



*Students/Parent/Guardian Handbook*  
*2022-2023*

## Table of Contents

Vision, Mission, FAA Way, FAA Pledge, and Principal's Greeting	2
BFAA School-Wide PBIS Expectations	3
BFAA PBIS Matrix	4
BFAA Staff, School Site Council	5, 18
Handbook Information: The ABC's of BFAA	6-23
Anti-Bullying Policy	7
School Counselor Services	9
Dress Code: BFAA Uniforms and District Dress Code Policy	10
ELL and ELAC	13
Campus Events, Emergency Information, Expected Performance Outcomes	13
Expectations of Student Behavior/Discipline (PBIS)	14
Grading	15
District Nurse and Campus Health Assistant Services	16
Parking and Safety	17
School Site Council, Safe and Secure Campus, and Servant Leadership Projects	18
BFAA Cell Phone and Electronic Devices Policy and Procedures	21
Volunteers: Volunteer Policy and Procedures	21
Zero Tolerance	22
BFAA Parent Engagement and Involvement Policy	24
BFAA Parent/Guardian/Student/School Compact and Three Way Pledge	27
Student Internet and Network Use Agreement	29
Student Internet and Network Use Agreement Acknowledgement Page	32
BUSD Technology Checkout Agreement	33
Acknowledgement Agreement for Physical Education	36
Parent/Student Handbook Agreement	37

*Barstow Fine Arts Academy*

*500 S. Avenue G, Barstow, CA 92311 - 760-255-4900*

## **Barstow Fine Arts Academy**

### **Our Vision Statement**

*Our students are creative lifelong leaders and learners who possess a growth mindset and grit with an emphasis in artistic literacy, which will enable them to achieve personal success, be flexible, and make choices that positively impact their community.*

### **Our Mission Statement**

*Working together, staff, families, and community members are committed to supporting an exceptional and equitable educational program for all students in a safe and positive environment through mastery of fine arts, servant leadership, creative thinking, and achievement which will foster student academic, artistic, and social success.*

### **School Motto: The FAA WAY**

*Ignite, Imagine, Inspire!  
Ignite a passion for learning!  
Imagine ALL of the possibilities!  
Inspire greatness in ourselves and others!*

### **The FAA Pledge**

*We will follow the FAA Way and:  
Be safe: to respect the safety and learning of everyone  
Be respectful: to grow as a leader  
Be responsible: to inspire greatness in myself and others!*

### **Greetings from the Principal**

*Barstow Fine Arts Academy Students and Families,  
Greetings, and welcome to the 2022-2023 school year! I hope everyone had a wonderful and safe summer. As your principal, I would like to share with you how excited I am for the coming school year and what we will accomplish together!*

*Please take the time to read through this handbook together. Our school rules and policies are carefully designed to protect our students' best interests and to ensure our students' success. Families and students are responsible for knowing the contents of this handbook.*

*The Barstow Fine Arts Academy Staff is committed to partnering with your child, you, and with one another to provide instruction that focuses on the success and achievement of every BFAA student. Your support and involvement in our shared vision of what we can accomplish together will make a lasting impact on your students and their success. Our shared mission is focused on the work we do together to encourage the social, emotional, creative, and academic growth of all of our students. Please know that my door is always open. I look forward to meeting all of you and sharing this incredible year together!*

*Kindest Regards,  
Elizabeth Davis, M. Ed  
Principal, Barstow Fine Arts Academy*

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# **Barstow Fine Arts Academy School Wide Expectations: PBIS**

*At Barstow Fine Arts Academy we will:*

Be Safe: to respect the safety and learning of everyone.

- “See something? Hear something? Sense something? Say Something.”
- Be aware of your surroundings and stay where you belong
- Follow all directions given
- Run only on the playground
- Use equipment and materials properly
- “Hands Off Policy”

Be Respectful: to grow as a leader.

- Use kind words at all times
- Listen to others and value learning differences
- Follow directions as they are given
- Be a servant leader and help others when needed

Be Responsible: to inspire greatness in ourselves and others.

- Be ready to learn and work with others
- Demonstrate honesty, integrity, and creative courage
- Do your personal best, always!

Barstow Fine Arts Academy  
PBIS Matrix  
FAA Way: Ignite, Imagine, Inspire

Barstow Fine Arts Academy Beagles	Classroom and Library	Bathroom	MPR Breakfast/Lunch	Playground	Hallways/ Transitions	Assemblies/ Performances	Arrival/Dism iss al/Bus
<b>Be Safe:</b> to respect the safety and learning of everyone.  “See something? Hear Something? Sense Something? Say Something.”	-Listen to and follow all directions  -Be aware of your surroundings and stay where you belong	-Return to class as soon as possible  -Report any concerns to an adult	-Listen to and follow all directions  -Eat your food only; do not share food with others.	-Use playground equipment appropriately  - “hands off policy”  -Listen to and follow directions  -Be aware of your surroundings and stay where you belong	-Sign in/sign out and use a classroom pass  -Listen to, and follow instructions	-Listen to and follow all directions  -Enter and exit quietly and appropriately  -Be aware of your surroundings and stay where you belong	-Hands, feet, objects to yourself  -Listen to, and follow directions
<b>Be Respectful:</b> to grow as a leader.	-Value learning differences of others  -Follow classroom expectations  -Use your words to tell what you want or need  -Be a servant leader and help others when needed	-Flush toilet after use  -Respect the privacy of others  -Keep restrooms clean	-Say “please” and “thank you”  -Always use kind words and manners  -Follow directions and instructions  -Be a servant leader and help others when needed	-Be kind and share  -Include others and be a team player  -Be a servant leader and help others when needed	-Walk quietly to your destination  -Walk on the right side  -Remain in line and follow instructions	-Listen to presenters  -applaud/clap when appropriate  -Be a servant leader and help others when needed	-Keep buses clean  -Listen to the bus driver  -Report concerns to an adult  -Be a servant leader and help others when needed
<b>Be Responsible:</b> to inspire greatness in ourselves and others.	-Be prepared and ready to learn.  -Demonstrate honesty, integrity, and creative courage	-Wash hands with soap and water  -Use restroom supplies appropriately	-Throw all of your trash away  -Keep your area clean  -Push in your chair	-Be a Servant Leader/help others  -Keep playground clean  -Report concerns to an adult	-Travel to your destination quickly  -Sign in/out  -Return to class quickly.	-Sit appropriately  -Report concerns to an adult.  -Demonstrate honesty, integrity, and creative courage	-Be on time  -Go directly to destination  -Demonstrate honesty, integrity, and creative courage

## **Barstow Fine Arts Academy Staff**

Elizabeth Davis, Principal

Candace Rose, Assistant Principal

Diana Guardado, Administrative Assistant (760) 255-4900

Holly Jones , Office Assistant (760) 255-4900

Denise Davis, Health Assistant (760) 255-4900 Melissa Lewis, Counselor

Cynthia Kramer and Miranda Cordova, Library Media Assistants

### **TEACHERS**

Kindergarten – Clarissa Crank, Marylee Blake, and Lyann Osborne

First Grade - Griselda Escobar, Kaye Webster, Barbara Ray

Second Grade – Vacant, Vivian Sagonlay, Jamie Mattox

Third Grade – Melissa Moor, Marlena Gambill, Christine Santry

Fourth Grade – Cameron Blake, Melissa Hilton

Fifth Grade – Nathan Burton, Mark Ferrara (5/6 combo)

Sixth Grade – Mark Ferrara (5/6 combo), Linda Rowell

Visual and Performing Arts (VAPA): Efren Diaz, Lisa Ferrara, Amanda Will

RSP- Nicole Sprowl

Paraeducators- Mary Pearson, Amber Santos, Carolyn Carlston, Virginia Melendez

### **CUSTODIANS**

Day Custodian- Andrew Marass

Night Custodians- Bernice Ramirez and Jose Alva Astorga

### **SCHOOL SITE COUNCIL**

The Council will meet provisionally the third Thursday of each month. Members will be elected in September, as needed, for a one or two year term. The council oversees the site categorical budgets and is made up of parent, teacher, classified and administration representatives.

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## **Handbook Information: The ABC's of Barstow Fine Arts Academy**

*The ABC's of Barstow Fine Arts Academy are designed to help your family enjoy a safe and successful school year. Please keep this handbook as a reference throughout the school year. Please note, information in this handbook is subject to change.*

### **Arrival and Departure**

Students are to arrive on campus no earlier than 8:45 a.m. The main gate and the walker gate will be opened at 8:55.

Breakfast service begins at 8:55 and ends at 9:10 so students aren't tardy to class.

Dismissal will begin at 3:45 p.m. Students must leave campus by 3:55 p.m. after dismissal. There is no teacher supervision after this time.

Bicycles/Scooters may be ridden to school, but must be locked at the bike rack upon arrival. Skateboards must be checked in at the office for the day. Helmets are required when riding a bike, scooter, or skateboard. Students will not be able to bring a bike, scooter, or skateboard to school without a helmet. Roller skates, roller blades, and shoe wheelies are prohibited.

When dropping off students by car, you must go through the front driveway on "G", dropping students at the Front of the campus, and follow the "U" pattern to exit out onto "G" St. The school is responsible for student safety coming and going to school (walking or riding the bus.) Therefore, there may be disciplinary action for safety violations including running in the street, fighting, or hitting other students. Consequences can include loss of recess, detention, in-school or formal suspension, or expulsion.

### **Attendance and Absences During the Regular School Year**

Attendance is very important! Our goal is for all students to attend school daily so they do not miss instruction. If for some reason your child is absent, please call the front office first thing in the morning at (760) 255-4900 and let us know why your child is out. If your child can attend any portion of the day, please bring him/her to school. Please try to schedule doctor and dentist appointments after school. Classes that earn the highest percentage of perfect attendance days for the month may be rewarded as per our school wide PBIS program. Students with 5 or more tardies will not be eligible to earn the Perfect Attendance award at the end of the school year.

Our school has an early dismissal on Wednesday afternoons at 2:05 p.m. Please be on time. Education Code sections 46010 and 48205 identify the acceptable reasons for "excused"

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500 S. Avenue G, Barstow, CA 92311 - 760-255-4900*

absences for the purposes of satisfying the California State Compulsory Attendance Law (E.C. 48200.) Students who are “excused” must be given an opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work. The types of absences identified in these codes include the following:

1. Personal illness (school may require a doctor’s note if the school deems the absences are excessive.)
2. Personal medical appointment (could require doctor’s verification.)
3. Funeral services of a parent, sibling, grandparent, or any relative living in the child’s immediate household (limit is one day in the state, and three days out of state.)
4. Personal court appearance (requires verification.)

Absences and tardies are tracked from the daily attendance turned in by teachers. There is a law in California that states that if a student misses 10% of the possible school days (18 days) charges can be filed with the district attorney’s office. The district’s “Attention to Attendance” program generates the first letter to parents notifying them of the amount of absences. A second letter is generated when more absences occur and require parents to meet with the principal to look for solutions. Beginning with the 9<sup>th</sup> unexcused absence, the school begins tracking for referral to the School Attendance Review Board (SARB), which requires parents to show up and work on finding a solution to the problem. Please avoid this possibility by ensuring students’ regular attendance at school or by providing doctor notes for excessive absences.

### **Anti-Bullying Policy**

Barstow Fine Arts Academy supports the Barstow Unified School District’s belief that all students have a right to a safe and healthy school environment. Thus, the district, Barstow Fine Arts Academy, and the community have an obligation to promote mutual respect, tolerance, and acceptance. BFAA will not tolerate behavior that infringes on the safety of any student. BFAA adheres to the Barstow Unified School District anti-bullying policy. Students who act in violation of this policy may be subject to Barstow Fine Arts Academy/District disciplinary procedures up to and including expulsion.

For More Information, please visit our District Bullying Prevention and Intervention Policy and Protocol Website below:

- [Bullying Prevention and Intervention Policy and Protocol Website](#) - BUSD bullying policy, intervention protocol, and claim form

### **Academic Integrity**

At Barstow Fine Arts Academy we want every student to grow as a leader and engage in creative learning opportunities with others. Students are expected to maintain a high level of academic excellence, behavior, and leadership. The faculty, staff, and administration expect every student at Barstow Fine Arts Academy to employ principles of honesty and integrity.

### **Award Assemblies**

Award Assemblies are scheduled to be held after the close of each Trimester.

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Students are awarded classroom awards which may include: student of the month, citizenship, VAPA, PBIS, and academic awards; these awards will be selected by the teacher. Your child's teacher will notify you if your child is selected to receive a classroom award. Parents are encouraged to attend the awards assemblies to honor their students. Assemblies last approximately 60 minutes. Please be courteous to all students receiving awards by remaining for the entire assembly, clapping politely, and refraining from engaging in any boisterous behavior.

### **Beagle Paw Tickets**

Beagle Paw/Beagle Buck tickets are used to reward and recognize individual students for making positive choices and demonstrating leadership without being prompted by an adult. Daily prizes and other incentives may be offered as recognition for those students who earn these tickets.

### **Bell Schedules**

Please see district Distance Learning guidelines and classroom teacher schedule for daily schedules during Distance Learning. Please see the end of this handbook for regular day, early out Wednesday, and rainy day bell schedules (as applicable; coming soon).

### **Bus Transportation Violations**

Students using school transportation must follow bus rules. The principal receives copies of student discipline forms sent home to parents by the bus driver, and will take appropriate action at school including, counseling on first citations and consequences on other citations. The school is responsible for student safety/behavior to and from school (including bus behavior and walking to and from the bus stop to home). These citations also go into the school computer database.

### **Cafeteria/MPR Behavior Expectations**

Students are expected to enter in an orderly manner, sit with the class at assigned tables, converse quietly without yelling, and are expected to clean up their area. Students stay seated until dismissed by supervisors. Students need to be safe, respectful, responsible, and follow the directions of the supervisors. When dismissed to the playground, students are to line up and walk to their designated areas.

### **Calendar**

Please see the end of this handbook for the district calendar. School events will be communicated through campus flyers, all-calls, postings to our website, and newsletters.

### **Communication and Collaboration**

Communication and collaboration are important pieces to our school community. Please make it a point to read and respond to student progress reports, teacher and school communications,

and newsletters from the school community. Check your child's backpack nightly for communications. Please visit our website at:

<https://sites.google.com/busdk12.com/bfaahome/home> for additional information.

### **Counseling Services**

Counseling services are available to all students on campus throughout the school year. Our school counselor is Meliss Lewis and you are able to request counseling for your student by phone at:

(760) 255-4900 or via email: [melissa\\_lewis@busdk12.com](mailto:melissa_lewis@busdk12.com).

You can also visit our school Counselor's Corner website at:

<https://sites.google.com/busdk12.com/bfaahome/bfaa-counselors-corner>

### **Curriculum**

All of our core curriculum is aligned to the Common Core Standards and the California State Standards for each grade level, as well as the Visual and Performing Arts Standards for the State of California.

#### **Text books:**

Textbooks assigned to students will be replaced by parents if damaged or lost.

Language Arts-McGraw Hill Wonders Series

Math-Houghton Mifflin GO MATH! Series

Social Studies- Pearson Scott Foresman Series

Science- Amplify Amplify Series

#### **Support materials:**

Moby Max Programs

Renaissance Reading and Math Software Programs

Step Up to Writing Program

Thinking Maps

Test Prep material

i-Ready

Lexia

Brainpop

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### **Dress Code: BFAA Uniforms**

BFAA is a uniform school. Students must come in proper uniform daily, unless designated by a free dress day or campus event/dress up day. Students are expected to wear the following to school everyday:

- Tops: Three button polo (short or long sleeves) Colors: green or white (please use the image for color reference)
- Bottoms: Pants, knee-length shorts, skirts in black, khaki jumpers. Colors: black or khaki
- Outerwear: Your choice, but must follow district guidelines. View [District Guidelines here](#)
- 4-6 Grades Only: Blazers and Neckties: Each Monday, 4-6 graders will wear their blazer and necktie to school on Mondays and for special events as designated by the school calendar.
- Uniforms can be purchased from any retailer such as Wal-Mart, Target, Old Navy etc. Uniforms are also available from Frenchtoast.com. Click the link to visit the webstore: [BFAA Uniforms](#)



*Barstow Fine Arts Academy*  
500 S. Avenue G, Barstow, CA 92311 - 760-255-4900

### **District Dress Code Policy**

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

#### Footwear

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

#### Headwear

6. Hats or caps are to be worn in an acceptable manner. Hats or caps may not be adorned in any way. Hats or caps may not be worn in the classroom or inside school buildings. Hoods (hoodies) that are attached to shirts/sweatshirts/jackets may not be worn in the classroom or inside school buildings. All other hats, caps, bandanas, or any kind of headscarf are not permitted.

#### Accessories

7. Any apparel, jewelry, accessories, notebook, hair net, or manner of grooming which by virtue of its arrangement, trademark, or any other attribute denotes membership in or relationship to a group/gang (as identified by Barstow Police Department) which advocates or promotes drug use, disruptive behavior, violence or may be a potential safety hazard is not permitted. Accessories include but are not limited to: jewelry,

personal items such as backpacks, fanny packs, purses, book bags, gym bags, water bottles, lunch boxes, etc.

8. Sunglasses (unless prescription) may not be worn in classrooms or inside school buildings. Sunglasses are to be unmarked except for the student's proper name. Schools are not responsible if sunglasses are lost, stolen, or damaged.
9. Body rings/piercings, tongue studs, bracelets, large rings, dangling earrings, belt/wallet chains, studded chokers, belts or lanyards hanging from clothing or belt buckles which may be considered disruptive, a safety hazard, or used as a weapon are not permitted in the elementary grades. Stud earrings and hoop earrings no more than ½ inch in diameter are allowed to be worn in the ears. Jewelry that does not meet dress code requirements will be removed at the direction of the principal or designee.
10. Make-up, perfume, cologne, and false fingernails are not permitted in the elementary grades.
11. Tattoos are to be covered at the elementary grades.
12. Gloves may be worn during inclement weather only.

#### **Hairstyles**

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

#### **Additional Information**

14. Meeting the requirements of Administrative Regulation 5132 (student dress) does not prohibit a student from adhering to the tenets of an established religion or faith as they relate to dress and grooming.
15. Anything not specifically covered in the above rules and regulations that is disruptive to the educational process or considered to pose a safety hazard will be at the discretion of the school administration or designee with referral to Board Policy 5132 and Administrative Regulation 5132.
16. The state of California and the Barstow Unified School District Board of Trustees is also concerned about health issues related to safety. They include protection from sun damage to students. When out of doors, in sunny areas, students are encouraged to wear clothing including unadorned hats, caps, and sunglasses designed to protect students from sun damage. Sun screen lotion can be used by students during the school day without a physician's note or a prescription. (Education Code 35183.5)

#### **Dress Code Violation Procedure**

When a student is referred to the office for a dress code violation, the parent(s) will be contacted for a change of clothing. Being aware of the dress code policy and following it, helps cut down the need for disrupting the school day with parent contacts for a change of clothing.

### **ELL Program**

English Language Learning: The staff meets the requirements to be designated highly-qualified to instruct students who are ELL (CLAD or SDAIE certification). The program includes at least 30 minutes of instruction (outside of core Language Arts time) using McGraw Hill Wonders ELD materials (extra instruction in acquiring English skills). The program is supported with an ELL Para-educator. The English Language Advisory Committee (ELAC) meets at least four (4) times a year to advise on site budgets and site programs.

### **Emergency Cards and Emergency Information**

Emergency cards need to be complete and updated yearly, and when phone numbers and addresses change. We will not authorize anyone to pick up a student if he/she is not listed on the emergency card. We ask that all changes be made to the Central Enrollment Center (760) 255-8800.

When a parent calls and asks us to release a student to someone not listed on the card, the request will be denied. This is for the child's safety.

### **Expected Performance Outcomes Visual and Performing Arts**

Students will be provided with opportunities to express their individual creativity, perform, and showcase their learning in fine arts and core curriculum through various events scheduled throughout the year. These events will be communicated to parents via our campus communication system(s).

### **Events**

Events at BFAA are scheduled throughout the school year. Students must be accompanied by an adult at all events that are scheduled outside of regular school hours. Please note, virtual events may be scheduled during Distance Learning.

Campus events may include:

- Back to School Night/Supply Pick Up Event
- Title I Parent Meetings
- Grade level parent meetings or events
- Annual STEAM Fair
- PBIS/Student of the Month Assemblies
- PTO Meetings
- Family Nights and Trainings and Activities
- VAPA Showcases
- Saturday School

### **Parental Responsibility for After School/Before School Events/Activities**

Although we supervise all school activities, before school and during the afternoons, evenings, and weekends, parents are expected to pick up students within 10 minutes of the time the event/activity ends or the time students are told to have their parents arrive. Teachers and administrators who are responsible for supervising these events/activities have agreed to work

beyond their regular workday, but have not volunteered to stay indefinitely. Students who are not picked up within ten minutes, may be excluded from participation in the next event/activity, and the proper authorities may be called to pick up your child.

### **Expectation(s) of Student Behavior/Discipline (PBIS)**

Barstow Fine Arts Academy has a high standard of excellence and learning for all. It is expected that students maintain the highest level of behavior, attendance, and academic performance at BFAA. Students are expected to do their personal best each day in all areas.

In order to maintain a positive and safe learning environment, the district utilizes PBIS (Positive Behavior Intervention and Supports). It is a district- and school-wide behavior plan. It is based upon positive universal interventions for students. Each student has the responsibility to exercise self-control and to respect the rights of others.

School-wide expectations, rules, and consequences have been established and should be posted in each classroom. These expectations state the appropriate behavior expected at school. Students are also asked to learn, recite, and “follow the FAA Way”/FAA Pledge each day and at assemblies.

Bullying of any sort (name calling, intimidation, physical harm) is not tolerated and can result in up to suspension, placement in alternative programs, or expulsion. Items of a sexual nature are not allowed at school.

Following school rules and respectful interaction with staff members and noon supervisors is expected of all students and family members. PBIS, Other Means of Correction and Progressive discipline as outlined by the school and district will be followed to address and correct inappropriate behavior.

Please note, discipline/other means of correction will be used to modify behavior, not to punish a student. A discipline form will be used to inform parents of serious discipline issues. A parent signature may be required with the form being returned to school. Discipline forms sent home will also be recorded in our school database. If the discipline issue is serious, either the teacher or principal will contact the parent by phone if possible. A behavior contract will be required for on-going discipline issues, signed by the student, parent, teacher, and principal to correct ongoing serious behavior issues.

### **Fire and Earthquake/Disaster Evacuations**

We conduct fire/earthquake drills monthly. We also conduct lockdown drills twice a year. A crisis simulation is also practiced during the year. Students evacuate to their designated areas.

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### **Good Nutrition and and Rest**

Good nutrition and a good night's sleep are important to a child's daily success and growth. Please ensure lunches brought from home are packaged correctly to prevent spoilage. Please do not send excessive sugary items (e.g. sodas, candy etc.). In an emergency, a parent would be allowed to bring a fast food lunch, and can notify the office if this occurs. In this instance, parents will drop the meal off at the office, and the office will ensure the student receives it. Please do not send items to be heated in microwaves or that need to be refrigerated as this is not available to students. Students are required to eat their own lunch and may not share food. Any food that is brought into classrooms (e.g. for classroom events) are to the teacher's discretion and must be approved prior to bringing to campus; all items must be store bought and sealed. \*Please notify the office and teacher of any food allergies.

### **Grading**

There are three grading periods, one per trimester:

- 1st trimester 8/8/22 -10/27/22
- 2<sup>nd</sup> trimester 10/31/22 -2/16/23
- 3<sup>rd</sup> trimester 2/21/23-6/01/23

### **Grades are given as follows:**

Rubric scores: (Students at 3 and 4 are meeting grade level standards)

- 4 – Thorough Understanding
- 3 – Adequate Understanding
- 2 – Partial Understanding
- 1 – Minimal Understanding

Progress reports are sent home for every student approximately once per trimester (halfway) and additionally as needed.

For students who are at risk. A notice must be given prior to assigning a score lower than a 3 in a subject on the report card. Parents may make arrangements with a teacher for more frequent reports on progress.

### **VAPA (Visual And Performing Arts)**

Students will regularly participate in VAPA instruction, VAPA highlights, and showcases throughout the year. Evaluation and feedback will be reflected on the report card in its designated section.

### **Homework**

Homework is an important part of your student's education. It helps develop independent study habits and also provides opportunities to practice skills taught in the classroom. Responsibility for homework lies with the student. Parents support the student by setting a time for homework to be completed and establishing a place away from distractions for the student to work. If a student is out ill, homework should be requested by the student or parent. Make up time for

absences are one day for each absence to get work turned in. Failure to fulfill homework can result in a lower grade or possible failure of a subject. If a student is to be out of school for a prolonged period of time (5 days or more,) please notify the school.

### **Infinite Campus and Parent Portal**

Infinite Campus has an online parent portal that is accessible to all parents. At the beginning of the year, parents can contact the front office and be given Infinite Campus log-in information to access the parent portal.

### **Nursing/Health Assistant Services**

A district nurse is available as needed, and there is a health clerk available daily. Students are expected to practice good hygiene and health care. Basic first aid will be provided as needed. Parents will be notified of more serious injuries and any head injury. Students may be sent home for a change of clothing if not clean, or for other issues as appropriate.

Additional Information:

- Notify the office immediately if your child contracts a contagious disease such as measles, mumps, chicken pox, pink eye, swine flu, etc.
- School personnel cannot administer any medication, including aspirin and cough drops. Students that need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school by the parent. The medication and the form must be given to office personnel. Our Office Health Assistant will administer the medication. No medication is to be self-administered by students.
- Vision screening will be conducted for first, third and sixth grade students. ● Auditory screening will be conducted for first, second and fifth grade students. ● Students with speech impairments will be referred to the speech and language specialist.
- Students that are running a fever or vomiting should be kept home for the day.

### **Parent Teacher Organization PTO**

Tentative. More Information is to Come

### **Parent Responsibilities**

According to District policy, parents will:

- Be aware that BFAA is a “Safe and Secure” campus, and parents must report to the office when visiting campus during school hours and receive a visitor’s pass for scheduled meetings or events. A valid ID needs to be brought in and run through our RAPTOR system prior to receiving the pass.
- Provide notes excusing student absences within 72 hours to the front office. ● Fill out and return release forms to the District Nurse and campus Health Assistant authorizing children to take medication at school and identify allergies or other medical conditions (if any).

- Keep the front office and Central Enrollment Center informed of address changes, telephone number changes and emergency contact information changes.
- Participate in parent conferences and meetings with teachers as requested, and engage in campus events.
- Dress in appropriate clothing when visiting campus (no offensive shirt slogans and shoes are required).
- Communicate with school personnel in a positive manner refraining from hostility and/or profanity in meetings or on the phone.
- Please note, the Principal may restrict parents/guardians from the campus for inappropriate behavior and/or dress.
- Please see “parent or guardian/student compact and three-way pledge” and “parent involvement policy” at the end of this handbook.

### **Parking and Safety**

Parking in designated areas is required prior to loading or unloading students (even while in Driveline). If escorting a student to campus, park your vehicle in the parking lot and please walk your student to the walk-through gate at the front of the school. Make sure to use the crosswalks. Do not drop your child off in the parking lot or allow your child to walk unattended to the sidewalk area or through the car line.

### **Peachjar: Virtual Flyer Communication System:**

Peachjar is our new electronic flyer communication system. All school flyers will be posted online and can be accessed through our school’s homepage via the peachjar button/icon. Parents will be emailed notifications as new flyers are posted, and can change their settings via the peachjar site.

### **PBIS**

PBIS is a school and district wide approach to make school safe and secure for all, and to promote positive behavior. At Barstow Fine Arts Academy, we “follow the FAA Way/FAA Pledge.” Students and staff will:

- Be Safe: to respect the safety and learning of everyone.
- Be Respectful: to grow as a leader.
- Be Responsible: to inspire greatness in ourselves and others.
- (See PBIS Expectations at the beginning of this handbook.

### **Physical Education**

BFAA’s physical education program shall provide a developmentally appropriate sequence of instruction aligned with the state’s model content standards and curriculum framework. Instruction in physical education shall be provided for a total period of time of not less than 100 minutes each 5 school days for students in grades 1-6. All students are required by law to participate. Please see the Acknowledgement and Agreement for Physical Education at the end

of this handbook. Students will not be required to dress out, however shoes must be appropriate to participate in PE; students may elect to bring a change of shoes for PE that they keep with them if they would like.

Parent excuse notes must be turned in to the front office and state the reason for the excuse with the date, signature, and phone number. These are good for one day at a time, up to three days. Medical excuses are requested after three days and must state the reason and duration. The excuse must be signed by the student's doctor and have the student's name on the note.

Students should report all injuries, no matter the severity, to the teacher right away.

### **School Site Council**

School Site Council elections are held in the fall of each year at the end of the term limit. The School Site Council is composed of five members from the parent community, three teachers, one member representing other school personnel, and the principal. The School Site Council holds regular meetings to review and approve school plans, budgets, programs, and student activities.

### **Safe and Secure Campus and Safety Plan**

School safety is our top priority; BFAA is a safe and secure campus. All district-wide safeguards, policies, procedures, and rules will be enforced at BFAA. The School Safety plan is revised by school personnel annually. It is then reviewed, and approved by the School Site Council and Board of Trustees annually.

Visitors are not permitted during the instructional day unless prior arrangements have been made for volunteering or attending a meeting or special event. Visitors are required to sign in at the school office to obtain a visitor's pass to wear throughout the visit.

### **Servant Leadership Project**

Every student at Barstow Fine Arts Academy will participate in our school-wide Servant Leadership Project. Each child will design a project that will positively impact the community of Barstow. Students will create a presentation, with the help of their classroom teachers and support at home, to present to an audience of their peers.

One project will be selected by students at each grade level to be the grade level project which will be implemented during the school year. Information and guidelines for the project will be made available to all families. Towards the end of the year, BFAA will host a Servant Leadership Presentation Day where students will discuss the grade level project and the process of implementation, project impact, and reflect on their learning and growth.

### **Science/STEAM Fair**

Science fair projects are required for all fourth, fifth, and sixth grade students. Students in kindergarten through third grade may complete a project, but are not required to.

### **Signing Students Out Early**

One early out per trimester is permitted. Additional early outs may be considered a reverse tardy resulting in missing instructional time. We encourage parents to make appointments on minimum day afternoons (Wednesdays) or after school on the other days.

As academic direct instruction occurs until the end of the day, it is important for students to stay until the end. Sign out sheets are reviewed monthly. Our policy states that we will not interrupt classrooms during the last 15 minutes of the day to release students early.

### **State Standardized Testing (CAASPP)**

Common Core State Standards are available on the district website and from the classroom teachers. State mandated academic tests are administered online during annual testing timelines. It is important that students be in attendance for this. We ask that family vacations or absences not be scheduled during this time period.

### **Student, Parent, Teacher Compact (Three-Way Pledge)**

Legislation requires that students, parents, and the teacher sign a pledge indicating each party's responsibility for student success at school. A copy of the pledge appears at the end of the handbook.

### **Student Communications and Disruptions**

Please plan ahead for student transportation after school, lunch money, etc. to avoid disrupting classes. We want to ensure the safety of all students and because we cannot verify the identity of the person making the request over the phone, we cannot deliver any message to any students. If you need to get a message to your child during the day, please stop by the office with your identification, and we will gladly pass on the message to your child. Phone calls in the office by students are to be made for emergencies only.

### **Suspension or Expulsion**

(under Education Code 48900)

The most important obligation that the school district has to students and parents is to provide a safe and healthy environment in which students may learn. The State of California has strengthened this obligation by indicating which student misbehaviors may result in suspension and/or expulsion from school. In fact, item numbers 1, 2, 3, 4, and 5 below are mandated recommendations for suspension and/or expulsion from school. The Board of Trustees has also adopted a zero tolerance policy for drug involvement.

Behaviors which may result in suspension and/or expulsion from school:

1. Caused or attempted to cause or threatened physical injury to another person.
2. Possession or sale of firearms, knives, explosives, or replicas of weapons.
3. Possession, use, sale, or furnishing of drugs, alcoholic beverages or intoxicants.
4. Offered, arranged or negotiated to sell a controlled substance, and then sold, delivered or furnished another substance, represented as a controlled substance.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possession or use of tobacco, or any products containing tobacco or nicotine products on campus.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Possession, or offering, arranging or negotiating to sell any drug paraphernalia.
11. Disrupted school activities or otherwise willful defiance.
12. Knowingly received stolen school property or private property.
13. Committed sexual harassment as defined in California Education code 48900.2. This reason for suspension shall not apply to students in grades K-3.
14. Hate violence: violence as a result of another person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.
15. Harassment, threats, or intimidation.

**Search and Seizure**

The principal/designee has the authority to conduct searches when reasonable suspicion exists to suspect that the student has contraband in his possession or control in violation of a rule, regulation, or statute. The following regulations apply:

- Personal Search: A personal search shall be defined as any inspection of a student's purse, pocket, cell phone or devices, book bag, locker or similar receptacle used for the student's belongings.
- The school official may request a police officer to conduct or assist in any search.
- Due process will be followed and the student's civil rights protected at all times.

**Tardies and Truancies**

Instructional minutes are imperative for student learning and academic success. There is supervision in the cafeteria from 8:45 a.m.-8:55 a.m. for early arriving students. One tardy per trimester is allowed. Every 3 tardies may equal an absence. Parents will be informed if students have an excessive number of tardies (4 or more), whether excused or unexcused. A tardy over 30 minutes is considered a truant tardy.

All students that arrive late must be checked in at the office. Parents of Kindergarten students who are tardy must come into the office and sign in their child. A tardy occurs when a student arrives in class after the bell rings at 8:55 a.m. Absences and tardies are tracked from the daily

attendance turned in by teachers. Students need to be in their seats when the 9:05 a.m. bell rings to avoid tardiness.

### **Telephone/Cell Phone Usage/Electronic Devices Policy**

The school phones are for school business only. Calls to the office will be answered between the hours of 8:30 a.m.-4:00 P.m. Children may not use the office phone except in an emergency. An emergency is something that affects the child's health or safety. Calling home to ask permission to go home with a friend, or to bring materials to school is NOT considered an emergency.

Student cell phones must be turned off during school hours and put away until students are off campus at dismissal; cell phones are not allowed to be carried by the student (e.g. in a pocket). Students are reminded of this policy annually at the beginning of the school year and throughout the year. The school is not responsible for the loss or damage of a cell phone or electronic device. Cell phones used by students during school hours will be confiscated and returned to the student at the end of the day on the first offense. If there is a second offense, it will only be returned to a parent/guardian and the phone will not be allowed on campus thereafter. If there is a concern about a cell phone being brought to school, please refrain from having the student bring it.

Electronic devices such as tablets, smartwatches, handheld gaming devices, etc. are prohibited from our campus, and the school will not be responsible for any prohibited device that is lost, stolen, or damaged. Also, at no time, should a student be in possession of any laser pointer device. This can be grounds for suspension at the discretion of the school administration.

School assigned devices, (e.g. iPads, Chromebooks, etc.) are not permitted off campus, unless designated by the school (e.g. Distance Learning). Staff members are not allowed to check devices out to students for home usage. Students cannot take school devices home for any reason without school authorization and agreement of District Device and Network Usage Agreement and Policy. Doing so may result in disciplinary action, such as referrals and/or possible suspension.

### **Unclaimed Clothing**

Unclaimed clothing such as jackets, sweaters, sweatshirts, and hats will be kept in the lost and found located in the front office until the end of each Trimester. Please label all personal belongings with your child's first and last name so that they can be returned if found. All unclaimed clothing at the end of each trimester will be donated.

### **Volunteers**

Volunteers are welcome and encouraged to assist in classrooms, and at campus events. BUSD has a volunteer policy. Volunteers are required to register with the district, get TB clearance, pay a \$35.00 fingerprinting fee, and attend a one-hour training session. If you are interested in

volunteering, please come to the office for the form you need to take to the district office. All chaperones for any events must be cleared as volunteers prior to volunteering. The Barstow Unified School District Parent Involvement Policy may be accessed through the BUSD website.

### **Zero Tolerance**

Zero tolerance means our school personnel will not tolerate any of the following activities and the Principal may recommend either suspension and/or expulsion from Barstow Unified School District if a student:

(ECS 48900)

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense. -
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property. -
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity. - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in section 32050.
- (s) A pupil who aids or abets, as defined in section 31 of the Penal Code, in the infliction or the attempted infliction of physical injury to another person.

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

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

EC48900.4 intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder and invading student rights by creating an intimidating or hostile education environment (grades 4-12)

EC48900.7 makes terrorist threats against school officials and/or school property

*District Board Policy: Suspension and Expulsion Due Process and Suspension and Expulsion Due Process (students with disabilities).*

[District Board Policy 5144.1](#)

[District Board Policy 5144.2](#)

## **Barstow Fine Arts Academy Parent Involvement/Engagement Policy**

*Approved by SSC 5/23*

Parent involvement means the participation of parents in regular, two-way, meaningful communication concerning student creative and academic learning and other school activities. Parents have the right to play an integral role in assisting their child's learning. This includes the right to be involved, as appropriate, in the decision making processes of the school in planning, monitoring, and evaluating school programs.

The Parent Involvement Policy will be jointly developed with parent input and reviewed and revised annually at the end of the school year. Parents will be provided the following opportunities to participate in the policies, procedures, and activities of the school:

- A district and site web page will be maintained with information on programs, activities, and scheduled events.
- Regularly scheduled school site council (SSC) meetings will be held to plan, monitor, and evaluate school budgets and programs. Five parent positions are available on the SSC each serving one year terms. Our parents of English Language Learners voted to be represented on the SSC. Elections are held annually for staggered terms. The Council is made up of representatives of administration, teachers, support staff, and parents. SSC decisions are shared at regular monthly PTO meetings.
- Regularly scheduled parent involvement meetings will provide opportunities to share information about school programs, and to seek parent input on revisions and improvements to programs, site policies, and procedures. Meetings will be scheduled at various times to meet the needs of all parents.
- The bi-weekly newsletter will be used to provide information on school programs and activities.
- Site plans will be available in an understandable format in a language parents/guardians can understand when 15% or more of the parents speak another language. At this site, information will be provided in Spanish as needed or requested.
- Input from parents of students involved in the ELL programs or receiving Title I services will be sought on new and revised school policies and procedures. An annual Title 1 parent survey will be conducted to determine the effectiveness of Title I services to students, the results will be shared with the SSC and PTO. Improvements to these programs will be made based on the results of the parent surveys.
- The Single School Plan outlining program goals/objectives will be shared at parent involvement meetings throughout the school year, so parents may function as equal partners in implementing and coordinating effective programs for students. The parent handbook including information on school policies, procedures, and budgets will be distributed annually to families.
- Information about the California Common Core State Standards for each grade level may be available on our webpage so parents know and understand the state/district expectations for student performance.

- The school will be responsible for providing students with high quality educational programs based on research-based best practices, and keep parents informed about programs through grade level orientations, parent meetings, newsletters, and district/site web pages.

### Opportunities for Parent Involvement in the School Community

Parents are encouraged to volunteer at BFAA as part of our Servant Leadership focus. Parent volunteers can serve in classrooms, during school events, on committees, and help with community projects that students are involved in. There is a required district screening and clearance of volunteers prior to volunteering on any campus to ensure the safety and welfare of students. All volunteers are required to attend a district orientation regarding appropriate interaction with students and teachers.

Volunteers are required to register with the district, get TB clearance, pay a \$35.00 fingerprinting fee, and attend a one-hour training session. If you are interested in volunteering, please come to the office for the form you need to take to the district office.

The Barstow Unified School District Parent Involvement Policy may be accessed through the BUSD website.

Parents will be invited to attend monthly award ceremonies where students are recognized for academic, social , and creative achievement. Parents will also be invited to grade level meetings, school performances, and special events such as our Trimester Showcases and end of the year celebrations.

Teachers will meet with parents after the first round of assessments, as needed, if a student is found to not be meeting grade level standards. An ILP (individual learning plan) may be developed for any student not meeting grade level standards. This document will outline intervention plans at home and at school to help the student succeed academically. Meetings may be held in a virtual setting or be conducted over the phone.

Parent conferences will be held for all students at the end of the first trimester to discuss student progress on the first report card. Conferences may be held again in the spring after the second trimester on an as needed basis or at parent request. Parents will be contacted by teachers or the principal regularly as needed to discuss a student's overall welfare and academic achievement using trimester progress reports, phone calls, conferences, PBIS discipline forms, use of parent portal, emails, and/or notes home. Meetings will be scheduled upon parent

request when a parent/guardian is unable to attend scheduled parent/teacher conferences. Meetings may be held in a virtual setting or over the phone.

Parent training may be available to teach parents strategies to help their children succeed; examples include help with reading and math homework and study skills. Teachers and the principal will be accessible to parents and will maintain on-going communication concerning student creative, academic, and social progress. Student study team meetings (SSTs) will be scheduled as needed to address student needs and/or concerns. The team members will consist of the SST Coordinator, teacher, principal, and any other school/district and/or SELPA personnel deemed necessary. A school psychologist will be included as needed to address student behavior concerns.

## **Barstow Fine Arts Academy Parent or Guardian/Student Compact Three Way Pledge**

*(Approved by SSC 5/23/2022)*

*This document was provided via Google Form for all stakeholders to sign via google classroom and email.*

### *Our Vision:*

- *Our students are creative lifelong leaders and learners who possess a growth mindset and grit with an emphasis in artistic literacy, which will enable them to achieve personal success, be flexible, and make choices that positively impact their community.*

### *Our Mission:*

- *Working together, staff, families, and community members are committed to supporting an exceptional and equitable educational program for all students in a safe and positive environment through mastery of fine arts, servant leadership, creative thinking, and achievement which will foster student academic, artistic, and social success.*

### *Our Goals:*

- *Goal 1: Ignite the Learning Environment: We will continue to cultivate a safe and productive learning and working environment for all at BFAA.*
- *Goal 2: Imagine Instructional Leadership: We will continue to shape a collaborative culture of teaching and learning, informed by professional standards and focused on student and professional growth.*
- *Goal 3: Inspire Connectedness (Climate): We will continue to strengthen school climate through participation, engagement, connection, and a sense of belonging among all students, staff and families.*

Staff/School Pledge: To help each student meet or exceed learning expectations and goals, I agree to carry out the following responsibilities to the best of my ability:

- Support and encourage the FAA Way among all students, staff, and families (be safe, be respectful, be responsible).
- Respect and value the uniqueness of each child and his/her family.
- Provide a warm, safe, and caring learning environment including both online and in-classroom settings.
- Provide high quality curriculum and instruction in a supportive and effective learning environment.
- Endeavor to motivate students to learn and maintain high expectations. - Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports, and other available means (including but not limited to electronic and video means).
- Conduct frequent assessments of student learning, providing constant feedback to students and their families on the results of assessments and progress towards mastery of standards.
- Provide appropriate and timely interventions as needed so students can achieve mastery of state/district grade level standards.

- Engage in professional development activities that improve teaching and learning and that support the formation of partnerships with families and the community. - Engage in collaborative decision making
- Provide reasonable access to staff and opportunities for parents/guardians to volunteer and participate in their child's class, and to observe classroom activities.
- Work consistently with families and school colleagues to make the school an accessible and welcoming place for families.

Student Pledge: To help myself reach my goals and succeed in school, I agree to carry out the following responsibilities to the best of my ability:

- Demonstrate the FAA Way by showing safety, respect, responsibility, and leadership for myself, my school, and others each and every day.
- Come to school ready to learn and do my best in all of my subjects each day (whether online or on site)
- Know and follow school and classroom expectations and rules.
- Ask for help when I need it.
- Bring necessary materials, completed assignments and homework.
- Communicate regularly with my parents/guardians and teachers about school experiences and expectations so that they can help me be successful in school. - Complete class and homework assignments including assignments in VAPA classes.

Family/Parent Pledge: To help my child meet or exceed learning expectations and goals, I agree to carry out the following responsibilities to the best of my ability:

- Support the FAA Way and BFAA Learning Expectations and Rules (be safe, be respectful, be responsible).
- Ensure that my child/children attend school every day, and gets adequate sleep, regular medical attention, and proper nutrition.
- Support student learning by regularly communicating the importance of education and learning to my child, and monitoring my child's learning and participation in online classes (including VAPA classes).
- Communicate with the teacher and/or the school when I have a concern. - Providing a quiet time and place for both classwork and homework.
- Encouraging my child/children to do their best work in all subjects (including VAPA classes).
- Read to my child or encourage my child to read every day (20 minutes for grades K-3, and 30 minutes for grades 4-6).
- Participate in activities at school, such as school decision making, volunteering and/or attending parent-teacher conferences.

## **BUSD Student Internet and Network Use Agreement**

### **Please read the following carefully before signing this document**

The signature(s) at the end of this document is (are) binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. The use of the Internet and any network resources is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The BUSD administration, teachers and/or staff of BUSD may deny, revoke, or suspend specific user access of those students who violate the articles of this agreement. (See IV below)

### **Introduction**

This document will give you information about privileges and responsibilities of using the Internet and district networks as part of the student's educational experience. This agreement must be signed before the student will be granted access to the Internet and other resources provided through the BUSD' local and/or wide area networks. The Internet is an electronic network connecting millions of people via computers from all over the world. Students may have access to:

1. Information and news from a variety of sources and research institutions;
2. Public domain and shareware software of all types;
3. Discussion groups on a wide variety of topics;
4. Many university libraries, the Library of Congress, and more.

However, on a public network, it is impossible to control all materials, including harmful matter. ("Harmful matter" means matter that, taken as a whole by the average person applying contemporary statewide standards, describes in a patently offensive way material which lacks serious literary, artistic, political or scientific value for minors. (ref. Penal Code section 313)).

### **Supervision, Monitoring and Filtering**

Students are expected to use technological resources in a responsible and age appropriate manner. BUSD teachers will reasonably supervise and monitor student use of the Internet and on-line resources. In addition, the Internet access provided in BUSD programs is regulated by a technology protection device that filters visual depictions that are obscene, child pornography, or harmful to minors. However, the County Board of Education and the County Superintendent of Schools do not control the content of information or resources accessible on the Internet and, due to the rapid growth in Internet content, filtering may not be perfectly effective. Students and parents should be aware that some of the materials on the network might be controversial and inappropriate for use by students. BUSD teachers attempt to provide resources through the Internet that are appropriate for classroom instruction and/or research for the needs, maturity and ability of their students. BUSD takes no responsibility for the accuracy or quality of information from Internet sources.

Students should be aware that computer files and communications over electronic networks are not private.

Electronic communications and downloaded material, including files deleted from a user's account under specific conditions, may be monitored or read by teachers and other program employees.

#### Acceptable Use

Access to the Internet in education is to support learning. Academic institutions are provided access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and be consistent with the educational goals of the BUSD.

#### Prohibited Use

1. BUSD students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail or other forms of electronic communication. Personal information includes student names, photographs, personal account addresses, home addresses, telephone numbers, Social Security numbers, or other individually identifiable information.
2. BUSD students shall not use the Network for any commercial, political, or personal use. Students shall not use the Internet for purposes unrelated to educational endeavors.
3. BUSD students are prohibited from accessing, posting, transmitting, publishing or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, medical condition, marital status, sex, age, sexual orientation, political or religious beliefs. This includes a perception that a person has any of these characteristics or that a person is associated with someone who has, or is perceived to have, any of these characteristics.
4. BUSD students shall not use technological resources to encourage the use of drugs, alcohol, or tobacco, or to promote unethical practices or conduct any activity prohibited by law, policy, or administrative regulation.
5. BUSD students shall not violate copyright laws. All communications and information accessible via the network should be assumed to be the property of the author and should not be reused without his/her permission. Students may place copyrighted material, including multimedia, on the system only with appropriate permission.
6. BUSD students shall not read other users' mail or files; they shall not attempt to interfere with other users ability to send or receive electronic mail; nor shall they attempt to delete, copy, modify, forge, or fraudulently use other users' mail or files.
7. BUSD students shall not commit acts of vandalism using BUSD technology resources. Vandalism includes, but is not limited to, hacking, intentionally transferring, uploading, downloading, or creating computer viruses and/or any malicious use of technology resources. Also included are any actions that harm or destroy equipment, materials, or data, in any form, of any other user. Public offenses related to computer crimes are defined in Penal Code section 502. (continued on the next page).

#### Consequences (Disciplinary Action)

Violation of the above items may result in the cancellation of Internet and network privileges. The BUSD The Executive Director (or designee) may close a student account at any time deemed necessary. Depending on the seriousness of the offense, disciplinary actions based on any combination of the following policies/procedures will be enforced: Education Code, BUSD district policy, and school site discipline policy. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the local/wide area network and the Internet.



### **Student Internet and Network Use Agreement**

I understand and will abide by the BUSD Student internet and Network Use Agreement terms and conditions for access to the Internet and/or BUSD networks. I understand that my signature is binding and indicate that I have read the terms and conditions carefully and understand their significance.

I further understand that any violation of these regulations is unethical and some actions could constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary action will be taken against me. and appropriate legal action will be considered.

Student User's Name (please print) \_\_\_\_\_

Student User's Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Parent or Guardian Network Responsibility Agreement**

(If a user is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the terms and conditions as outlined in the BUSD Student Internet and Network Use Agreement.

I understand that this access is designed for educational purposes and that the BUSD has taken precautions to eliminate inappropriate materials. However, I also recognize it is impossible for the BUSD to restrict access to all inappropriate materials and I will not hold them responsible for material the student may access.

Parent or Guardian Name (please print) \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

### **BUSD Technology Check Out Agreement:**

By taking possession of this device, you agree to the following Technology Loan Agreement.

Equipment & charger are being lent to borrower and are in good working order. It is borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times, remains the property of the Barstow Unified School District and is on loan to the borrower for educational purposes only for the academic school year. Borrower may not deface or destroy this property in any way. Inappropriate use of the equipment may result in the borrower losing his/her right to use this equipment. The equipment must be returned to the school when requested or sooner, if the student withdraws from school prior to the end of the school year.

This equipment may be used by the student only for non-commercial purposes in accordance with BUSD policies and rules, Code of Conduct, as well as local, state, and federal statutes. There is no expectation of privacy and all activities on the device and online will be monitored by BUSD systems and staff. If a hotspot is required, prior to a hotspot being issued, BUSD will request the primary address of use and check coverage with the carrier but will not be responsible for coverage or lack thereof.

Borrower may not install or use any software other than software owned or approved by BUSD and made available to borrower in accordance with this agreement.

One user account with specific privileges and capabilities has been set up on the equipment for the exclusive use of the borrower to which it has been assigned. The borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The borrower agrees to make no attempts to add, delete, access or modify other user accounts on the mobile device or on any school-owned computer.

Identification and inventory labels/tags have been placed on the equipment. These labels/tags are not removable or modifiable. If your mobile device becomes damaged or missing, contact your teacher immediately. Do not add or apply stickers, labels, tags, or markings to the mobile device. It is the student's responsibility to regularly back up his/her files to the student's BUSD cloud account.

BUSD is not responsible for any computer or electronic viruses that may be transferred to or from borrower's data storage device and borrower agrees to use borrower's best efforts to assure that the property is not damaged or rendered inoperable by any such electronic virus while in borrower's possession.

Education Code 48904 allows BUSD to obtain reimbursement from, or on behalf of, borrower for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the equipment is a privilege and that by borrower's agreement to the terms hereof, borrower acknowledges borrower's responsibility to protect and safeguard the equipment and to return it in the same condition as it was when originally borrowed.

#### Parent / Guardian Responsibilities

Your son/daughter has been issued equipment to improve and personalize his/her education. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. As the Parent/Guardian I will adhere to the following: • I will supervise my son/daughters use of the equipment at home.

- I will discuss BUSD's values and expectations regarding the use of the Internet and email at home and will supervise my son's/daughter's use of the Internet and email.
- I will not attempt to repair the equipment, nor will I attempt to clean it with anything other than a soft, damp cloth.
- I will report to the school any problems with the equipment.
- I will not load or delete any software from the equipment.
- I will make sure my son/daughter recharges the equipment battery nightly.
- I will make sure my son/daughter brings the equipment to every school day/meeting.
- I understand that if my son/daughter comes to school without the equipment, I may be called to bring it to school.
- I agree to make sure that the equipment is returned to the school when requested or upon my son's/daughter's withdrawal.

#### Student Responsibilities

This equipment is an important learning tool and is for educational purposes only. In order to take this equipment home, you must be willing to accept the following responsibilities. • When using the equipment at home, at school, and anywhere else I may take it, I will follow the BUSD policies - especially the Student Code of Conduct-and abide by all local, state, and federal laws.

- I will treat the equipment with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the equipment to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the equipment.
- I will not remove programs or files from the equipment.
- I will not give personal information when using the equipment online.
- I will bring the equipment to school every day.
- I will keep all accounts and passwords assigned to me secure and will not share these with anyone else.
- I will not attempt to clean or repair the equipment.
- I will recharge the equipment battery each night.

- I will return the equipment when requested or upon my withdrawal.
- I will place the equipment in its protective case when not in use and when it is being moved.

For assistance please contact the Technology and Information Services department at 760-252-5174. Office hours are 7:30am to 4pm Monday through Friday. If you are unable to reach someone, please leave a voicemail with your student's information, including student name, student ID, school and type of assistance needed.

Forms are available for digital signature via google forms. Please reach out to your child's teacher if you have not yet completed these forms.

### **Acknowledgment Agreement for Physical Education**

Please read the Physical Education Course Expectations in this handbook and understand that for the safety of your child and others, the rules and regulations must be followed and maintained.

A parent note is required to excuse a child from participating for each day. Remember, if your child needs to be excused from physical activity for more than three days, a note from your family physician will be required. A P.E. report or reflection is required for each day of P.E. missed.

Please take some time to review with your child the information provided and know that we are looking forward to a great year in Physical Education at Barstow Fine Arts Academy.

By reading this agreement, you acknowledge and agree to BFAA's Physical Education Agreement.

\*\*\*\*\* \_\_\_\_\_ I have read and understand the Barstow Fine Arts Academy Course Expectations for 2020-2021.

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

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

Name of Parent \_\_\_\_\_ Phone \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please contact the school Health Assistant with any medical conditions that may affect your child's performance in P.E. class.

*Barstow Fine Arts Academy*  
500 S. Avenue G, Barstow, CA 92311 - 760-255-4900

### **BFAA Parent/Student Handbook Agreement**

I have received a copy, read, and understand the rules and regulations as described in the Barstow Fine Arts Academy Handbook and Agreement as well as the guidelines of Education Code, section 48900 (Zero Tolerance Policy). I also understand that the Barstow Unified School District Board Policies are available in their entirety online at <http://barstow.k12.ca.us/>

The school staff and my parents have helped me to comprehend these rules. I understand I am held responsible for knowing and obeying these expectations, rules, regulations, and contract responsibilities. I will share them with my parents/guardians so that they will know what is expected of me as a student at Barstow Fine Arts Academy.

Student's Name (please print) \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a parent or guardian of a Barstow Fine Arts Academy student, I have received a copy, read and understand the rules and regulations as described in the Barstow Fine Arts Academy Handbook and Agreement as well as the guidelines of Education Code, section 48900. I also understand that the Barstow Unified School District Board Policies are available in their entirety online at <http://barstow.k12.ca.us/>

I am aware of my responsibility as a parent/guardian and agree to support my child in meeting his/her responsibilities.

Parent/Guardian's Name (please print) \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **BUSD website for District Parent and Family Engagement policy**

<https://www.busdk12.com/resources/non-discrimination-statement-and-title-ix-notice>

### **Title IX Coordinator**

**Scott Godfrey**  
**Assistant Superintendent, Educational Services**  
**Title IX Coordinator**  
**Officer**

### **504 Coordinator**

**Dr. Heather Reid**  
**Director II, Pupil Services**  
**CCR, Title 5, Chapter 5.3**  
**504 Coordinator**

## **Grievance procedure**

### **BARSTOW UNIFIED SCHOOL DISTRICT NOTICE OF COMPLAINT PROCEDURES FOR STAFF, STUDENTS, PARENTS AND GUARDIANS**

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

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

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

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

Complaints alleging retaliation, discrimination, harassment, intimidation, or bullying on the basis of any protected characteristic including disability, gender, gender identity, gender expression, nationality, immigration status, national origin, race or ethnicity, religion, and/or sexual orientation, and complaints alleging violations of state or federal laws governing educational programs, including non-compliance with

laws relating to pupil fees and the District's Local Control and Accountability Plan (LCAP) are subject to the District's Uniform Complaint Procedure ("UCP"), contained in BP and AR 1312.3.

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

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

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

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

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

Complaint Procedures Board Policy/Admin.

Regulation Page 2 of 3

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

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

Sexual harassment complaints meeting the definition of sexual harassment under the Title IX regulations will be investigated in accordance with BP and AR 5145.7 and AR 5145.71. All other sexual harassment complaints will be investigated in accordance with the District's Uniform Complaint Procedures, contained in BP and AR 1312.3. For complaints investigated pursuant with AR 5145.71, the District shall prepare and send the complainant and respondent (the accused) a written decision within forty-five (45) calendar days of the District's receipt of the complaint. This timeline may be extended by written agreement with the complainant and respondent. The District will respond to complaints investigated pursuant to BP and AR

1312.3 within thirty (30) days of the District's receipt of the complaint. This timeline may also be extended by written agreement with the complainant and respondent.

The District's Title IX Coordinator is: Scott Godfrey, Asst. Supt., Educational Services 551 S. Avenue H., Barstow, CA 92311 (760) 255-6021 [scott\\_godfrey@busdk12.com](mailto:scott_godfrey@busdk12.com)

### **Complaints Concerning Employees**

Complaints concerning District employees may be filed by anyone in accordance with the District's Complaints Concerning Employees procedure, contained in BP and AR 1312.1. Complaints regarding District employees may be filed in writing with the principal or other immediate supervisor of the employee. Complaints regarding a principal or District administrator may be filed with the Superintendent or designee. Any complaints regarding the Superintendent may be filed in writing with the Board.

The District will provide assistance to any complainant who is unable to file a complaint in writing. The District will attempt to resolve complaints regarding employees within thirty (30) days. Complaints alleging that an employee engaged in discrimination, retaliation, harassment, intimidation or bullying in District programs and activities shall be filed and investigated in accordance to the District's Uniform Complaint Procedure, contained in BP and AR 1312.3. Any complaint by an employee, job applicant, volunteer, adult and non-enrolled district or school intern, or independent contractor alleging unlawful discrimination or harassment by an employee shall be filed in accordance with AR 4030 - Nondiscrimination in Employment.