff directory on page 4 for specific email addresses.

PROOF of ADDRESS/ CHANGE of ADDRESS

Santa Barbara School District only serves students who live within the Santa Barbara Elementary School District boundaries. Families are required to submit proof of residency every year. Proof of Residency includes a Lease, Rental Agreement, or Property Tax receipt AND a utility (gas, water, electric, cable) bill. **It is vital that parents report any address and telephone changes as soon as they occur to the school office**, along with proof of that change. For your child's safety and well-being, the school must always have a current phone and address, as it is very important for us to be able to get in touch with you.

MEDICATION

If your child needs to take medication at school, it is necessary to have a medication consent form filled out and signed by the doctor and parent. In accordance with Education Code 49423 all medications taken at school must be supplied by the parent and be in a labeled container with the child's name, medication and dose stated on the label. If you have any questions, please call the school health assistant at (805) 687-2081 ext. 1904.

SCHOOL NUTRITION BREAK AND LUNCH

Contact the school cafeteria at (805) 687-0761 ext. 3515 for any questions. **SBCA IS A PROVISION 2 SCHOOL WHICH MEANS THAT ALL STUDENTS ATTENDING SBCA QUALIFY TO RECEIVE A FREE MORNING BREAKFAST SERVED BEFORE SCHOOL AND LUNCH.**

TOYS

Toys are not to be brought to school. *Exceptions*: Toys whose purpose is of educational/ social/ emotional development and are deemed necessary for student development AND they have been approved/cleared with teacher(s). PLAYGROUND EQUIPMENT: Students may not bring playground equipment to use during recesses this includes any form of ball.

SBCA PROGRAMS

- **Art Instruction**
  SBCA students receive integrated art instruction. Student's artwork will be displayed at different times throughout the school and throughout the school year.

- **Music**
  All K-6th grade students receive music instruction. Music instruction will vary according to grade level. Students in grade K-3 will integrate music with classroom content and will focus on choral/universal music, whereas students in intermediate grades will receive instrumental music lessons during the school day.

- **Physical Education/Dance**
  All students receive P.E. instruction. PE instruction includes: social development, movement skills & movement knowledge, self-image, personal development and health. PE includes dance, sports,and general fitness.

- **Garden**
  Each grade level participates in Garden at some point throughout the year on a rotating basis. Students will learn about caring for the Earth as well as how plants grow and how we can maintain a healthy environment.

- **STEAM** (Science Technology Engineering Art Mathematics)
  Each grade level will have STEAM instruction on a weekly basis. This course combines all aspects of science with their relationship to technology, art, engineering, and math.

- **Field Trips**
  Each grade will attend at least 2 field trips per year. Field trips may consist of 1 outdoor experience, one theater or music performance, 1 museum, and 1 other. In order to participate in field trips, students must submit a permission slip signed by his or her parent or guardian.

- **Academic Support Time**
  Students in need of extra academic support will work with our Curriculum Specialists. This is a time in which students receive targeted support in an area of need. The support might be skills needed from previous grades or enrichment or extension for students meeting grade level standards. Groups are flexible, last 6-7 weeks, and determined through relevant and recent data.

- **GATE (Gifted and Talented Education)**
  The Santa Barbara Community Academy has a site-based Gifted and Talented Education program for all students of exceptional ability, including those identified by the District GATE test given each winter to second through sixth grade students. Students receive differentiated instruction on a daily basis.

AFTER SCHOOL PROGRAMS

- **A-OK! Program**
  A-OK! After School program, offers a variety of interesting and engaging activities for students in K through 6th grade on days and times to be determined. Spaces are limited and sibling scholarships are available. Information can be obtained by calling the site coordinator, Cristina.

- **Off-Site Programs**
  West Side Boys & Girls Clubs (805) 966-2811 provide after school care. For more information, contact this organization directly. Please do not call the school office for these services.
- **Written Notice of Student Walking Home**
  - Since we are a school of choice and many of our students do not live in this area, we would like a written notice if your student will be walking home. In this way we are able to keep all students safe and ensure all students are getting home safely.

SUPPORT SERVICES

- **RISE Intern Therapist**
  Provides short-term counseling support to students along with parents as needed. Please speak with your child's teacher, if this service would benefit your family or child.

- **Health Assistant**
  The health assistant maintains student health records, attends to minor injuries and makes referrals when necessary. District nurses supervise health assistants and provide special health-related services, such as referrals and screenings. Nurse Tina is available to support with any health related questions.

- **Language & Speech Therapist**
  A speech and language specialist provides speech and language support services for students with identified speech and language needs.

- **Special Education Teacher**
  The Resource Specialist is the case manager for students on an IEP (Individualized Education Plan) and is part of the special education team who helps assess students' educational needs.

- **School Psychologist**
  The school psychologist works in cooperation with the special education team to assess students. The psychologist provides one-to-one services as determined by students' individual education plans (I.E.P). Additionally, The psychologist supports the implementation of the SBCA Multi Tiered System of Supports, focusing on the behavioral components.

UNIFORM COMPLAINT PROCEDURES BP1312.3 (click to view full policy)

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

1) failure to comply with federal or state law or regulations governing adult education, consolidated

categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs;

2) unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, lactation accommodations, homeless, foster youth, juvenile court student, physical education minutes, or non-instructional courses, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance;

3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code;

4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; and

5) unlawful imposition of pupil fees for participation in educational activities in public schools; and

6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Santa Barbara Unified School District's Assistant Superintendent of Human Resources, or the Assistant Superintendent of Education, or the Assistant Superintendent of Student Services who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the timeline. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. [Title 5 California Code of Regulations 4622; Education Code 234.1, 32289, 49013; Board Policy 1312.3]

SEXUAL HARASSMENT POLICY BP5145.7 (click to view full policy)
The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment targeted at any student by anyone at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer without delay. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

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

Shakenya Edison
Assistant Superintendent, Student Services
720 Santa Barbara Street
Santa Barbara, CA 93101
805-963-4338
kedison@sbunified.org

Title IX Compliance Officer:

Shakenya Edison
Assistant Superintendent, Student Services
720 Santa Barbara Street
Santa Barbara, CA 93101
805-963-4338
kedison@sbunified.org

You will receive a form requesting your signature indicating that you have read this handbook.

Please fill it out and return to your child's teacher.