

Brittan Elementary School

*Parent/Student Handbook
2021-2022*



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Brittan School

Mission Statement

It is the mission of Brittan School to encourage, guide, and support all students to reach their highest potential and become successful life long learners. Through quality instruction and shared responsibility, all students will have the opportunity to achieve success and become responsible, participating citizens.

Vision Statement

- We will commit to providing a positive, safe, nurturing environment, to foster life-long learners.
- We will provide quality instruction through shared responsibility with students, parents, staff and the community.
- We will focus on linear and horizontal collaboration in order to provide a consistent and quality education.
- We will provide differentiated instruction so that each student can achieve their highest potential.

Collective Commitments

- We commit to build professional, personal relationships with individual students.
- We commit to provide parents with resources, strategies, and information to help students succeed.
- We commit to utilize a variety of instructional strategies and resources to promote success for all students.
- We commit to teach lessons based on California standards and to keep up with the current practices in order to meet student needs and keep instruction relevant.
- We commit to model the importance of life-long learning through our ongoing professional development.
- We commit to be positive, contributing members of our collaborative teams.
- We commit to develop and administer common formative assessments to monitor student learning and guide instruction.
- We commit to high expectations for learning, behavior and citizenship.

Every Student, Every Day



School Mission

At Brittan School, we believe that all children can learn. We seek to improve our pupils' basic skills; to create a secure refuge where quality scholarship, punctuality, and good citizenship are developed; to foster in our pupils the desire and capacity to be life-long learners; to encourage and channel their natural curiosity into constructive activity; to equip them to adapt to a technologically changing world; and to instill in them recognition and acceptance of responsibility to the end of active, productive participation in a democratic society.

Bill of Rights

I have a right to be safe.

This means that no one should do anything to hurt me. If I ever feel unsafe, I must tell a staff member immediately.

I have a right to be happy and to be treated with compassion.

This means that no one should use words or actions that hurt my feelings.

I have a right to be respected as a person.

This means that no one should treat me unfairly because I am different in any way from others.

I have a right to hear and be heard.

This means that no one should interfere with my listening and speaking.

I have a right to learn and the teacher has the right to teach.

This means that no one should keep the teacher or me from doing our best.

I have a right to express my opinions, ideas and feelings if they do not harm others.

This means that no one should criticize me when I express myself if I do it politely and at the appropriate time.

I have a right to have my property respected.

This means that no one should touch my things without my permission. If my property is not respected by others, I must tell a staff member immediately.

I have a right to a pleasant environment.

This means that no one should litter, mark or damage things and places that belong to all of us.

I have a right to be safe, to be happy, to learn and to be treated with kindness and respect in a pleasant environment, and I have the responsibility to allow others the same right.

BE CONSIDERATE – Thoughtful of others and the world

BE SAFE – Freedom from harm

BE PRODUCTIVE – Become better than what you were yesterday

- Students must NOT be on the school grounds before 8:00 am unless they are attending before school study hall which opens at 7:15 am.
- At the end of the school day, students must leave immediately when school is dismissed unless they have after school activities. (Examples might be: sports, detention)
- Students must be in their seats when the tardy bell rings.
- No running or yelling in the corridors or walkways.
- Students must stay with their own class, be quiet and walk during fire drills.
- Students must stay within designated play areas.
- Play fighting is not allowed.
- Students must stop playing and freeze when the bell rings or the whistle blows at the end of recess.
- No throwing rocks, sticks, dirt clods, sand or other dangerous objects.
- No glass containers are to be brought to school.
- Knives or any other sharp object, matches, guns (real, cap or water) or explosives are not to be brought to school.
- Students are not to bring hardballs, super balls, sky balls or any type of baseball bat to school. Prior permission must be obtained to bring all other sports or playground equipment.
- No tackle football.
- No fidget spinners or trading cards.
- No electronic or battery-operated devices are allowed, excluding cell phones.
- **CELL PHONES must be kept in backpacks or in the locker in the OFF position and NOT be visible or used anytime during the school day.** Violation of cell phone policy will cause the cell phone to be removed from the student. **1st Violation:** Phone confiscated and may be picked up by student at end of same school day. **2nd Violation:** Phone confiscated and must be picked up by a parent. **3rd and all other Violations:** Phone confiscated and must be picked up by a parent and student will receive a detention.
- No bouncing balls against the walls of the buildings. All balls must be used in designated areas.
- No bike riding, scooters, skate boarding or rollerblading on the school grounds at any time.
- No littering - Place litter in proper containers.
- Students must not wear hats, other head coverings or sunglasses inside school classrooms or buildings.
- No gum before, during or after school.
- No spitting allowed.
- Brittan School is a Tobacco Free School. School policy prohibits the use of tobacco or tobacco related products whether or not they contain nicotine. (see Board Policy 5131.62)
- NO CHEATING or PLAGEURISM
- **NO ENERGY DRINKS** – such as, but not limited to: Monster, Rock Star, Red Bull.
- No Soda.
- No coffee or sugar drinks in class.
- No blankets.

GENERAL RULE VIOLATIONS

The classroom teacher, based on the general school rules, sets up classroom procedures.

- STEP 1 WARNING – example: Name on board
- STEP 2 STUDENT/TEACHER CONFERENCE – CLASSROOM DISCIPLINE FORM - POSSIBLE PARENT CONTACT
- STEP 3 RECESS, LUNCH OR AFTER SCHOOL DETENTION -- TO BE DETERMINED BY THE TEACHER (Parent notification)
- STEP 4 ADDITIONAL DETENTION - REMOVAL FROM CLASS TO STUDY CENTER OR OFFICE, PARENT CONTACT FOR CONTINUED PROBLEMS
- STEP 5 SENT TO THE OFFICE WITH REFERRAL

CLASSROOM DISCIPLINE POLICY

A teacher may suspend any pupil from the teacher's classes for any of the acts enumerated in California State Education Code 48900+, for the day of the suspension and the day following. Teachers have the authority and responsibility to maintain discipline in the classroom that will be consistently enforced. Each classroom (homeroom) will be governed by a discipline plan established



by the teacher. Students and parents will be informed of the discipline process used in the classroom. When a student has a problem, the teacher may use classroom disciplinary procedures to conference with the student, conference with the parent, send a student to the study center or the office. **Students who are late to class or unprepared will receive a tardy. Upon the third tardy in a class, a detention will be issued by the teacher.**

DETENTIONS/REFERRALS

Detentions are the first warning sign that the student's behavior is inappropriate. If a student fails to show up for detention, a second notice will be sent home with additional detention assigned.

Upon the third detention in a trimester, one week's lunch recess will be lost. After the sixth detention, another weeks lunch recesses will be lost. Upon the seventh detention, a referral will be made to the administration. Failure to attend detention will be referred to the Vice-Principal and may lead to suspension. Parents need to support school efforts for positive student behavior when detentions are assigned. Parents should discuss with their child how to prevent further detentions.

SUSPENSION PROCEDURES

The Principal or Vice-Principal may suspend a student for major rule violations from one (1) to five (5) consecutive school days. **All office suspensions will result in a loss of privileges and/or eligibility.** Suspended students who are involved in a sports program will be expected to practice and meet with teams but will not be allowed to participate in games or travel with the team.

Suspended students will be excluded from non-educational activities as determined by the superintendent or designee. Exclusion from activities will begin on the first day of suspension:

K-6	First Suspension	10 school days	7-8	First Suspension	20 school days
K-6	Second Suspension	20 school days	7-8	Second Suspension	40 school days

CONTINUED SUSPENSIONS - 20 days accumulated maximum may result in expulsion.

EDUCATION CODE RULE VIOLATIONS

Pursuant to **California State Education Code Section 48900**, a student may be suspended and expelled on the first occasion for any of the following actions:

- a. Physical injury or threat to another person
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance including drugs, alcoholic beverages, intoxicants, or substances represented as any of the above
- d. Unlawfully offered, arranged or negotiated to sell any controlled substance, alcohol or intoxicants
- e. Committed or attempted to commit robbery or extortion
- f. Caused or attempted to cause damage to school property or private property
- g. Stole or attempted to steal school property or private property
- h. Possessed or use of tobacco or any product containing tobacco or nicotine
- i. Committed an obscene act or engaged in habitual profanity or vulgarity
- j. Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia
- k. Disrupted school activities or otherwise defiance of school personnel
- l. Knowingly received stolen school property or private property
- m. Possessed an imitation firearm
- n. Committed or attempted to commit a sexual assault or committed a sexual battery
- o. Harassed, threatened or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding
- p. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma
- q. Engaged in or attempted to engage in hazing
- r. Engaged in an act of bullying
- s. Aiding or abetting the infliction or attempted infliction of physical injury

ADDITIONAL GROUNDS FOR SUSPENSION/EXPULSION ARE:

1. Sexual harassment (EC 48900.2)
2. Acts of Hate Violence (EC 48900.3)
3. Harassment, threats or intimidation (EC 48900.4)

DEFINITION OF PARENT NOTIFICATION

Brittan School defines parent notification as the following:

- Email
- Phone Call
- Text Message
- Hand Written Message
- Face to Face Communication

Parent response to notification is expected.

ALCOHOL, WEAPON, SMOKING or TOBACCO IN POSSESSION

K-8	Suspension or Expulsion
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FIGHTING

K-8	1 st Offense	Parent Notification and Detention
	2 nd Offense	Administration/Parent Conference

LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS

K-8	Parent Notification and Detention or Suspension
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DIRECT, VERBAL INSUBORDINATION TO SCHOOL PERSONNEL

K-8	1 st Offense	Parent Notification
	2 nd Offense	Parent/Teacher Conference and possible Detention/Suspension
	3 rd Offense	Administration/Teacher/Parent Conference

PROFANITY or OBSCENE GESTURES

K-8	1 st Offense	Parent Notification
	2 nd Offense	Parent/Teacher Conference and possible Detention/Suspension
	3 rd Offense	Administration/Teacher/Parent Conference

SPITTING

K-3	1 st Offense	Parent Notification
	2 nd Offense	Parent/Teacher Conference and possible Detention/Suspension
	3 rd Offense	Administration/Teacher/Parent Conference
4-8	1 st Offense	Detention/Suspension based on severity
	2 nd Offense	Administration/Teacher/Parent Conference

CUTTING CLASS

K-3	1 st Offense	Parent Notification
	2 nd Offense	Parent/Teacher Conference and possible Detention/Suspension
	3 rd Offense	Administration/Teacher/Parent Conference
4-8	1 st Offense	Detention/Suspension based on severity
	2 nd Offense	Administration/Teacher/Parent Conference

OVERT DISPLAY OF AFFECTION – Including, but not limited to kissing, holding hands and/or amorous hugging.

K-8	Parent Notification and possible Suspension
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ENGAGING IN UNSAFE BEHAVIOR

K-3	1 st Offense	Parent Notification
	2 nd Offense	Parent/Teacher Conference and possible Detention/Suspension
	3 rd Offense	Administration/Teacher/Parent Conference
4-8	1 st Offense	Detention/Suspension based on severity
	2 nd Offense	Administration/Teacher/Parent Conference

CHEATING or PLAGIARISM

K-3	1 st Offense	Parent Notification
	2 nd Offense	Parent/Teacher Conference and possible Detention/Suspension
	3 rd Offense	Administration/Teacher/Parent Conference and Suspension
4-5	1 st Offense	Parent Notification and Detention
	2 nd Offense	Parent Notification and Suspension (Alternative Setting)
	3 rd Offense	Administration/Teacher/Parent Conference and Suspension
6-8	1 st Offense	Parent Notification and Detention
	2 nd Offense	Parent Notification and Suspension (Alternative Setting)
	3 rd Offense	Administration/Teacher/Parent Conference and Suspension
6-8	Students will receive zero credits for any assignment involving cheating or plagiarism.	

CONFISCATED ITEMS: Any items that have been confiscated will only be returned to the parent when they come in to the office. The parent and child will be told that if the item is confiscated a second time the item will be kept in the office until the end of the school year; or if returned to the child early, the child will be suspended.

Know the Rules



Parent Volunteer Chaperones or Drivers



Brittan School encourages parents to volunteer at our school. Depending on what type of volunteering you provide determines whether or not you will be required to be fingerprinted.

1. A person who provides volunteer assistance in the classroom, under the direct supervision of the teacher, **DOES NOT** need to be fingerprinted.
2. A person who provides volunteer assistance on ANY field trip **MUST BE FINGERPRINTED** and clearance given by the administration prior to the activity.
3. A person who transports students in their personal vehicle for various activities including sports **MUST BE FINGERPRINTED** and clearance given by the administration prior to the activity.

***Please note that the one time fingerprinting will be valid for both drivers and chaperones.**

Parent volunteer chaperones on field trips will need the following information:

- ⇒ Live Scan Fingerprints \$25.00 (one-time fee, price subject to change)**
- ⇒ Volunteer Registration Form*

Parent drivers will need the following information:

- ⇒ Live Scan Fingerprints \$25.00 (one-time fee, price subject to change)**
- ⇒ Volunteer/Driver Registration Form*
- ⇒ Current CA Driver's License
- ⇒ Current Vehicle Registration
- ⇒ Insurance - Copy of current policy showing
Limits of Liability required:
\$100,000/\$300,000
Insurance ID Card no longer accepted

See the office for more information and necessary forms.

ATTENDANCE

Starting July 1, 1998, schools are funded pursuant to the number of students in attendance each day. ALL absences are considered unexcused for state accounting purposes. **When a student is unable to attend school, parents should:** call 822-5155, ext. 333 to leave a message on the absence hot line or call the office. If it is impossible to call, please send a note with your child when he/she returns which states the student's name, date(s) of absence and the reason for the absence. Students who have been absent, **MUST** report to the office between 8:00 a.m. and 8:15 a.m., to obtain an admission slip.

ABSENCES

California State Education Code Sections 46010-46015 and Brittan School District Policy recognize the following as acceptable absences.

- Illness
- Appointments with doctors/dentists
- Attendance at funeral services of immediate family members
- Quarantine directed by appropriate health officer



If a parent does not call or students do not bring a note signed by a parent or guardian stating a reason for the absence; students will receive an unverified absence. Unverified absences not cleared will become permanent unexcused absences after 5 days.

Unexcused absences of 30 minutes or more after school begins and before school ends without a valid excuse are considered to be a truancy. All absences from school for reasons other than those stated below are unexcused.

- Illness
- Appointments with doctors/dentists
- Attendance at funeral services of immediate family members
- Quarantine directed by appropriate health officer

Students absent during any part of the school day may not participate in after school activities that day, or during the weekend if he/she is absent on Friday.

INDEPENDENT STUDY

If a student is going to be absent for five consecutive days or more, parents may request an Independent Study packet from the office. **Requests must be made in the office one week in advance.** Independent Study will only be approved for those students receiving average or above grades. Upon return to school, the completed Independent Study packet must be returned to the office. Any uncompleted work will cause no credit to be issued and the absences will become unexcused. Parents are cautioned that independent study is not a total substitution for being in school and can possibly have negative effects on participation and academics.

ATTENDANCE COUNTS



EVERY DAY, ALL DAY

The Dress Code



The Governing Board believes that appropriate dress and grooming contributes to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction, which would interfere with the educational process. Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. The following guidelines shall apply to all regular activities:

SHOES:

K-5 Students: Shoes must be worn at all times. All types of strapless shoes are prohibited because they pose a safety hazard at school. Sandals must have a manufactured heel strap. Shoes on wheels or roller shoes are not allowed. Slippers are not allowed.

6-8 Students: Shoes including sandals and flip flops must be worn at all times. Shoes on wheels or roller shoes are not allowed. Slippers are not allowed.

ALLOWED but not limited to:

- Tank tops, blouses or dresses (Straps must be a two finger width)
- Yoga Pants
- Leggings
- Skirts and shorts

NOT ALLOWED:

- No sagging, see-through, fish-net fabrics, halter tops, off the shoulder, or bare midriffs
- Baggy or sagging pants
- Hip hugger pants where midriffs or underwear show
- Clothing and jewelry shall be free of writing, pictures or any insignias which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs, alcohol or any type of weapon
- Loungewear or pajama type clothing
- Clothing with printing across the buttocks
- Hats, caps and head covering must be worn forward and shall NOT be worn indoors
- Sunglasses, shirts or sweatshirt hoods are not to be worn indoors
- Hair coloring that would drip when wet

Clothing shall be sufficient to conceal undergarments at all times.

PE Class: **Students must have appropriate clothing and athletic/tennis shoes.** Students are NOT allowed to go barefoot, wear sandals, clogs, boots, heels, slippers, slip-ons, flip-flops for PE. The school principal or designee will make the determination regarding any questionable clothing. Students wearing inappropriate clothing will call their parent immediately. If the parent is not available to immediately bring a change of clothes, the student will be returned to class, eliminating loss of instruction time and they will wear school provided clothing (if available), otherwise the student will be sent to In-House until suitable clothing is provided.

Students who repeatedly violate the dress code shall be subject to appropriate disciplinary action.

GRADE REPORTING

At the end of each trimester, all students will receive a report card for the trimester along with a copy of their child's standards based assessments. Progress reports are issued to fourth through eighth grade students twice during each trimester. Emphasis will be placed on standards based instruction. Parents of students in the 4th – 8th grade will have access to their child's academic progress via the parent portal. Class assignments, tests and general progress can be viewed via the parent portal. Parents are encouraged to utilize this resource to better understand their child's academic standing in each class. Contact the office for more information.

AWARDS

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic achievement, athletic achievement, music, honor roll, student government, clubs, attendance, character, and citizenship.



Graduating 8th graders are eligible for the following awards: William Des Combes Award – maintain a 3.5 grade point average for all grading periods during 7th and 8th grade. The Wallace Crother Award – maintain a 4.0 grade point average for all grading periods during 7th and 8th grade. Various community scholarships are also available.

HONOR ROLL

All 3rd through 8th grade students who achieve an academic average of 3.0 with no D's or F's (based on a 4.0 Scale) or better in the 5 academic areas, Language Arts, Math, Science, Social Studies or Science (excluding elective & P.E.) are eligible for the Honor Roll.



CJSF - (California Junior Scholarship Federation)

7th and 8th graders who meet the qualifications are eligible to join CJSF (California Junior Scholarship Federation). To be eligible for CJSF a student must earn 10 points (3 points for an A and 1 point for a B) and have no D's or F's on their report card. These points can only be earned in Language Arts, Reading, Social Studies, Science and Math (7th or 8th grade level or higher). To be eligible for a life membership in CJSF at graduation, a student must be a member of CJSF two trimesters in 7th grade and two trimesters in 8th grade.



GRADUATION REQUIREMENTS:

PARTICIPATION IN GRADUATION CEREMONY - SPECIAL EIGHTH GRADE ACTIVITIES

Students who do not meet the following requirements will NOT be allowed to participate in any graduation related activities except for the graduation ceremony.

Grades: The graduating student may NOT have four or more F's combined over the entire year at the trimester grading periods. *Parent/Teacher/Administrator conference will be scheduled for any 8th grade student in jeopardy of not graduating.

Discipline: As outlined in the school policy, any student suspended within twenty days of the end of school loses the privilege to attend any non-academic trips or activities. With more than one suspension, it moves to forty days.

End of Year Non-Academic Activities – Grades 4th – 8th

The Brittan School Administration reserves the right to disallow any 4th through 8th grade student from participating in non-academic activities based on grades and/or behavior including but not limited to: Rallies, Homeroom/Classroom Parties, Auction, Staff/Student softball game, etc.

BICYCLES, ROLLERBLADES, SCOOTERS AND SKATEBOARDS

The school provides bike racks for parking bicycles and scooters. These are located at the west end of the cafeteria building for 4th-8th grades and between the Kindergarten and primary building for Jump Start – 3rd. It is highly encouraged that all bikes be registered at the Sheriff's department. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes and scooters by requiring them to be properly parked and **locked** in the school bike racks. **Skateboards may NOT be brought on the school grounds.** Students who violate this policy will have their skateboard confiscated until the parent comes to the office to claim it.

Bicycles, skateboards, roller blades and both motorized and non-motorized scooters are NOT to be ridden on the school grounds at any time.

BUS CONDUCT

Bus transportation is provided as a service to parents. Riding the bus is a privilege.

The following rules have been established in order to insure the safety of all students who ride the bus:

- Students are required to obey the bus driver at all times.
- Use only the bus and bus stop assigned.
- Orderly behavior is required at the bus stop.
- Remain seated, facing front, when the bus is in motion.
- Talk quietly, no unnecessary noise or profanity.
- Do not talk to the driver unless it is necessary.
- Keep head and arms inside the bus.
- Do not litter the inside of the bus.
- NO EATING or DRINKING ALLOWED on the BUS at any time.
- Do not throw anything outside the window.
- Be quiet when the bus is crossing railroad tracks or backing up.



Any violations of the above rules will be brought to the attention of the Vice Principal. Parents will be notified and the student could be suspended from riding the bus for one or more days. Continual abuse of bus privileges will result in the denial of transportation.

Students requesting to ride the bus home with another child must bring a signed note from a parent to the office before school starts on the day they wish to ride the bus. A parent contact number must be included so the office can verify the request.

BUS ROUTES

Students living at least one mile from Brittan School will have bus privileges and those students living north of Butte House Road and west of Acacia. Kindergarten through second grade bus riders (except those students living in the Howlett Road area) **MUST** ride the 2:10 p.m. bus. Those students must wait in the designated area (i.e. after school daycare) for the 2:45 p.m. bus. Third through eighth graders ride the 2:45 p.m. bus. Bus routes and stops are carefully planned and established by the school administration and the bus company each year to avoid unnecessary stops and consolidate as many stops as possible. Safety, economy and allocation of resources are also some of the considerations that must be evaluated in determining bus operation policies. Morning bus riders are to be at the bus stop (5) minutes before the scheduled arrival of the bus. Students will be dropped off at bus stops only. No student is permitted to get off at any stop other than his or her own without prior written permission from a parent/guardian and cleared through the office the morning of the change. Students and parents are encouraged to notify the school immediately of any safety hazards that they have observed during bus operations. Parents who wish to make requests for changes in routes or stops must contact the school. If your child rides the high school bus, he/she will be required to wait for the bus in a school designated area.

CAFETERIA

Brittan School offers a breakfast and lunch program to all students. Brittan School participates in the Federal and State supported programs that provide free and reduced meals. Families that are eligible and wish to participate in a subsidized meal program may complete an application at any time during the school year. Eligibility of the application is based on formulas developed by the State of California. **Breakfast is served each day between 7:50 and 8:10 a.m.** Students are expected to purchase meals between 7:50 and 8:15 a.m. Students must pre-pay for their meals. Breakfast is \$1.25. Lunch is \$2.75. Milk is \$.50.

Students are limited to only three (3) charges. Parents will be notified when a child has a negative balance by various means, such as US Mail, phone call, automated phone message, email or text message.

Meals may be paid in person with cash/check or on-line at www.mymealtime.com. The on-line system provides you with up to date information on when your child has made purchases and account balances. An email account is required. **Contact the school for more information.**

The school menu is available in the office and also posted on the school's web site: www.brittan.k12.ca.us.

School rules for behavior apply in the cafeteria:

- Enter lunch room in an orderly manner and stay on the blue line when purchasing breakfast or lunch
- Jump Start Kindergarten through grade 5 will sit at assigned tables. Grades 6th, 7th & 8th will not have an assigned table as long as the cafeteria is kept clean and orderly.
- Students are not allowed to save places in line or at the tables
- Stay seated at assigned table
- Form orderly lines to make any purchase (milk, snacks, etc.)
- School meals are not to be shared, traded or given away to other students
- Keep food and drinks on the table
- Use good table manners
- Be courteous.
- Talk quietly
- Leave in an orderly fashion when your assigned table is dismissed
- Throw away uneaten food and stack trays on cart
- Walk to the playground



CELL PHONES

Cell phones must be kept in backpacks or in the locker in the **OFF** position and **NOT** be visible or used anytime during the school day. Violation of cell phone policy will cause the cell phone to be removed from the student.

1st Violation: Phone confiscated and may be picked up by student at end of same school day.

2nd Violation: Phone confiscated and must be picked up by a parent.

3rd and all other Violations: Phone confiscated and must be picked up by a parent and student will receive a detention.

CLASS MATERIALS

Students are expected to bring classroom materials such as textbooks, pens, pencils, (**NO mechanical pencils**), binder paper and erasers. **PE class may require appropriate clothing and footwear.** Each teacher will provide their students with a list of additional supplies they will need for their class.

CLASS PARTIES

No Home Baked Goods allowed at school. If you wish to bring treats to your child's classroom for birthdays or various parties throughout the school year, we ask that they be store bought packaged items. A few things to remember: check with your child's teacher prior to bringing anything to the classroom and inquire as to the possibility of any child having a food allergy.



CLOSED CAMPUS

Brittan School has a closed campus policy. Students may not leave the school grounds from the time they arrive on campus until they are dismissed (including lunch) unless a parent or other adult, specified on the student's emergency card, signs the student out at the office. The student must be signed out at the time they are leaving and must be accompanied off school grounds by an adult. Upon returning to school, the student must be signed in by the parent or guardian. Bus riders may NOT leave the campus any time after the bus arrives at school in the morning or before it leaves in the afternoon.

COMMUNICATION

The Brittan School Staff works hard to keep lines of communication open between the school and parents. A monthly newsletter with important dates, information and announcements will be posted on the schools web page at www.brittan.k12.ca.us. Occasionally Brittan School also mails out a newsletter during the year. Parents who need further information or a copy of the newsletter should contact their child's teacher(s) or the office.



If you should have a concern regarding your child's performance, or a specific event which occurred at school:

1. Talk first with the teacher, as she/he has the most direct contact with your child and is probably the person most aware of the situation.
2. Talk with an administrator. Administrators have information about school-wide or district issues and can also assist if a problem cannot be resolved by the teacher.

COMPLAINT PROCEDURES

Any parent or pupil who has a complaint against any employee, any policy or materials of the District, including complaints of sexual harassment, may ask to discuss the matter with an administrator. If a complaint cannot be resolved, a complaint procedure packet may be obtained from the District Office.

DANCES

Dances are held throughout the school year for students in the seventh and eighth grades. A student is eligible to attend dances if he or she has above a 2.0 GPA and no "F" grades at the end of the most recent grading period. Students must attend all classes on the day of the dance. Any exceptions must have prior approval from the Brittan Elementary School

Administration. All dances will be chaperoned by an administrator along with a combination of teachers and parents. Parent chaperones are responsible to actively supervise students, serve food, circulate throughout the event and monitor the exits. Students are required to have a signed permission slip in order to attend the dance and a parent or parent designee must sign the student out at the end of the dance. Once a student enters the dance, they may not leave the building without permission. Seventh and eighth graders who wish to bring a guest must complete a pre-registration form in the office 48 hours prior to the event for administrative approval. The guest must be a seventh or eighth grader. (Guests are NOT allowed at the graduation dance). All detention must be served prior to the dance. Standards of behavior and dress code will be the same as those for any other school activity.

ELECTRONIC DEVICES

Electronic devices are NOT allowed at school. The school will not be responsible for lost, stolen or damaged phones, electronics, etc.

DEVICE AGREEMENT

DEVICE AGREEMENT

Brittan Elementary School District

Device Handbook and Agreement

Overview/Introduction

Students in need of remote learning can be issued a device for their educational use. If reasonable precautions and care are taken in the use of the device, the laptop should not experience physical damage. Each parent/guardian should review this form carefully with their child.

All devices issued to students are to be used to access remote learning and other educational uses. Students are expected to follow the guidelines below and take precautions to protect the device. Students are responsible for taking care of the device.

The goal of this Distance Learning Device Handbook and Agreement is to ensure that parents and students have an understanding of the use of technology, as well as the accompanying policies and procedures in order for students to be successful.

By accepting this equipment, I agree to ensure that my child adheres to the following:

Usage Guidelines

In general, all students are expected to use good judgment and common sense; be safe, appropriate, careful and kind online; not attempt to get around technological protection measures; and ask an adult if they need help.

Guide to Safe and Responsible Student Internet Use

1. This District device is for educational purposes only. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the device.
 - a. Use of a technology device provides an exciting learning opportunity for your student(s); participate with them as they learn how to use such instructional tool(s) to enhance their educational experience.
 - b. While the school system will provide Internet content filtering for the security of your student, there is no substitute for parental supervision. Be knowledgeable of where your child goes online.
 - c. Parents should ensure that their child is familiar with and adheres to the Internet policies and guidelines set forth by the Brittan Elementary School District (BESD).
 - d. Encourage your child to use and store the device in an open and safe area of your home, such as the kitchen or family room.
 - e. Parents should review this handbook with their child/children.

Internet Access/Filtering

1. As required by the Children's Internet Protection Act, a current content filtering solution is maintained by the District. This is a "good faith" effort to block inappropriate content, but the District cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user and parent/guardian to follow guidelines for

appropriate use of the network and the Internet. BESD will not be responsible for any problems experienced while on the Internet. Use of any information obtained through the Internet is at the user's own risk.

2. While our Internet content filter will continue to filter content outside the BESD network, it is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the Internet.
3. Attempting to disable or circumvent BESD's Internet content filter and firewall, including using or attempting to use proxies to access sites that would otherwise be restricted is not permitted.

Copyright

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Graphics, art, photographs, music, and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Utilizing sites selling written papers, book reports, and other student work or any act of plagiarism is not permitted.

Usage Guidelines/Discipline

Unacceptable use includes, but is not limited to:

Network activities

- Illegal activities, including copyright violations
- Gaining unauthorized access to any network resources, logging in as system administrator or bypassing BESD content filter or firewall

Content and Software

- Accessing inappropriate or non-educational websites
- Installing software applications that are not approved by the BESD

Security

- Using another person's login credentials or sharing passwords
- Vandalizing or tampering with any equipment or software

Physical Hardware

- Attempting to repair, remove or install hardware; opening the laptop to access internal parts
- Writing, drawing, painting, defacing or placing stickers or labels on a school-owned laptop

Student Conduct

Cyberbullying in any form is unacceptable. Students will not engage in any cyberbullying activity. In situations in which cyberbullying originating from a District managed device is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be so disruptive that it markedly interrupts or severely impedes the day-to-day operation of the educational process. Such conduct includes, but is not limited to, threats, or making a threat on or off school grounds, to harm a member of the school staff or a student. Discipline for cyberbullying will be handled on a case-by-case basis as deemed appropriate by the school administration. In addition, when any kind of threat is communicated or when a hate crime is committed, it will be reported to local law enforcement.

Terms of the Device Loan

Damage

1. BESD will make every effort to repair the damaged device. School administrators will report the damage to the technology department who will then make a full damage report and repair cost estimate.
2. The student and/or the student's parent/guardian shall be responsible for compensating the school District for any losses, thefts, or damages to the laptop. The student and/or parent/guardian is liable for repair/replacement costs resulting from damage and/or neglect as outlined in this document. The purchase price of the laptop is 350.00 and the charger replacement cost is \$50.00. Compensation for loss or destruction of each laptop will not exceed the purchase price.

Appropriation

Failure to return the property at the designated times and/or the continued use of it for non-related school purposes may be considered unlawful appropriation of BESD's property.

Expectation of Privacy for Student Chromebook

Chromebook/laptops are considered the property of BESD and are not subject to the same privacy expectations as private property.

BESD will monitor the device in the following ways:

1. Teachers and administrators will monitor use to ensure the devices are being used for educational purposes only.
2. All Internet traffic will pass through the content filter. This filter will block and log attempts to access inappropriate material.
3. Students can only login to the devices with their BESD account. Any attempt to change this will be seen as a violation.
4. Restrictions on the device will block the student from certain functions. Any attempt to circumvent these restrictions will be seen as a violation.

General Care of the Device

- Students are responsible for the device. Always keep it in a secure location.
- Always close the lid before moving and/or transporting your Chromebook/laptop; do not close the lid with objects inside the Chromebook/laptop.
- Liquids, food, and other debris can damage the Chromebook/laptop. You should avoid eating or drinking while using the Chromebook/laptop.
- Take extreme caution with the screen. Avoid picking up the device by the screen.
- Never attempt to repair or reconfigure the Chromebook/laptop.
- Take care when inserting cords, cables, and other removable storage devices to avoid damage to the Chromebook/laptop ports.
- Do not write, draw, paint or place stickers/labels on your Chromebook/laptop.

Cleaning Your Device

- Always disconnect the device from the power outlet before cleaning.
- Never use liquids on the device screen or keyboard.
- Clean the screen and touchpad with a soft, lint-free cloth or use anti-static screen wipes.
- Wash hands frequently when using the Chromebook/laptop to avoid build-up on the touchpad.

Reporting a Damaged Device

To report damaged devices, contact the school office within 72 hours of damage. Lost or stolen devices need to be reported to the school administration as soon as possible.

Return of Device

This device is being loaned for the student's use during remote learning. This device is the property of the BESD. This device must be returned when on-site learning resumes.

Parent Approval and Agreement

Acknowledgement of the Parent – Student Handbook means that you have read and agree to the terms of the BESD Device Handbook and Agreement. I understand my responsibilities as a parent/guardian. Violation of this agreement will be subject to loss of use of all devices.

EMERGENCY INFORMATION

It is important that every student maintain an up-to-date address and home telephone and/or work number as well as an emergency phone number in the office. At the beginning of each school year, each child will bring home an enrollment form so that you may update the information and return it to the school. No one other than the names you specify on the emergency card will be allowed to pick up your child for any reason unless this has been pre-arranged through the office.

ENERGY DRINKS

Energy drinks are not allowed at school. Energy drinks differ from sport drinks in that most energy drinks simply provide large quantities of sugar or stimulants where sports drinks are intended to replenish electrolytes, sugars, water and other nutrients. Examples of energy drinks **not allowed** at school include but not limited to: **Red Bull, Full Throttle and Rock Star.** (see Board Policy 5030)



FIELD TRIPS AND ACTIVITIES – Refer to Page 6 for more information

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum, relate directly to subjects taught and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. Fees may be requested from each student to help defray transportation or facility use costs. If Brittan School provides transportation, then all students are required to ride to the event on school approved transportation. All students will ride back to school on school approved transportation unless they are released to their parent/legal guardian by the school employee in charge. Special permission to ride home with an adult other than the parent/legal guardian must be arranged 24 hours prior to the student's leaving Brittan School for the event. A parent/legal guardian must request permission in writing. The name of the adult, date and method of travel must be listed. A phone number to confirm the note must be included. Written and verbal confirmations are required for the request to be considered.

FIELD TRIP CHAPERONE POLICY – Refer to Page 6 for more information

Parents may be asked to attend field trip outings with their children to help with supervision. All students are under the direct supervision of the school employee in charge of the activity. Teachers try to accommodate parents who want to attend field trips, however for obvious reasons not every parent can attend every time there is a field trip. The teacher will select the number of parents needed and notify the parents who will attend. Parents who are selected as chaperones are under the direction of the teacher(s) in charge. Specific written expectations, rules and instructions will be reviewed with parent chaperones prior to departure. Parents who are not selected should honor the space, time and educational decision of the teacher and not show up on their own at the field trip destination. Parents must understand that field trips have a purpose and are educationally planned. Field trips are designed for specific grades and specific reasons. Parents are asked to keep younger and older siblings of their student at home during the field trip.

GIFTS, FLOWERS, BALLOONS

Students will **NOT** be allowed to receive flowers or balloons in their classrooms for birthdays or other occasions. Anything delivered to the school will be kept in the office and students will be notified to pick up the items at the end of the day.



HALL PASSES

All students are required to have hall passes whenever they are out of class during instructional time, this includes going to the restroom or to the office.

HOMEWORK, MAKEUP WORK - Brittan School District Homework Policy

Brittan School District believes that homework serves many different purposes. Homework and assignments are designed to reinforce classroom learning objectives, meet individual student's needs and abilities and help students to become lifelong learners.

The average amount of nightly homework varies with each grade level as follows:

Kindergarten	10 to 15 minutes
Grades 1 and 2	20 to 30 minutes plus 20 minutes of reading
Grades 3 and 4	45 to 60 minutes plus 20 minutes of reading
Grades 5 and 6	60 to 90 minutes plus 20 minutes of reading
Grades 7 and 8	90 to 120 minutes plus 20 minutes of reading

Board Policy #6154

The purpose of homework is to reinforce, extend and enrich skills and ideas introduced in class. It is the professional responsibility of the classroom teacher to communicate their homework policy to parents and students, and will ensure it aligns with the Brittan School District Homework Policy. Teachers will establish written policies concerning make up work for their classes. During a student's extended absence, it is the parent's responsibility to request missed assignments. It is important for parents to communicate with teachers as to when the missed work needs to be completed.

INSURANCE

Brittan School District does **NOT** provide medical insurance coverage for school accidents. This means that parents/guardians are responsible for their child's medical bills as well as any ambulance services if he/she gets hurt at school or during school activities. Information will be sent home with the first day packet where parents may purchase a private insurance plan through Myers-Stevens-Toohey.

INTER DISTRICT TRANSFERS

The board reserves the right to revoke a student's inter district transfer at any time. Reasons for revocation may include, but are not limited to:

- Student misconduct
- Failure of the student to maintain satisfactory attendance:
Having more than eighteen full/partial days of absences within a school year, including a combination of full days of absences, partial days of early/mid-day check outs and/or tardies, excused or unexcused.
- Failure of the student to maintain grades of "C" or better in all core subject areas ("D," "F," "Incomplete," or "No Mark" are all considered unsatisfactory grades.
- Students must be picked up within 20 minutes of dismissal time.

INTER DISTRICT TRANSFERS - continued

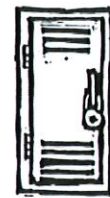
A student who engages in misconduct for which he/she could be recommended for suspension or expulsion as described in the Education Code will have his/her transfer immediately revoked and shall be transferred to his or her district of residence.

LIBRARY

Each class has a scheduled time to visit the library during the week. Students are responsible for each book that they check out. Students will be required to pay for lost or damaged books. Students who do not return books on time or pay for lost books may lose library privileges.

LOCKS and LOCKERS

Students are responsible for all items in their lockers. The school provides locks at the beginning of the year for 6th, 7th and 8th grade students. Homeroom teachers will issue lockers. Students should make sure their locker is locked at all times. They should not share lockers or combinations with anyone other than their assigned locker partner. For safety reasons, personal locks may **NOT** be used on school lockers. Locker inspections may be made at any time. Locks must be returned at the end of the school year. A \$5.00 fee will be charged for a lock replacement should a student need a new lock. **Food or beverages should NEVER be stored in lockers.**



LOST AND FOUND

All clothing should be labeled with the student's name in order for it to be returned if found. The school is not responsible for possessions that are lost or stolen.

MEDICATION

Staff members are not authorized to administer any medication to students, including over the counter medications. No treatment beyond assisting a student to clean a minor wound and placing a bandage on the wound will be provided. No treatment for infections or illness can be provided to students. Students who feel ill during the school day may call their parent/guardian. Students are NOT to have in their possession any type of medication (prescription or non-prescription). Students who are required to take medication during the school day must provide the school with written authorization from their doctor. All medication will be stored securely in the front office. Records will be maintained as to the time and date that a dose was taken.

MINIMUM DAYS Dismissal time on minimum days is 12:50 p.m.

Minimum days are held on the last Wednesday of each month except during November & December. Staff trainings often take place on minimum days. Teachers use minimum days to conduct grade level meetings for coordinating curriculum, standards based grade assessments, progress reports & report cards. Minimum days are also used for parent conferences. Busing on minimum days may not always be possible and parents are responsible for making arrangements for transportation. **Students must be picked up within 20 minutes of dismissal time.**

PARENT/TEACHER CONFERENCES

Requests for conferences can be arraigned by appointment at any time. Parents are encouraged to make contact with the teacher(s) if there are any questions. Teachers routinely schedule fall conferences for every student at the end of the first trimester.

PHONES

Classrooms are equipped with telephones for teachers to return calls to parents or responding to emergencies. All staff members have a voice mail and will return messages as soon as possible.

PHOTOGRAPHS

Occasionally during the school year, photographs of students participating in instructional and/or school related activities (sports/student of the month/group photos) may be published in the newsletter or placed on the school website. If you wish that your child's photograph NOT be used, please contact the office.



PHYSICAL EDUCATION

All students must participate in Physical Education. The only exceptions are students with physical disabilities and students excused on orders from their doctor. Students are to bring a note signed by their parent/guardian if they cannot participate in P.E. It is necessary to have a doctor's excuse for a period longer than five days. Students should wear appropriate clothing and athletic/tennis shoes. Students are not allowed to go barefoot or wear sandals, clogs, boots, heels, etc., for P.E. activities.

SCHOOL COLORS AND SCHOOL MASCOT

The Brittan School mascot is the bear and the school colors are red, black and white. We encourage our students to identify with these symbols as a representation of our school pride and spirit! School color day will be held every Friday and all students are encouraged to participate by wearing red and white clothing or a Brittan shirt (made available for purchase periodically from the parent club).



SCHOOL OFFICE

Occasionally students will find it necessary to enter and conduct business in the school office. Students must follow the directions of the office staff. The office is a place of business and is not to be used as a hallway. The office telephone is a business phone and only to be used by students for illness or an emergency. Students are not allowed to use the phone to make personal arrangements or call home for forgotten items such as homework or lunches.

SCHOOL PICTURES

Individual school pictures will be taken in August. There is no obligation to purchase pictures. There will also be a make-up day for those students who are absent on the initial picture day (Date and time to be announced).



SECURITY/VANDALISM

Our school and equipment are public property. Willfully damaging or destroying school property is cause for immediate suspension and possible expulsion. Students and their parents must also reimburse the school all costs to make the repairs including supplies and labor. Outside security cameras are used to help maintain a safe campus. Cameras are located in high traffic areas along with vandal prone areas.

TEXTBOOKS/DVD/CD ROM

Textbooks, CD's and/or DVD's are assigned by the teachers. Every textbook **MUST** be covered and have the student's name clearly listed on it. Any items left on walkways, outside or on the hall floor will be confiscated and students will receive a detention. If a school issued textbook, CD or DVD is lost, misused, or damaged the student shall pay for the cost of the item's replacement.

TOBACCO FREE CAMPUS

Adults and Students shall NOT possess or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (See Board Policy 5131.62 Tobacco)

VALUABLES

It is strongly recommended that students leave all valuables at home. The school is **NOT** responsible for any valuables brought to school.

VISITORS

All visitors (non-Brittan students) are required to report to the school office upon entering the campus. Parents are welcome and encouraged to visit the classroom by prior arrangement. Please sign-in and obtain a visitor's pass from the front office during school hours. Anyone without a visitor's pass will be asked to obtain a pass or leave the campus.

WALKING STUDENTS

Students who walk to school should come straight to school. Students should stay out of the roadway and cross only at designated cross walks. Remember the safety rules: walk with a friend and never accept a ride with a stranger. Any suspicious strangers should be reported to the office staff.



YEARBOOKS

Yearbooks are available for purchase by all students. Yearbook orders are generally sold after the Winter holidays for a limited amount of time. Yearbooks are distributed the last week of school.

Statewide Testing Notification

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

Smarter Balanced Assessment Consortium Assessments - The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

California Science Tests (CAST) - The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

California Alternate Assessments (CAAs) - Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors. Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2020.

California Spanish Assessment (CSA) for Reading/Language Arts - The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

English Language Proficiency Assessments for California - California will transition from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Physical Fitness Test - The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

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