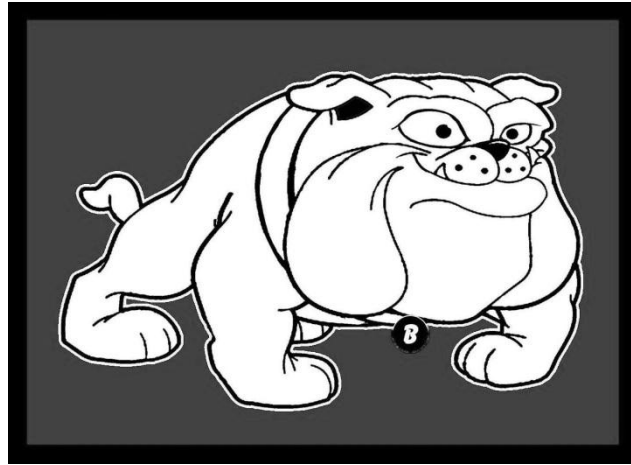


Barton Elementary School  
**Parent-Student Handbook**  
**2018-2019**



*Home of the Bulldogs!*

**Barton Elementary School**  
2214 Pumalo Street  
San Bernardino, CA 92404  
909.388.6534 FAX: 909.862.3583

## Principal's Message

Welcome Barton Family,

Welcome to the 2018-2019 school year! I am excited to start my 7<sup>th</sup> year at Barton Elementary. We are committed to providing the best educational experience for each student, every day. Our teachers are committed to engage all students to reach their highest potential. Teachers and staff will collaborate every Monday to discuss best teaching practices to meet student individual needs. Therefore, every Monday, students in grades Kindergarten-6<sup>th</sup> grade will be released at 1:00 p.m. and all Transitional Kindergartners (TK) will be released at 12:10 p.m. We are determined to provide a safe and nurturing environment where students can have meaningful discussions about the academic content and connect it to real life situations. We are a Turnaround Arts school for the next several years and our focus is to weave the arts in all academic areas.

We are a closed campus to ensure the safety of all. However, we encourage parents to be involved in their child's education. Please come by to see the support and resources we have for our Barton students and families such as, but not limited to, computer lab, library, music, art, dance, CAPS, and your child's classroom. Please feel free to visit or call the office, if you have any questions at any time. I look forward to building a partnership with you and your child.

Sincerely,

*Dr. Janice N. Gordon, Principal*

**GO BULLDOGS!**



**TURNAROUND ARTS:**  
**CALIFORNIA**  
creating success in schools

*School Mascot:*  
*Bulldog*



*School Colors:*  
*Blue and White*

***Barton Elementary School Mission Statement:***

The mission of Barton Elementary is to educate children to become problem solvers and critical thinkers in an evolving global community.

At Barton, we are...

Demonstrating greatness, growth, and gains in every student, every day.

***Barton Elementary School Vision Statement:***

Barton Elementary School is a safe, engaging, learning environment with high expectations for all students. Parents and the community are a key element of our learning culture where students learn through a creative and collaborative arts and technology-rich environment. At Barton, we are making HOPE happen.

Barton Elementary uses Social Emotional Learning (SEL) strategies Positive Behavior Intervention Support (PBIS) System which reinforces three global expectations.

- **Be Safe!**
- **Be Respectful!**
- **Be Responsible!**

### **Be Safe!**

1. Students may only leave campus when a parent or guardian has signed them out from the office.
2. Students are to play in the designated and supervised areas only.
3. All personal items, including money brought to school must be pre-approved by the classroom teacher. The school will not be responsible in the event that any items are misplaced, damaged, lost, and/or stolen.
4. Play must be safe. No fighting, play fighting, karate, wrestling, tackling, gymnastics, etc.
5. Students are to keep their hands, feet, and objects to themselves.
6. Seek help from an adult to resolve conflicts.
7. Only students in grades 4<sup>th</sup>-6<sup>th</sup> may ride their bicycles to school. Students may not use roller skates, roller blades, skateboards or scooters on campus or to go to and from school. Students must provide their own lock for locking their bike in the bike area. (The SBCUSD will not assume any responsibility for any theft or damage.) Bicycles must be walked at all times on all parts of the campus including the parking lot. Students should adhere to all Bicycle Safety Rules and Vehicle Code rules or they may lose the privilege of riding a bike to school. We remind you that it is the law that students wear helmets when riding bikes.

### **Be Responsible!**

1. Students are to stop playing immediately when the bell rings. They are to “drop and freeze” and then walk to their lines when the whistle blows.
2. During meal times, all food and/or drink items are to be eaten in the cafeteria area. Students are to clean their area and raise their hand in order to be released. Students are not allowed to share their food for safety reasons.
3. Gum, candy, chips, sodas, hot chips such as, but not limited to Hot Cheetos/Takis are to be left at home.
4. Be honest!
5. Come to school prepared and ready to learn.

### **Be Respectful!**

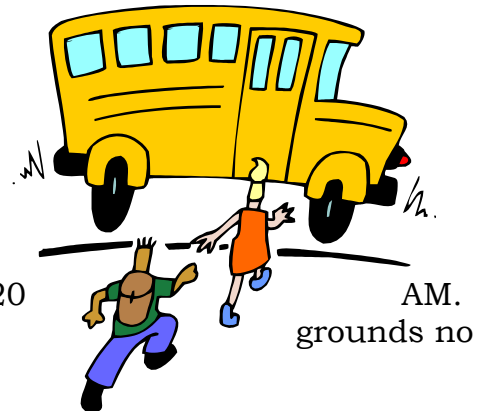
1. Students are to be respectful, courteous, and considerate.
2. Only say nice things using nice words. There will be no name calling, racial slurs, sexual comments, or demeaning jokes.
3. Students will treat all school and personal property with respect.
4. Listen to and follow directions as given by adults.

## BEHAVIOR EXPECTATIONS

### Entering and Leaving School

1. Arrive to school on time.

- **Students may arrive at school at 8:20 am. There is no supervision prior to that time. For the safety of your child, they shouldn't arrive before 8:20 am.**
- Students who participate in the breakfast program may enter the school grounds at 8:20 AM. All other students should enter the school earlier than 8:30 AM.
- Breakfast begins at 8:25 AM.
- Students are released to the playground by a teacher or an aide, not by the bell at 8:30 am.



2. Dismissal

- Teachers will walk students to the **front or entrance** of the school at dismissal time.
- Sit or stand in the designated area while waiting for your ride.
- Running and climbing is strictly prohibited.
- Wait quietly for your bus.
- Misbehavior on the bus can lead to disciplinary action, including possible loss of bus privileges.
- Students are not allowed to loiter on campus after school.



### Bicycles and Skateboards

1. Students must be in fourth grade or above to ride bicycles to school.
  2. Security of bicycles and skateboards are the responsibility of the parent and student. For better security, the bicycle should be licensed before being brought to school.
3. Riding skateboards, skates and bicycles on campus is not allowed. Students who do not obey safety rules will lose the privilege of riding a bicycle or skateboard to school.
4. Please know that all bicycle riders must wear a helmet as required by state law.
- Note: roller blades or shoe skates may not be brought to school.**

## Recess and Playground Expectations

1. Stay where an adult can see you.
2. Take this time to use the restroom and get water; be patient wait your turn.
3. Classrooms, office, and hallways are off-limits during recess (except with a pass).
4. You need a pass to go to the office.
5. Keep your hands and feet to yourself.
  - Fighting, play fighting, chasing or tag and bothering others (hitting, pushing, kicking, throwing objects, etc.) will result in loss of recess or a referral.
6. Be a “good sport”
  - Use kind words and actions
  - Share
  - Play fairly and include everyone
  - Solve problems peacefully
7. Use playground equipment properly and as directed by teachers or supervisors.
  - Playground equipment or toys from home are not allowed at school.
  - Balls must not be kicked against the buildings or near buildings, except in approved areas.
  - Return all equipment when you are finished.
  - Students who intentionally kick balls over fences will lose recesses or will not be allowed to play.
8. Swings
  - Each student gets 30 full swings (i.e. up and back equals one).
  - Once done, the student must get off for the next student in line.
9. All games are open to anyone.
10. Use the drinking fountain politely.
11. Litter or trash is to be placed in a trash can.
12. Students may not climb fences for any reason.
13. **Gum and candy are not allowed at school.\*\*\***
14. **Sweetened drinks (like soda), food or chips (like Takis or Hot Cheetos) are not allowed in school.\*\*\***



*\*\*\*Except for special occasions as approved by teachers or administration.*



### **Cafeteria Expectations**

1. Line up and wait quietly to enter the cafeteria.
2. Keep your hands and feet to yourself.
3. Walk in the cafeteria
4. Walk with your tray to your assigned table. Sit properly on the benches.
5. Use your inside voice.
6. Raise your hand if you need to get up and stay seated until your table is dismissed.
7. Listen to adults. Dump your tray. Walk out to line up for the playground!
8. Eat food in the cafeteria only!
9. **Large bags of chips, cookies or other snacks are not allowed (one snack size bag is ok). Students are not allowed to share their food.**
10. Students must pick up all trash in their area and wait to be dismissed.
11. Eat your personal food only.



**\*Parents who will be dropping off lunches to their children must make those arrangements at home. Your child must know to stop by the office and pick-up their lunch. We will not interrupt the classroom to notify your child that their lunch is in the office.**

### **Restroom Expectations**

1. Be considerate of others.
2. WALK
3. Make short and quiet visits.
4. Respect each other's privacy.
5. Wash your hands.
6. Keep restrooms NEAT AND CLEAN
  - Keep water off of the floor.
  - Used paper towels belong in the trash can ONLY.

### **Library & Computer Lab Expectations**

1. Enter and exit quietly.
2. Your hands must be clean.
3. Use quiet voices at all times.
4. In the library, return books on time.
5. Take care of all books and equipment.
6. Follow all directions.
7. Use the technology appropriately.
8. Only use teacher directed websites.
9. Be considerate of others.
  - Share
  - Offer help, if appropriate



### **Classroom Expectations**

1. Listen carefully and learn all you can.
2. Follow all classroom rules.
3. Complete your classwork.
4. Share.
5. Help one another.
6. Keep your classroom clean.
7. Respect your peers and the adults in your classroom.



### **Positive Behavior Incentives**

- ***Bulldog Bucks for Bulldog Store***
- ***Recognition***
- ***Prizes***
- ***Awards***

Students are held responsible for their actions. If a student continues to exhibit unacceptable behavior at school, we will consider other alternatives that may include suspension from school.

When school work or behavior needs improvement, the following actions will be taken by school staff:

- ❖ Reminder of rules and expectations by teachers, aides, school counselor and/or Principal
- ❖ Parent or guardian notification
- ❖ Parent to sit with student in the classroom
- ❖ Loss of privileges (i.e. loss of recess or free time)
- ❖ Low level referrals
- ❖ Office referrals
- ❖ Referral to a Student Success Team (SST) to develop a structure for student improvement.

### **Discipline Policy**

According to Board Discipline Policy No: 5140, it is the intent of the Board of Education for a safe and orderly campus to be maintained and that the rights of all students will be protected. It is their belief that the chief purpose of progressive disciplinary action is to change pupil behavior, except as provided otherwise by law, milder forms of discipline should be administered before more stringent steps are taken. It is the Board's desire that removal from school be used only if other means of correction are not feasible or proven to be effective. However, the Board also recognizes, as does the law that certain dangerous and/or disruptive kinds of behavior cannot be tolerated and those who engage in such behavior must be expelled from the schools of the District until there is evidence of a satisfactory adjustment. In the event that disciplinary action is required, Barton will adhere to the District's Progressive Discipline Matrix for disciplinary procedures. The consequence of a rule violation will be appropriate for the ages of the pupils involved. The consequence of a rule will be appropriate to the severity of the offense and will consider



the circumstances surrounding the individual case. Repeated violations will result in more severe consequences. The following interventions may take place depending on the situation.

- Counseling with the student.
- Parent contact.
- Written notification (Student Discipline Referral).
- Parent conference.
- Parent to attend school.
- Confiscation of restricted items--to be returned at a later date to the parent/guardian.
- Detention.
- Restricted activity.
- Behavior contract.
- Student Study Team (SST) meeting.
- Counselor intervention.
- In-house suspension.
- Suspension.
- Recommendation for expulsion.

Each student will be responsible for understanding and following the rules and regulations for his/her classroom, school, and the District. The student shall respect the valid authority of all school functions. The student shall come prepared for class and shall respect the rights of other pupils to learn and if the student fails to do so, the student will be disciplined in accordance with the California law, District Policy, and the rules of the school. The student will pursue, in a satisfactory manner, the required course of study in which he/she is enrolled.

**\*\*Parents will have received at least one contact from the school before a suspension. The California Education Code allows suspension for the following:**

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, tear gas, look-alike weapons, or other dangerous objects.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance.
5. Committed robbery or extortion.
6. Writing graffiti on any school property (walls, desks, books, equipment, etc.).
7. Stole or attempted to steal school property or private property.
8. Committed an obscene act or engaged in habitual profanity or vulgarity.
9. Unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
10. 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.
11. Knowingly received stolen school or private property.
12. Committed an act of sexual harassment.
13. Bringing an imitation firearm to school.
14. Participating in an act of hate violence.

15. Participating in intentional harassment of students or staff.
16. Bullying.

While we will maintain a very high level of supervision and strong control over behavior, Federal law requires us to inform you of specific laws pertaining to victims of violent crimes. If your child is a victim of a violent crime and incurs serious injury, parents have a right to request a change of school. The school's priority will be to prevent any violent acts on the campus.

It is our belief that communication and cooperation between home and school can resolve problems before such serious measures become necessary.

Please remind your students of the following:

- ✓ Use sidewalks and stay on a public right-of-way without crossing or disturbing property of others.
- ✓ No loitering or stopping to play along the way to or from school. Go directly home after school.
- ✓ Do not get in a car with or talk to strangers.
- ✓ Do not stop at stores on the way to/from school.

### **DRESS CODE**

The Barton Elementary School staff has developed the following dress code in compliance with District Policy in order to provide a safe environment for our students.

The following items are NOT to be worn:

- Slippers (flip flops), Heelys (shoes with wheels), high heels, backless shoes or shoes that could create an injury to your child's foot while on the playground and/or PE.
- Sagging pants or oversized clothing. (Pants should not be more than one or two sizes larger than the child's actual waist to allow for growth and should remain on the waist with or without the need of a belt).
- T-shirts, when not tucked in, should not hang more than 8 inches below the waist.
- Belt buckles with the initials or belts hanging below the belt loops.
- Dickie pants or cut-off (unhemmed) knee length pants and knee socks.
- T-shirts with beer logos, cigarette logos, words or symbols which are demeaning and/or inappropriate with offensive remarks or pictures.
- Baseball caps worn backwards or in buildings.
- Gang related signs, insignias, lettering or monikers on any item of clothing.
- Short shorts (when standing, shorts should be no shorter than the end of fingertips when arms are hanging straight alongside the body).
- Bare midriff/halter tops.
- Headbands, bandanas, or knit head coverings.
- Dangling earrings, sunglasses, and hairnets.
- Tank tops, undershirts worn as a shirt, spaghetti-strap tops and tank top undershirts.
- Any facial makeup including lipstick.

- Body rings/piercings, expanders or unsafe jewelry or accessories, including hooped or hanging pierced jewelry.

### **ATTENDANCE**

Compulsory laws mandate that children between the ages of 6 and 18 must attend school. Parents found to be in violation of the attendance laws can be fined up to \$500 without a valid excuse on 3 or more days during the school year. The definition of “truancy” is any student who is absent or tardy from school without a valid excuse. Students who have tardies in excess of 30 minutes on any three days, in one school year, will be considered truant.

Please call the school office at (909) 388-6534 on the day of absence or send a note to explain the absence. State law requires us to have communication from the home for each absence.



- **Excused absences/tardies**
  - Illness-(school may ask for a doctor’s note)
  - Doctor or dentist appointment
  - Funeral
  - Court Appearance
- **Unexcused absences/tardies**
  - Vacations \*\*\*
  - No transportation
  - Parent or guardian had an appointment
  - Too tired
  - Missed the bus
  - Car broke down
  - Minor headache
  - Head lice beyond 3 days
  - Conflicts with another student
  - Babysitting for a sibling
  - Religious purposes
  - Family emergencies
- **Perfect Attendance**
  - Zero (0) Absences
  - Zero (0) Tardies and/or
  - Zero (0) Early Dismissals

**\*The first bell rings at 8:45 am. Students who are not in their seats at 8:50 a.m. will be marked tardy.\***

\*\*\* San Bernardino City Unified School District mandates ***if a child is absent due to vacation plans for five or more days, the child’s parents may sign an Independent Study Plan Contract.*** Please inform the office **two weeks** prior to your vacation. ***Independent Study Plan requires approval of the principal.*** All independent study assignments must be completed and returned to the school in order for the student’s absences to be excused. While Independent Study Plans can be arranged, we strongly recommend that all vacations be taken during the off track time so that there is no

interruption to your child's education.\***Teachers and office staff must be notified at least two weeks prior to your departure so that they have time to assign meaningful student work.**

### **Bullying**

Bullying is abusive treatment, the use of force or coercion to affect others, particularly when habitual and involving an imbalance of power. It may involve verbal harassment, physical assault or coercion and may be directed persistently towards particular victims. Bullying is not tolerated and students must follow all the provisions of Ed. Code §48900, District Policy, and Barton rules.

### **Sunrise/CAPS**

We provide before and after school care. Sunrise begins at 7:20 am. The Children's After School Program provides onsite quality enrichment activities for all students except kindergarten from 3:30 p.m. until 6:00 p.m. on regular days and from 1:00 p.m. – 6:00 p.m. on minimum days. Applications for this program are available in the front office. Both programs fill up fast. At times, students are placed on a waitlist. Please request an application in the office. You must complete an application every school year. If you have any questions, please contact their office at 909-771-5108.

### **Cell Phones and All Electronics Devices**

In accordance with SBCUSD Board Policy:

- Students are permitted to possess cellular phones for use before school and after the instructional day.
- Students must keep their cellular phones with the power off and out of sight during the instructional day.
- The district and its employees will not be responsible for lost, damaged, or stolen cellular phones or electronic listening or recording devices.
- Students are prohibited from using cellular phones at school as recording devices and/or cameras.
- Students are prohibited the use of any electronic listening (iPod, MP3, etc) or recording device in any classroom of the elementary schools without the prior consent of the teacher and the principal.
- School administrators may confiscate students' cellular phones or any electronic device when in use during the instructional day. A parent or guardian may pick up the phone or listening/recording device at the end of the school day.
  - 1<sup>st</sup> incident: The phone or listening/recording device is confiscated and held until the end of the school day.
  - 2<sup>nd</sup> incident: The phone or listening/recording device is held by the administrator until the end of the school day.
  - 3<sup>rd</sup> incident: The phone is confiscated and picked up by a parent/guardian in the office and student may not have a cellular device at school for the remainder of the school year.

## Change of Address

Please notify the school when there is a change of address, telephone number, or emergency contact. This is not only the law, but for your child's safety in the event of an emergency. In cases where you have moved you will need to bring proof of address to the school office for updating. Acceptable proof of address documents are: Current rental agreement, utility bill dated within the **last 30 days**, current property tax, insurance bill, and/or mortgage coupon.

## Coming and going to School

### Tardy Policy

A very important part of school life and future success relates to promptness. Tardiness, as we know, can sometimes not be helped; we all have family emergencies. However, excessive tardiness is disruptive not only to the child who is tardy, but to the education of each child in the class. Please make every attempt to have your child arrive before the 8:45 warning bell rings. A tardy bell rings at 8:50 a.m. After 8:50 am to 9:20 am, all students report to class. After the 9:20 a.m. bell rings all tardy students must report to the office for a tardy slip. Excessive tardiness may result in a referral to the School Attendance Review Board (SARB).

### Picking-Up a Student Early

School ends at 3:30 p.m. Tuesday through Friday, and on Mondays at 1:00 p.m. (grades K – 6). Appointments and family plans should be made after dismissal time. Each time a student is picked up early, he/she misses instruction, the classroom is interrupted and learning time is lost. Early pick-up of a student will be considered in the same way as late arrival in the morning. Early pick-up will be monitored and attendance procedures will apply to early pick-up. A note from the doctor or dentist to verify appointment should be sent to the office the following day.

When it is necessary for you to take your child out of school early, we require that a parent come to the office **with government-issued ID** and sign out the child. This will help to assure a safe and secure campus. Students will not be called up in advance. The parent or emergency contact must be present in the office before a student will be called out of class. **Students will not be released to any adult other than those listed on your child's emergency form. It is important that you keep all emergency information up to date.** If it is necessary for someone other than those listed to pick up your child, we must have a written, signed and dated note from the parent to release the child. ID will be required for student pick-up.

**If there is a court order pertaining to your child please be sure that it is filed with the school office. You must bring your ID and the original court order to the school office and the office will make a copy. We cannot accept a copy – we must see the original court order with the official stamp from the court. Any amendments must be updated by the parent.**

### Change in Routine

If you want to change your child's normal routine, (such as walking instead of being picked up, going to a neighbor's house, walking with another adult, etc.) please send a

note with your child in the morning that is signed and dated and have your child give it to their teacher. When telephone calls come in we have no way of making an accurate voice verification that we are speaking to the actual parent. Therefore, for safety issues we will not be able to accommodate phone requests for changes in routine.

**It is also very disruptive to classroom instruction to interrupt the classroom with last minute messages for children or requests to speak to the teacher and therefore we cannot interrupt the classroom. The office will only be able to take a phone message. Depending on the time of the day, the teacher's schedule, and how busy the office is, we cannot guarantee that your child will receive the message.**

### **Homework Policy**

The staff believes that homework is an integral part of the educational process. Homework is a teacher-planned learning activity that is directly related to the students' grade level curriculum and takes place outside of the classroom. Homework serves three main purposes: 1) to reinforce previously taught skills; 2) to help each child develop good personal study habits; and 3) to encourage family participation. The recommended times for homework are 30 minutes for grades K-3 and 60-minutes for grades 4-6. There may be variations in the time depending on the assignments and students.

### **Library Book Policy**

Each classroom will visit the library on a weekly basis and students will have the opportunity to check out books at this time. Books will be due on a weekly basis. Students with overdue books will not be allowed to check out another book until the overdue book is returned.

Parents can help their children in the following ways:

1. Have a special place to keep the library book out of reach of young children and pets.
2. Assist in finding a good place to read; a quiet place with good light is ideal.
3. Enjoy the books with your child. Let him/her share them with you. Encourage primary children to read/enjoy a book over and over. You cannot get enough of a good book!
4. Help your child to remember to return the book to school **on time.**
5. Please send any library books accidentally damaged to school to be repaired. Please do not attempt to mend them at home.
6. If a book is lost or damaged beyond repair, parents will be asked to pay replacement cost. Students will not be allowed to check-out an additional book until the lost book is replaced. If the book is lost, payment is required to receive your child's report card at the end of the year.

In addition to library books, the same guidelines and sense of responsibility apply to all textbooks that are brought home from school.

## Lost and Found

If you become aware of a lost item of clothing or a missing lunch box or backpack, please check the lost and found located outside the office by the front gate. The school is anxious to find the proper homes for these articles. It is a good idea to label all lunch boxes, backpacks, and items of clothing with your child's name. "Lost and Found" items not claimed are given to charity. We will not be held responsible for children bringing personal belongings such as, but not limited to iPods, money, cell phones, and jewelry.

## Medication

Legislation prohibits schools from giving medication to students without a medical statement from a doctor. In order for authorized school personnel to administer medication to any child, a form must be completed and returned to the school office.

1. It is the parent's responsibility to have the "Physician's Request for Medication" (HE-24) completed by the doctor and returned to the school before medication can be given.
2. The parent must sign the "Parent Request" portion of the medication form.
3. The parent is to request an extra prescription container from the pharmacy to ensure that the medication is properly labeled and is what the physician prescribed. No medication may be dispensed unless it is in an original prescription bottle.
4. No over-the-counter medication (cough syrup, aspirin, Tylenol, etc.) can be dispensed without the "Physician's Request for Medication" form being completed by the physician.
5. If a child needs medication and the form has not been completed, the parent must then come to school and administer the medication to the student.
6. Students must demonstrate the physical, mental, and behavioral capability to safely self-administer medication.

Parent must bring new medication or refill to school, count out pills, and sign along with staff member that medication was received. **STUDENTS CANNOT BRING MEDICATION. The parent or guardian must pick-up unused medication at the end of the school year.** Any medication not picked up within two weeks of school closure will be discarded based on the recommendations of the local health officer and OSHA guidelines for disposal

## Parental Involvement

The staff at Barton Elementary recognizes the important role that parents play in the education process. Formal opportunities for parent input and involvement included serving on the SSC, ELAC, AAPAC, District Advisory Council, and the District English Learner Advisory Council. Informal opportunities for participating in the education process include volunteering in the classroom, fieldtrips, etc. Volunteer hours are logged and maintained monthly in the front office. **ALL volunteers and visitors must sign in/out at the office and wear an identification badge.**

### **Volunteers (Policy No.: 1240)**

We welcome your help. Please pick up a volunteer application in the office. Volunteers serving on a regular basis at District schools and all volunteers who are not a parent, guardian, or a close relative of a student at the school of service must follow the necessary protocol for the safety of students and staff.

The following is required for anyone to volunteer at the school:

1. Complete an application for service as a volunteer in the District including notice and authorization for the School Police Department to conduct automated criminal records check.
2. Submit to a criminal record clearance by the School Police department through automated records check.
3. Provide evidence no more than sixty (60) days before or seven (7) days after volunteer service begins that they have been tested for and are free from active tuberculosis (TB).
4. **\*All visitors and volunteers are required to sign in/out at the school office and wear a visitor/volunteer badge.**

### **Celebrations**

If you would like to celebrate your child's special day, celebrations require pre-approval by the classroom teacher. All items must be dropped off in the front office. Please provide at least 48 hour notice (2 days) of your request. All items that you would like to share with the class must be store bought (not homemade) due to student allergies. All celebrations happen the last 15 minutes of the day at the green benches. Please limit your treats to one treat and/or one drink. All other celebrations will be scheduled by the teacher and a notice will be sent home requesting donations. Please be mindful that not all students celebrate certain holidays.



## **Emergency Protocols**

### **Barton Elementary Site Procedure: Disaster Procedure (Emergency and Routine)**

The current Site Emergency Plan was compiled by the school's Leadership Team and is reviewed annually. The plan addresses the following components:

Earthquake Response

Evacuation Plan

Duties and Assignments of Personnel (Command Post, First Aid, Team, Sweep Team, Utilities/Sanitation, Morgue, Food and Water, Student Assembly Area)

Emergency Supplies

Lock Down Procedures

Fire Drill Procedures

In addition to the site's Emergency Plan, the district has provided a thorough and comprehensive Disaster Preparedness Plan. A copy of the plan is located in every classroom and building. All students and personnel are familiarized with the procedures through the use of drills and simulations held throughout the school year.

#### **Earthquake Drill Procedures**

At the first sign of an earthquake, staff will give verbal command, "Drop, cover, and hold."

Classes Inside: Stay inside. Get under a desk or table facing away from windows. ALL personnel must assume "drop, cover, and hold" position. Adult safety is important for the guidance and safety of the children.

Classes Outside: Stay outside. Get in an open area, away from the building, trees, power lines, etc. Assume a "drop, cover, and hold" position. Next, proceed to Evacuation Plan.

#### **Evacuation Plan**

In an earthquake, evacuate without additional command, after waiting to determine if tremors have stopped. Rooms will be paired (buddy system) to ensure proper supervision. Before evacuating, teachers will check to see if their "buddy" needs assistance.

#### **STUDENTS ASSEMBLY AREA**

The purpose of this team is to verify that all children and staff have evacuated. After there is an accounting of the numbers for each classroom, the coordinator will:

1. Inform the Search & Rescue Team of the missing children and adults, giving them the names and last known whereabouts.
2. Direct classes to move into their assembly group area.

After the parents have signed for their children, a team member will go and bring the child back to the parent. This team will act as a line of communication to the command post.

### **LOCKDOWN**

A lockdown is when all doors, gate, and windows are locked because an unsafe condition has occurred on school grounds or the local community. An unsafe condition may arise due to police actions, animals, community unrest, an unruly adult, etc.

Before closing the doors, teachers will need to check for any students outside their doors. If students are outside their doors, they will be taken into the classroom.

The teacher will notify the office that they have these students. Teachers who are outside during a lock down will need to bring their students into the closest classroom and notify the office of their location.

Teachers must not open their doors to anyone. Students may not leave for any reason, such as to use the bathroom.

If there is a student, teachers will notify the office even if the student is in a special program, such as RSP, etc. Teachers will keep a line of communication to the office.

Administration team will sweep the campus and bring any student found into the office. The custodian will lock all gates and bathrooms.

When the situation is determined to be over, an all-clear bell (ten second bell) will be sounded, followed by a verbal announcement by an administrator.

### **FIRE DRILL PROCEDURES**

When there is a fire, or in the event of a FIRE drill, a series of bells will sound (eleven rings in succession). When the fire bell rings, the teacher or adult in charge will do the following:

1. Have the students exit the classroom in a single-file line by the same door as used in the earthquake evacuation.
2. Shut, but do not lock all doors.
3. Take emergency backpacks to the assembly area and take attendance. The emergency backpack will have the current monthly role of the class and will be updated monthly by the teacher.
4. Hold up a red card if the student is missing, or if assistance, is needed. Hold up the green card to represent that all students are present.
5. The Command Center will come to the assembly area to verify attendance.
6. Students will wait quietly in line for, an all, clear bell. (One short ring of the bell).
7. Teachers and students will return to their classrooms in orderly lines.

8. Students who are in special program such as RSP, Speech, Art, Music, P.E. etc., will be escorted by the special program teacher/aide to the student's assigned classroom evacuation position on the playground.

**In the event of a lockdown, all students will be secured on a closed campus in locked classrooms. The district/site will communicate with parents through the phone dialer (please ensure the office has accurate phone numbers on file). When we are on lockdown, we will not let anyone on campus to avoid putting students and staff in danger. We ask for your support by being patient and wait for accurate information from the district/school to ensure the safety of all students, staff, and parents on campus. Barton is a closed campus, so it is required to ring the bell to enter the office. All parents must show government-issued ID to be on campus.**

**Barton Elementary School  
2018-2019 School Calendar**

<b>DATE</b>	<b>DAY</b>	<b>EVENT</b>
August 6, 2018	M	First Day of School
August 16, 2018	Th	Back to School
September 3, 2018	M	Labor Day/Legal Holiday
October 5, 2018	M	Vacation/Non-Student Day
November 1-9, 2018	Th-F	Parent Conferences/Minimum Days
November 12, 2018	F	Veterans Day/Legal Holiday
November 19-23, 2018	M-F	Thanksgiving Recess
December 13, 2018	TH	Minimum Day
December 14-28, 2018	F, M-F	Christmas/Winter Recess
January 1-4, 2019	T-F	Christmas/Winter Recess
January 21, 2019	M	Dr. MLK Jr. Day/Legal Holiday
February 11, 2019	M	Abraham Lincoln's Birthday (Observed)
February 18, 2019	M	George Washington's Birthday (Observed)
February 28, 2019	TH	Parent Conferences/Minimum Day
March 1-8, 2019	F, M-TH	Parent Conferences/Minimum Days
March 25-29, 2019	M-F	Spring Recess
April 1-5, 2019	M-F	Spring Recess cont.
May 27, 2019	M	Memorial Day (Observed)
June 3-6, 2019	M-W	Minimum Days
June 6, 2019	Th	Last Day of School/Minimum Day

**Barton Elementary School  
Daily Schedule  
2018-2019**

**Regular Day**

**Minimum Day**

	<b>Kindergarten</b>		<b>Kindergarten</b>
8:50 a.m. 8:25 a.m. 8:40 a.m. 10:20 a.m. 12:15 p.m. 1:50 p.m. 3:30 p.m.	School begins Breakfast Playground supervision begins Recess (10 minutes) Lunch (45 minutes) Recess (10 minutes) School ends	8:50 a.m. 8:25 a.m. 8:40 a.m. 10:20 a.m. 12:15 p.m. 1:00 p.m.	School begins Breakfast Playground supervision begins Recess Lunch (30 minutes) School ends
	<b>Grade 1</b>		<b>Grade 1</b>
8:50 a.m. 8:25 a.m. 8:30 a.m. 10:05 a.m. 11:30 p.m. 1:25 p.m. 3:30 p.m.	School begins Breakfast Playground supervision begins Recess (10 minutes) Lunch (45 minutes) Recess (10 minutes) School ends	8:50 a.m. 8:25 a.m. 8:30 a.m. 10:05 a.m. 11:30 a.m. 1:00 p.m.	School begins Breakfast Playground supervision begins Recess (10 minutes) Lunch (30 minutes) School ends
	<b>Grade 2</b>		<b>Grade 2</b>
8:50 a.m. 8:25 a.m. 8:30 a.m. 10:05 a.m. 11:30 p.m. 1:25 p.m. 3:30 p.m.	School begins Breakfast Playground supervision begins Recess (10 minutes) Lunch (45 minutes) Recess (10 minutes) School ends	8:50 a.m. 8:25 a.m. 8:30 a.m. 10:05 a.m. 11:30 a.m. 1:00 p.m.	School begins Breakfast Playground supervision begins Recess (10 minutes) Lunch (30 minutes) School ends
	<b>Grade 3</b>		<b>Grade 3</b>
8:50 a.m. 8:25 a.m. 8:30 a.m. 11:00 a.m. 1:20 p.m. 3:30 p.m.	School begins Breakfast Playground supervision begins Lunch (45 minutes) Recess (20 minutes) School ends	8:50 a.m. 8:25 a.m. 8:30 a.m. 9:50 a.m. 11:00 a.m. 1:00 p.m.	School begins Breakfast Playground supervision begins Recess (10 minutes) Lunch (30 minutes) School ends

**Barton Elementary School  
Daily Schedule  
2018-2019**

**Regular Day**

**Minimum Day**

	<b>Grade 4</b>		<b>Grade 4</b>
8:50 a.m. 8:25 a.m.	School begins Breakfast	8:50 a.m. 8:25 a.m.	School begins Breakfast

8:30 a.m. 11:00 a.m. 1:00 p.m. 3:30 p.m.	Playground supervision begins Lunch (45 minutes) Recess (20 minutes) School ends	8:30 a.m. 9:50 a.m. 11:00 a.m. 1:00 p.m.	Playground supervision begins Recess (10 minutes) Lunch (30 minutes) School ends
	<b>Grade 5</b>		<b>Grade 5</b>
8:50 a.m. 8:25 a.m. 8:30 a.m. 10:20 a.m. 12:00 p.m. 1:40 p.m. 3:30 p.m.	School begins Breakfast Playground supervision begins Recess (10 minutes) Lunch (45 minutes) Recess (10 minutes) School ends	8:50 a.m. 8:25 a.m. 8:30 a.m. 10:20 a.m. 12:00 p.m. 1:00 p.m.	School begins Breakfast Playground supervision begins Recess (10 minutes) 1 <sup>st</sup> Grade Lunch (30 minutes) School ends
	<b>Grade 6</b>		<b>Grade 6</b>
8:50 a.m. 8:25 a.m. 8:30 a.m. 10:35 a.m. 12:00 p.m. 1:50 p.m. 3:30 p.m.	School begins Breakfast Playground supervision begins Passing Period (10 minutes) Lunch (45 minutes) Passing Period (10 minutes) School ends	8:50 a.m. 8:25 a.m. 8:30 a.m. 10:35 a.m. 12:00 p.m. 1:00 p.m.	School begins Breakfast Playground supervision begins Passing Period (10 minutes) Lunch (30 minutes) School ends

**During inclement weather (ex. High heat, rain, and heavy winds) the lunch periods will be modified to the Minimum Day schedule.**

**Students in grades K – 6 may not enter the playground before 8:30 a.m. All students may arrive AFTER 8:20 am. There is no supervision prior to that time.**

**Please sign and return this page**

I have received and read the Barton Elementary School  
**2018-2019**  
**Parent-Student Handbook**

Student\_\_\_\_\_

Grade\_\_\_\_\_ Date\_\_\_\_\_

Teacher\_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_

Comments\_\_\_\_\_

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