



**PARENT AND STUDENT HANDBOOK
2023 - 2024**

**Barranca Elementary School
727 S. Barranca Ave.**

**Covina, CA 91723
(626) 974-4000**

Mrs. Susan Sost, Principal

Barranca Bell Schedule

Breakfast Served 7:30 to 7:55

8:10 First Bell

8:15 Tardy Bell (Tardy if not in seat)

Breakfast 7:30-7:55
TK & Kindergarten 8:10 - 1:00
Grades 1-5 8:10 - 2:35

Tiny Tuesday and Min Day
Breakfast 7:30-7:55
TK & Kindergarten 8:10 - 12:00
Grades 1-5 8:10 - 12:00

Recess

TK/K.....9:45-10:00
K.....9:45-10:00
Gr. 1 9:45-10:00
Gr. 2..... 10:15 - 10:30
Gr. 3.....10:00 - 10:15
Gr. 4..... 10:15 - 10:30
Gr. 5 10:00 - 10:15

Rock Block

Gr. 1 TBD
Gr. 2..... TBD
Gr. 3.....TBD
Gr. 4..... TBD
Gr. 5 TBD

LUNCH

TK/K.....11:00-11:35
Kindergarten.....11:15 – 11:50
Grade 1 11:30 – 12:15
Grade 2 11:45 – 12:30
Grade 3 12:00-12:45
Grade 4 12:25 –1:00
Grade 5 12:10 – 12:45

Music (Times subject to change)

Tuesday
Gr. 4.....10:30-11:15
Gr. 5 8:20-9:00
Thursday
Gr. 4.....11:15-12:00
Gr. 5 9:05-9:55

PE on Fridays (Times subject to change)

K.....8:20-9:10
Gr. 1..... 12:50-1:40
Gr. 2..... 1:40-2:30
Gr. 3 9:10-10:00
Gr. 4..... 11:10 –12:00
Gr. 510:20 -11:15

This handbook is designed to help familiarize you with the policies and procedures at school. Please take a few minutes to read and discuss the information with your child. Contact your child's teacher or the school if you have any questions. We anticipate that your child will work hard this year and we will do everything possible to make certain he/she has a positive learning experience. We look forward to working with you.

Office Hours

Monday–Friday: 7:30–4:00 p.m. on school days

Office Procedures

- All classroom volunteers must be cleared at the office and obtain a visitor's badge.
 - *Picture Identification required**
 - *Volunteers must also complete a [Volunteer Application](#) and be Live Scanned through the Department of Justice. Live Scan Clearance may take up to 90 days.**
- Office phones are available for students to use in the event of an emergency.
- All forgotten homework, lunch or other items must be dropped off in the office.

Attendance

Attendance Matters! Only illness and/or doctor/dentist appointments constitute an excused absence. Inclement weather, trips, personal reasons, etc. are unexcused absences. Students may not be checked-out the last 30 minutes of the school day. Perfect attendance is no tardies, no absences, and no early check outs. You can make up days absent at Barranca Blast Saturday School.

Compulsory Full-Time Education

Each person between the ages of 6 and 18 years of age is subject to compulsory full-time education. He/she shall attend the public full-time day school or continuation school or classes for the full-time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes for the full-time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

Absence Reporting

Children have the best chances of being successful at school if they are here everyday and on time. In the event that an absence is essential, we ask that an adult report the absence to the school on the day of the absence by calling the office at 974-4000. Homework can be requested before 10:00 a.m. by calling the school office.

School Attendance Review Team (SART)

Students with nine (9) or more absences will be referred to the School Attendance Review Team. This program is coordinated through the Student Services Department and District Attorney's office. As a last resort, if the student's attendance remains unsatisfactory, the District Attorney's office may file a criminal case to hold the parents accountable. The maximum penalty is a year in the county jail and/or a \$2,500 fine.

Leaving School During School Hours

Parents planning to take children out of school during the day must come to the office and sign the child out of school. The office will call the child's room and have him/her meet the parent in the office. No person, other than a faculty member, is allowed to remove a student from a teacher's supervision unless he or she has acquired permission from the office. Students will not be released to anyone who is not listed on the emergency form and clear raptor. **Children lose valuable instructional time when they are not in attendance for the full day. Students may not be checked-out the last 30 minutes of the school day.**

SPECIAL NOTE: In the event of a serious natural disaster, such as an earthquake, students will be held at school until picked up by a parent or authorized individual listed on the list of emergency contacts.

Bicycles, Skateboards and Skates

Students in grades 4-5 may ride bicycles to school and must wear a helmet. Bicycles must be parked at the bicycle rack and locked. Please review with your child the safest route to and from school. **Bicycle riding, skating, scooters, and skate boarding are not allowed on the school campus at any time.**

Breakfast program

Breakfast will be served from 7:30-7:55am. The café closes at 7:55. For more information please contact Nutrition Services at (626) 974-7000.

Classroom Interruptions/Student Messages

Every classroom interruption disrupts the learning of your child. Please drop off forgotten items to the office. In an effort to ensure maximum learning time, we cannot interrupt the classroom to deliver forgotten items or to give students messages. **Cell phones are not to be seen or heard during school hours. Phones must be powered off and kept in a backpack.**

Conferences

Parents may email their child's teacher and arrange for a conference when they feel the need to do so. Parents are encouraged to visit the school and their child's classroom whenever the conference can be arranged between parent and teacher. It is expected that teachers will receive reasonable advance notice from a person wishing to schedule a conference.

Homework Request

If, during your student's absence, you wish to pick up a homework assignment, requests need to be made before 10 a.m. and picked up after school.

Lunch

Family members **may not** deliver lunches directly to classrooms. Forgotten lunches can be delivered to the office with the student's name on it. The office will place it on the lunch table outside. Children are responsible for picking up their lunch from the table at lunchtime. The office will not be allowed to interrupt the classroom regarding lunches. Students can always call home to inform their parents of their forgotten lunch. The cafeteria will feed children who have forgotten their lunch.

Mandatory Dress Code

All students are expected to come to school clean, well groomed, and

appropriately/safely dressed. The Covina-Valley USD is continuing the mandatory standardized dress code this year. All students are to follow this code. Student dress has been shown to promote school safety, improve discipline, and enhance the learning environment. Whenever a student's appearance or dress is deemed disruptive to school activities, the parent or guardian will be informed

Bottoms- Solid Navy Blue or Tan. Jeans are only only allowed on scheduled spirit days.
Tops – Solid red, white or navy blue, School T-shirt or sweatshirt, and or a top showing a college emblem.

Shoes - Closed toe shoes (worn with socks) appropriate for school wear. NO CROCS.

PRIDE Rally Days - Jeans (no rips/tears/holes) may be worn with Future Husky/College/ Barranca gear on PRIDE Rally days.

Students are allowed to wear sun protective clothing (i.e. hats, sunglasses) outdoors (Section 35183.5, SB310, ch. 575). Hats worn at school cannot have team or brand affiliation (solid color hats and Barranca Hats only). No hats in classrooms, they must be worn OUTSIDE only.

Students who violate the dress code will be temporarily loaned a substitute uniform for the day or be directed to call home for a change of clothes. Students will be allowed to wear uniforms of nationally recognized youth organizations, such as Boy and Girl Scouts, on meeting days.

The following items are examples of inappropriate or unsafe dress:

Short shorts • shirts that expose the midriff/shoulder/back •see-through tops •backless or strapless shoes • open toe shoes •high-heeled shoes • slicked-soled shoes • shirts with any logo besides the school logo • tights or bike shorts without outer garments • excessively baggy or oversized clothing • oversized belts hanging from under apparel • belt buckles with initials or logos, long belts or belts with tails • footwear that has metal toes • jewelry/accessories that have the potential to be dangerous • Make-up is inappropriate for elementary students.

Medication

If your child needs to take any medication during school hours, prescription or non-prescription, written and signed instructions from both the physician and parents are required on special forms available in the school office. **State law prohibits students from bringing any form of medication with them to school.**

Parking Lot

The parking lot is a safety concern at all times. Please be a responsible and respectful example for our students! When dropping off or picking up your child, please follow parking lot procedures and park in marked spaces only. Numerous teachers are on duty to assist you.

There are three lanes to the parking lot. The right/bus (nearest the curb) and the middle lane are for pickup and drop off. The left lane (closest to the street) is for drive-through traffic only. **DO NOT leave your vehicle for any reason unless you park in a designated parking space.** Please do not block any crosswalk, handicap parking space, or the bus lane (Lane 1). When picking up or dropping off, **parents are asked to pull forward as far as possible.** When dropping off, if you stop too close to the cafeteria, you disrupt the flow of traffic and this can cause back-ups on Barranca Ave.

NOTE:

Right/Bus - Never use this lane to pick-up until the buses have come through.

Middle - Please do not leave your car. Your child will be brought to you. Once you have picked up your child(ren), you may use the left lane to exit.

Left - Drive-thru lane ONLY. You will not be allowed to pick up or drop off a child in the drive-thru lane.

When exiting the parking lot, turn right. Please avoid using your cell phone while driving in the parking lot.

Pets

Pets are not allowed on school grounds at any time. No exceptions. Service and emotional support pets must have a vest and papers must be present at all times.

Registration is online thru your parent portal account

This serves as your child's registration and source of important information in case of an emergency. Please include cell numbers. **Be sure to name at least two people who can be called in an emergency if you cannot be contacted.** It is important you notify the school immediately of any changes in home and/or work addresses and telephone numbers for you and any emergency caregivers. Please list childcare phone numbers and name of person/agency.

Releasing Students During School Hours

Students may be released to parents or other authorized adults during the school day by the office only. **Students will not be released the last 30 minutes of the school day.** Students must be signed out at the office and identification will be required.

Schoolwide Code of Conduct

The emphasis on the school-wide systems and structures is to create a predictable environment for students to be prepared to take advantage of every minute of learning and to prepare them for a productive life beyond Barranca. With this program we expect to see significant improvements in the rate of homework assignments being completed, and less disruption to the teaching and learning. You can help by reviewing the school rules with your child, supporting the consequences implemented, and ensuring that your student arrives to school on time with the necessary materials and a positive attitude that promotes learning.

1. We will have a positive attitude in all that we do.

Positive Attitude: *Participate in class activities; Demonstrate good sportsmanship during activities*

2. We will respect each other and property.

Respect: *Cooperate with others; Listen when adults are speaking; Use appropriate language at all times; Keep hands, feet, and objects to oneself*

3. We will live with integrity, telling the truth and being honest all the time.

Integrity: *Be honest and truthful; Do one's own work; ONLY use others' property with permission*

4. We will be dependable, coming to school on time daily and completing all tasks assigned to us.

Dependability: *Be on time and bring all materials to class each day; Complete all class work and homework on time; Follow all directions*

5. We will show excellence in academics, play, and behavior, always doing our best!

Excellence: *Put forth BEST effort; Make good choices*

Behavior Incentives: PRIDE Pass, prizes, treats, extra privileges, special recognition

Behavior Consequences: classroom warnings, notes, and calls home, restriction from recess activities or extra-curricular activities, referral to the Principal, Saturday School, in-school suspension, out of school suspension (see Ed.Code 48900, attached).

Schoolwide Behavior Standards

1. Line up promptly after recess bell and stand in line with hands to self, no yelling.
2. Use restrooms with proper hygiene, and leave the restroom neat. (Go, flush, wash, leave)
3. Stay out of the trees and refrain from pulling on the branches.
4. Do not throw sand, rocks, sticks, grass, pinecones or other objects.
5. Play all playground games as per the established rules. No rough play or tackle games.
6. Students may not leave campus prior to dismissal
7. Walk quietly and do not play in the hallways. Heads forward, feet forward, hands down, voices off.
8. Leave toys at home, unless approved by the teacher, and then only used in the classroom.
9. Play in designated playground areas and use equipment safely and appropriately.
10. At dismissal, students will leave campus and go directly home at the end of each day.
11. Cell phones must be powered off and kept in the child's backpack at all times, if taken out of the backpack during the instructional day the phone will be taken from the child and a parent will need to pick up the phone from the school office. **Students will be allowed to use their cell phone after school to make quick phone calls, but only on the front lawn. The school is not responsible for any lost, stolen or damaged cell phones.**
12. Skateboards, rollerblades, scooters, and rollerblade tennis shoes are prohibited at school at all times. Rollerblade tennis shoes may be worn without the wheels.

Please see the CVUSD [Elementary School Student Conduct and Discipline Policy Statement](#) that is available online for additional guidelines.

Sexual Harassment

(EC 48900.2/48980/212.5/212.6 BP 5144.5)

Students in fourth and fifth grades may be suspended or expelled for acts of sexual harassment.

Safety

Your child's safety is a genuine concern to us. Please discuss appropriate procedures with your child and determine the safest route to and from school. The following items are considered dangerous objects and are not allowed at school: laser pens, penknives, finger nail files, etc.

Suspension

Students and parents should be aware that California Law, Educational Code 48900, permits the suspension of students who commit any of the following offenses.

- a. Caused, attempted to cause or threatened to cause physical injury to another person.
 - b. Possess, sold or furnished any firearm, knife, explosive, or other dangerous object.
 - c. Possessed, used or sold or furnished or been under the influence of a controlled substance
 - d. Offered, arranged or negotiated to sell any controlled substance
 - e. Committed or attempted to commit robbery or extortion
 - f. Caused or attempted to cause damage to school or private property
 - g. Stolen or attempted to steal school or private property
 - h. Possessed or used tobacco
 - i. Committed an obscene act or engaged in habitual profanity or vulgarity
 - j. Possessed or offered, arranged or negotiated to sell any drug paraphernalia
 - k. Disrupted school activities or defied the authority of school personnel
 - l. Received stolen or private property
 - m. Possessed and imitation firearm
 - n. Attempted/committed a sexual assault/battery
 - o. Harassed, or threatened or intimidated a student who is a witness
- Aided or abetted the infliction or attempted infliction or physical injury
EC 48900.3 cause, attempted to cause, threatened to cause or participate in an act of hate violence
EC 48900.4 intentionally engaged in harassment, threats, or intimidation
EC 48900.7 making a terrorist threat

The principal must recommend expulsion, but the governing board may or may not expel the student who:

1. Cause a serious injury to another person
2. Possess a knife or other dangerous object of no reasonable use to the student
3. Unlawfully possess drugs or
4. Robs or extorts

Mandatory offenses for which the principal or superintendent must recommend expulsion and the governing board must expel the student who:

1. Possess, sell or furnish a firearm
2. Brandish a knife at another person
3. Unlawfully sell a controlled substance
4. Possession of an explosive or explosive device

Safe Place to Learn Act: Barranca School is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics such as disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, violence, intimidation, or bullying must take immediate steps to intervene when it is safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incident and/or to receive a copy of the district's antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the school principal. EC234 and 234.1.

Uniform Complaint Procedures

The informational pamphlet about appeals, civil law remedies and donations under which a complaint may be taken directly to the California Department of Education is available on the school or district website or from the Deputy Superintendent, Educational Services (974-7000), during regular business hours. The Complaint Procedures are also posted in the school office.

Visitors

All visitors must report to the office and obtain a Raptor badge before proceeding to any other part of the campus. Teachers will receive reasonable advance notice of visits by persons who are not employees of the district. Classroom visitations and/or observations by representatives of outside agencies, educational or community, will be scheduled in cooperation with the unit member whenever possible.

My child and I have read the attached Parent and Student handbook. We understand the rules, Educational Codes and policies. We are committed to helping our child be successful in school and will make sure our child...

- attends school on time each day
- follows the school Code of Conduct
- turns in completed homework on time
- is dressed in school uniform each day

By completing registration through data confirmation online, you acknowledge you have read and agreed to the guidelines in the Barranca Student Handbook.